

Request for Proposal:

NURI CSA MONITORING SURVEY

Reference No.: NURI/2022.03



Preface

This Request for Proposal (RFP) has been prepared by NURI Coordination Function (NURI CF) for outsourcing of required Consultancy Services.

Engaging in this RFP, the Bidder should get acquainted with Part 1, the Proposal Procedure; Part 2, the Bidding Forms; and Part 3, the Terms of Reference.

The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder shall notify NURI CF to have such errors considered.

The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. NURI CF shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

Part 1: Proposal Procedure

A. Preparation of the Technical Proposal:

The technical proposal shall include the following documents and information:

1. The Technical Proposal Submission Form A (see Part 2);
2. An outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate the duration of the assignment, contract amount and the consultant's involvement;
3. Any comments or suggestions to the Terms of Reference (see Part 3);
4. A description of the methodology for performing the services;
5. CV's recently signed by each of the Experts proposed for the assignment by the consultancy firm and the degree of responsibility held in the various assignments;
6. Activity (work) plan and time schedule in consideration to the man days available for this assignment;

7. Documentary evidence to support the proposal, including documents establishing the bidder's eligibility and qualification to perform the contract if its proposal is accepted.

The Technical proposal shall not include any financial information.

B. Preparation of the Financial Proposal:

The financial proposal shall include the following documents and information:

1. The Financial Proposal Submission Form B (see Part 2);
2. A copy of the quoted lump sum amount in **Uganda Shillings** (Form C) showing all the cost for the assignment, breakdown into fees, reimbursables and miscellaneous costs; and summary of the total costs for the assignment inclusive of all applicable taxes (see Part 2);
3. The Consultant shall be liable for all local taxes applicable to this assignment.

Any output and activities described in the Technical Proposal but not explicitly quoted in the Financial Proposal shall be assumed to be included in the quotes for other activities or items as well as in the final total quoted amount.

C. Only one Proposal:

The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture. Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:

1. They have at least one controlling partner, director or shareholder in common; or
2. any one of them receive or have received any direct or indirect subsidy from the other/s; or
3. they have the same legal representative for the purposes of this RFP; or
4. they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of another Bidder regarding this RFP;
5. they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or
6. some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received as per this RFP. This condition relating to the personnel does not apply to subcontractors being included in more than one Proposal.

D. Submission of Proposal

Electronic submission by e-mail is required.

The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and clearly labelled: "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL". The Financial Proposal (Form B: Financial Proposal Submission Form) shall be protected with a password.

The password for opening the Financial Proposal shall be provided only upon request of NURI CF. NURI CF will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected. The file must be sent to procurement@nuri.ag and in PDF format only.

All files must be free of viruses and not corrupted.

The Technical and the Financial Proposal must be submitted not later than **Monday 21th March 2022 at 12 noon.**

The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.

E. Prebid Meeting

No Prebid meeting will be organized, however bidders may raise, in writing, clarifications of proposal and submit electronically the queries through the e-mail address provided in section D above.

NURI CF shall endeavor to provide its responses to clarifications in an expeditious manner but any delay in such response shall not cause an obligation on the part of NURI CF to extend the submission date of the Proposals, unless NURI CF deems that such an extension is justified and necessary. Deadline for receiving clarifications shall be one week prior to bid submission date.

F. Proposal Opening

There is no public bid opening for RFP's. NURI CF shall open the Proposals in the presence of an ad-hoc committee formed by NURI CF consisting of at least three (3) members.

G. Other Provisions

S/n	Data required	Specific instruction / Requirements
1	Proposal validity period shall be	120 calendar days
2	Advance payment upon contract signing	Not permitted
3	Bid security and performance bond	Not required
4	Expected date for commencement of Contract	4 th April 2022
5	Liquidated Damages	Will not be imposed
6	Manner of disseminating supplemental information to the RFP and responses/clarifications to queries	Direct communication to prospective Bidders by email
7	Payment provision	Payment will be made in instalments upon reaching specified milestones as per the consultant's work plan and NURI CF's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by M&E Coordinator. Payment will be affected by bank transfer in the currency of contract.

H. Evaluation of Proposals

The evaluation of proposals received will apply the Quality and Cost Based Selection (QCBS) methodology as detailed below:

1. Preliminary examination to determine eligibility (as defined in I below) and administrative compliance to this RFP on pass / fail basis;
2. Detailed evaluation to assess:
 - Responsiveness to the terms and conditions of this RFP document; and
 - the technical quality of proposals against the criteria defined in J below to determine the technical score for the proposal and to determine whether the proposal reaches the minimum technical scores given in J below; and if pass

3. Financial comparison to determine the financial score of the proposal; and to weight the technical and financial scores to determine the total score of the proposal.

If the proposal fails at any stage, it will be eliminated and not considered in any subsequent stages.

I. Eligibility Criteria and Documents evidencing eligibility

The Bidders are required to meet the following criteria and avail the necessary documents evidencing eligibility. These documents shall form part of the technical proposal; if not included, the bidder will be disqualified.

S/No.	Eligibility Criteria	Documents evidencing eligibility
1	Have legal capacity to enter into a contract	A certificate of incorporation/registration showing that the company is duly incorporated and separate from the owners or its equivalent AND A Registered Power of Attorney specific to this assignment AND A valid trading licence
2	The entity has fulfilled the obligation to pay taxes	A valid Tax clearance certificate or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder
3	Not to be insolvent, in receivership, bankrupt or in the process of being wound up or subject to legal proceedings for any of these circumstances	Copies of the audited financial statements (last three years) and financial standing (annual turnover for the last 3 years) including latest credit rating (if any)
4	Not have a conflict of interest in relation to this proposal procedure e.g. being a controlling part of another bidder or having a vested interest in another bid	A signed declaration by the bidder assuring compliance with this criterium

J. Technical Criteria

Proposals shall be scored basis the maximum number of points indicated below for each of the following criteria:

Section 1: Bidder's qualification, capacity and experience.		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	5
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls	5
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country. At least 3 projects in the last 5 years.	5
1.4	Quality assurance procedures and risk mitigation measures	5
Total Section 1		20

Section 2: Proposed Methodology, Approach, and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail?	10
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	20
2.3	Details on how the different service elements shall be organized, controlled, and delivered	5
2.4	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	5
Total Section 2		40

Section 3: Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		20
3.2	Qualifications of key personnel proposed		
3.2a	Lead Consultant		10
	- At least holder of Master's degree in bio-statistics, agriculture, international development, social science or M&E related discipline with	3 points	
	- At least 5 years of experience in planning and conducting surveys, baseline and evaluation studies on rural agricultural development programmes for reputable organizations	7 points	
3.2b	Team Leader, field work		10
	- At least holder of bachelor's degree in social science, agriculture or development field	3 points	
	- Demonstrated leadership and experience in managing data collection teams in the rural setting, hereunder ability to comprehend tools for data collection in the local language of districts of study	7 points	
Total Section 3			40
Grand Total (sections 1+2+3)			100 points

The minimum technical score required to pass the technical evaluation is **75 points**

K. Financial Criteria

A financial comparison will be conducted using the following methods where specified. The lowest financial proposal (F_m) shall be given a financial score (S_f) of 100 points. The financial scores of the proposal shall be computed as follows:

$$S_f = 100 \times \frac{F_m}{F}$$

in which S_f is the financial score, F_m is the lowest price and F is the price of the proposal under consideration.

Proposals will be ranked according to their combined technical (St) and financial Sf scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal: the total scores, $S = St * T\% + Sf * P\%$. Total scores shall be determined using a weighting of 80% for the technical proposal and a weighting of 20% for the financial proposal.

L. Nonconformities, Reparable Errors and Omission

1. Provided that a Proposal is substantially responsive, NURI CF may waive any nonconformities or omissions in the Proposal that, in the opinion of NURI CF, do not constitute a material deviation.
2. NURI CF may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial, nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.
3. For the Financial Proposal that has been opened, NURI CF shall check and correct arithmetical errors as follows:
 - a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of NURI CF there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;
 - b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and
 - c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.

If the Bidder does not accept the correction of errors made by NURI CF, its Proposal shall be rejected.

M. Best Evaluated Bid

The best evaluated bid shall be the Proposal with the highest combined technical and financial score and shall be recommended for award of contract.

N. Award of Contract

Award of contract shall be by notification. The consultant shall be expected to submit a bid acceptance prior to contract signing.

Part 2: Bidding Forms

Form A: Technical Proposal Submission Form

Procurement Reference Number:

Proposal addressed to	
Date of technical proposal	
Reference number for the proposal	
Subject of procurement	

We, the undersigned, offer to provide the services for [*Insert Title of services*] in accordance with your Request for Proposal No. [*Insert RFP Reference Number*] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a. have no conflict of interest in accordance with Instruction to Bidders
- b. have not been suspended, debarred, sanctioned or otherwise identified as ineligible
- c. have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
- d. undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practices.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification.

We offer to provide services in conformity with the Bidding documents and in accordance with the Terms of Reference.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the RFP.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [*Insert Name of Bidder*] to sign this Proposal and bind it should NURI CF accept this Proposal.

Name: _____

Title: _____

Signature: _____

Date: _____

[Stamp with official stamp of the Bidder]

Form B: Financial Proposal Submission Form

Procurement Reference Number:

Proposal addressed to	
Date of technical proposal	
Reference number for the proposal	
Subject of procurement	

We, the undersigned, offer to provide the services for *[Insert Title of services]* in accordance with your Request for Proposal No. *[Insert RFP Reference Number]* and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of *[Insert amount in words and figures]*.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the RFP.

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Signature: _____

Date: _____

[Stamp with official stamp of the Bidder]

Form C: Breakdown of Lump Sum Price

Procurement Reference Number:

Currency of Cost: **UGX**

FEES				
Name and position of personnel	Input Quantity	Unit of Input	Rate	Total Price
Total:				

Reimbursable and Miscellaneous Costs				
Description of Cost	Quantity	Unit of Measure	Unit Price	Total Price
Total:				

Part 3: Terms of Reference

Terms of Reference

Technical Support to NURI CSA Monitoring Survey

Background

The Northern Uganda Resilience Initiative (NURI) is one of three engagements under the Uganda Programme on Sustainable and Inclusive Development of the Economy (UPSIDE), which is one of the two thematic programmes of the Danish Country Programme for Uganda 2018-2022, for which a Memorandum of Understanding (MoU) has been signed between the Government of Denmark and the Government of Uganda.

The programme's development objective is to enhance resilience and equitable economic development in Northern Uganda, including for refugees and host communities, by supporting 1) Climate Smart Agriculture (CSA), 2) Rural Infrastructure (RI), and 3) Water Resources Management (WRM). Refugees and host communities are among the beneficiaries as NURI is designed to support Uganda's progressive refugee policy and the nexus between development and humanitarian action.

The implementation of the programme started in 1/1/2019 and will run to 31/12/2022. NURI covers 13 districts geographically in West Nile and Acholi Sub Regions of Northern Uganda. The districts are Agago, Kitgum and Lamwo in Acholi sub region and Arua, Madi-Okollo, Terego, Pakwach, Nebbi, Zombo, Moyo, Adjumani, Obongi and Koboko in West Nile sub region. Besides targeting nationals in these districts, NURI works with refugee settlements within some of the selected districts. Selected settlements are Rhino Camp Refugee Settlement in Arua District, Imveppi in Terego district, Palorinya Refugee Settlement in Obongi District, 5 selected refugee settlements in Adjumani District and Palabek Refugee Settlement in Lamwo District.

Implementation of the CSA activities has been through three NURI Regional Agricultural Units (RAU's) as well as three implementation partners (IP's).

Implementation of activities under CSA are now in its third year with results trickling in from completed activities. A total of 3,962 farmer groups have been supported since 2019 with some having been weaned off in 2021.

According to the M&E framework, output and outcome assessment shall be done to report on the high-level performance indicators of the NURI programme. NURI CF takes lead in planning output and outcome assessment; it has been planned that a monitoring survey is conducted to provide feedback on the performance indicators.

To this effect, NURI CF will engage a consultant (the Service Provider) to assist in the assessment of NURI achievements under the CSA component.

Purpose

To assess the extent of achievement of outcome and output performance indicators of the NURI programme in selected districts of implementation in Acholi sub region and West Nile. The assessment will cover both host communities and refugees in the selected districts.

Objectives

- To review and understand the indicators of assessment as stipulated in M&E framework of the NURI programme
- To review the existing data collection tools and make contributions for improvement
- To refine the survey design, approach and methodology
- To identify and assemble the data collection team
- To carry out the actual monitoring survey in the selected districts
- To write the monitoring survey report for the programme and make comparisons to the baseline

Scope of the Assignment

The survey will be conducted in 06 selected districts of NURI implementation in West Nile and Acholi sub region. The assessment will be limited to activities implemented under Output 1 of the programme, Climate Smart Agriculture. The selected districts are Madi-Okollo, Nebbi, Obongi, Adjumani in West Nile and Kitgum, Lamwo in Acholi sub region. Data collection will be restricted to farmer group members that have benefited from the NURI programme as new nationals and mixed groups. The assessment areas will be limited to the performance indicators specified in the M&E framework however attempt will be made to capture general issues of significance and importance.

The coverage shall be 262 farmer groups (2,424 individual households), 90 key informant interview respondents, 30 Focus Group Discussions and 30 staff from RAU's and IP's. This coverage shall be spread across the 06 selected districts.

Approach and Methodology

The Service Provider will work in close collaboration with NURI CF based on a workplan that will be provided by NURI CF. Basis experience from similar assignments, it is recommended that quantitative and qualitative approaches and methodology shall be employed to assess the variables defined in the M&E framework.

It is acknowledged that the use of mixed methods will ensure validity and reliability of the survey findings. Assessment will be directed to a section or sample of the population otherwise known as NURI beneficiaries who statistically represent the entire population supported under output 1 of the NURI programme in the selected districts.

It shall be noted that some important areas were not covered during baseline, why it is recommended that attempts shall be made to ascertain the “before and after situation” of the programme.

Data Collection Methods

The methods highlighted below are recommended for data collection during the exercise. This is however subject to discussion with the Service Provider:

- Household interviews using questionnaires
- Key informant interviews targeting the District Local Government (DLG) and Sub-County staff using a questionnaire
- Focus group discussions using an FGD guide (to be developed)

Data Entry

Data entry shall be done using an application that allows for easy form creation, addition of value labels, creation of new variables and conducting conditional checks on data recorded. On this basis, Epi-Data is the preferable software; it will however be possible to explore other software.

Data Processing and Analysis

It is recommended that data collected will be entered using Epi-Data, a suitable software enriched with data validation instruments to ensure minimal data entry errors. The entry will be made twice to ensure a high degree of accuracy of captured data. After data entry, data will be cleaned and exported to SPSS software for processing and analysis. SPSS is easily accessible and can ably handle the required analysis of the study with limited programming. Both univariate and bivariate analysis will be performed to provide the required assessment values with the necessary disaggregation.

Data Quality Control

NURI CF will conduct training and pre-testing of the data collection team in close collaboration with the Service Provider to address quality and quantity control measures. The training will include translation and interpretation of tools, trial sessions, understanding of production units and general research principles and practices. During field work, all the filled data collection tools shall be reviewed by the team leaders on a regular basis, and frequent feedback shall be given to the teams. Additionally, it is planned that after field exercises, the team spends a day or two to clean and review data for the entry process to start.

Target Respondents and Sample Size

Respondents

The survey targets farmer groups supported under the NURI CSA programme in the selected districts. The group members are farmers mainly on subsistence scale who are in groups of 25 – 30 members categorised as new national farmer groups and mixed groups. The mixed groups consist of national and refugee farmers. The groups started receiving support under the programme in 2020 and by the time of this survey, they will be in their third year of participation.

The element of control and non-control will not be applied in this assessment but a comparison will be made between the “before and after” NURI programme. Key informant interviews will be conducted with selected DLG leaders and sub-county leaders that have been relevant during implementation of NURI activities.

Sample size

To calculate the sample size of the respondents for household interviews, a confidence level of 95%, proportion of picking a choice of 0.5, margin of error of 0.04 and the number of standard deviations of 1.96 is normally used in research. As a limitation, there will be a slight deviation from this principle due to time and resource constraints. A smaller sample size has thus been determined for each district, which will anyway give reliable and valid results to provide feedback on the indicators of survey.

The sample size shall be 262 farmer groups; 192 new nationals and 70 mixed groups. Additional 30 groups shall be identified for focus group discussions. This sample size will statistically be spread across the selected districts as provided in the table below:

Table 1: Sample size per district

District	FG Category	FG Population		Selected sample size for study	
		FGs	HHs	FGs	HHs
Adjumani	New National	300	9,000	56	562
	Mixed Groups	120	3,600	20	200
Obongi	New National	106	3,180	20	200
	Mixed Groups	113	3,390	20	200
Madi-Okollo	New National	195	5,850	36	362
	Mixed Groups	109	3,270	20	200
Nebbi	New National	75	2,250	20	200
	Mixed Groups	N/A	0	0	0
Kitgum	New National	105	3,150	30	300
	Mixed Groups	N/A	0	0	0
Lamwo	New National	105	3,150	30	300
	Mixed Groups	34	1,020	10	100
Total					2,424

Sampling of respondents

NURI CF shall provide a sampling frame to the Service Provider; it shall however be noted that in each sub-county there are 15 farmer groups equivalent to 450 households. The groups/households are randomly distributed in different parishes. The Service Provider shall decide on the sampling methodology given the sampling frame. In the mixed groups, a ratio of 60% of new nationals to 40% refugees shall be used in sampling of respondents.

For other data collection methods (FGD, KII), the Service Provider shall decide on the sampling procedure, NURI shall however provide the frame for all relevant authorities that have been relevant during the implementation of NURI activities in the respective districts and sub-counties.

Sampling of sub-counties

The sub-counties are categorised according to their production output as high, medium and low performance. This will be used to deliberately select between 5 – 6 sub-counties including those that were included during baseline from each district of assessment. NURI CF shall guide the Service Provider in this aspect.

Limitation of the study

The study will have limitations in the sample size determination because of cost, time and accessibility to some farm lands of the respondents. The sample size has been reduced to fit in the implementation schedule but also so to have in-depth assessment of production characteristics. However, it should be noted that even when the sample size will slightly be deviating from principle, it will not have significant effect on the results considering the fact the farmer groups are evenly spread out and are homogenous in their production characteristics.

Indicators for the Survey

Data Requirements

All the production related indicators at impact, outcome and output level as in the NURI M&E manual will be captured in the survey. Production data will be captured for all the crops cultivated by a farmer household selected for the survey. Below is the table of indicators that highlights the areas of assessment; it also means that the tools for data collection will respond to the indicator in the table.

Table 1: Indicators

S/N	Indicator name	Data collection method and tool	Comments
Immediate Objective: <i>To enhance resilience and equitable economic development in supported areas of Northern Uganda, including for refugees and host communities</i>			
1.	% Increase in average annual agricultural cash income of participating households (segregated by age, gender of HH head and refugee status)	HH interviews adopting the baseline tool	
2.	Reduction in the number of participating HHs reporting periods of food insecurity (segregated by age, gender of household head and refugee status)	HH interviews adopting the baseline tool	
Objective for strategic intervention 1: <i>To increase the agricultural output of small-scale farmers</i>			
1.	Cumulative percentage increase in average yields per acre for strategic crops	HH interviews adapting baseline tool	Embedded within the total HH production assessment table in the tool
2.	Cumulative percentage of the quantity of strategic crops harvest that is sold	HH interviews adapting baseline tool	Embedded within the total HH production assessment table in the tool
Main activities: Agricultural output of small-scale farmers including for refugees increased			
1.	% of VSLA loans used for agricultural purpose by FGs and refugee HHs	HH interviews adopting baseline tool	
1.	% of FGs and refugees that report increased savings by at least 20% compared to previous year	HH interviews adopting baseline tool	
1.	% of staff reporting increased ability to meet their performance	Individual staff Interviews	

Responsibilities of the Service Provider

The Service Provider is expected to carry out the following main tasks:

1. Review the M&E framework and other data for the NURI programme
2. Review and make improvements on the data collection tools for the assignment
3. Participate and support training of data collection team and pre-test exercise
4. Identify, form and assemble the data collection team (team leaders and enumerators) for the exercise
5. Provide logistical support to the data collection team including transport and accommodation during field activities
6. Print all data required or otherwise assemble gadgets needed for data collection if digital method will be used
7. Collect data from respondents using the defined methods
8. Prepare data entry template and enter all collected data using a suitable software
9. Ensure all qualitative data collected is coded, transcribed and captured during data entry
10. Identify and prepare data entrants where paper-based method is used
11. Monitor and supervise the data entry from the household interviews, KII questionnaires & FGDs. It is advised that double data entry should be made to avoid errors.
12. Cleaning data from the entries made.
13. Conduct analysis of the entered data using SPSS. Service provider should prepare data analysis plan in close collaboration with the M&E Coordinator.
14. Write the survey report based on an agreed format provided by NURI CF (M&E Coordinator/PMA)
15. Deliver soft data sets to NURI CF by email

Responsibilities of NURI CF

1. Provide the draft data collection tools for the survey (HH interview, KII, FGD), Questionnaire size: HH tool-16 pages, KII- 8pages.
2. Orientation of the Service Provider on the M&E framework with emphasis on the indicators to be answered from the survey and expected deliverables of the assignment (including the reporting format)
3. Provide all the necessary information to guide the execution of the consultancy (includes the districts and respective sub-counties for the assessment)
4. Provide training to the data collection team (all training costs will be on the NURI CF)
5. Oversee pre-testing of the data collection exercise in selected locations
6. Mobilise the respondents from the respective districts of survey
7. Conduct quality assurance of the field data collection exercise
8. Follow up data entry, analysis and reporting about the exercise
9. Provide the report format for the survey

Deliverables of the Service Provider

1. The final data collection tool
2. Recommended data collection methods and strategy for executing the assignment
3. Data-entry template developed preferably in Epi-Data
4. Data sets captured by the Service Provider

5. Monitoring survey report according to the agreed format

Schedule for the Assignment

The assignment is expected to run from 4th April 2022 to 15th July 2022 including planning activities, training and actual field work. The breakdown of activities is given in the table below:

Table 2: Timeframe for the Survey

Activity	Timeframe	Responsible person
Assembling the data collection team	4/4 - 14/4/2022	Consultant and team
Training of the data collection team	19/4 – 23/4/2022	M&E Coordinator, Data Officer, RC
Data collection and cleaning	25/4 – 20/5/2022	Consultant and team
Data entry, analysis and report writing	23/5 – 15/7/2022	Consultant and team

Plan for the Implementation

The Service Provider shall be asked to provide a detailed workplan for the assignment based on the schedule given above. This will be part of the documents to be submitted in the call for proposals for the assignment.

Profile & Qualifications required from the Service Provider

It is required that the Service Provider presents a team comprising of a Lead Consultant, Team Leaders and enumerators to carry out the assignment. NURI CF will however be flexible in respect of the structure presented by the Service Provider. A description of the potential team composition is given below:

Lead Consultant(s)

- The technical lead must have as a minimum a master's degree in bio-statistics, social science, international development, agriculture or related development field. Additional training in M&E would be an added advantage.
- A minimum of 7 years' experience in planning and conducting M&E surveys, baseline and evaluation studies for reputable organizations including contactable address for the organizations that the service provider has supported (phone contact or email address)
- At least three years' practical experience with using SPSS for data analysis
- At least three years practical experience with using suitable data entry software like Epi-Data, Epi-Info or similar

- Demonstrated knowledge and experience in writing survey and evaluation reports in agricultural livelihood programmes
- Demonstrated ability to form and manage teams effectively
- Familiarity and experience with research work in Northern Uganda including for refugee communities
- Good oral and written communication skills
- Reliable and available when contacted physically and in emails

Team Leader(s) during field work (if required)

- Minimum a degree in social science, agriculture or any development field
- Demonstrated team leadership and management ability
- Demonstrated experience in data collection and handling similar activity
- Ability to speak, comprehend and translate the tools for data collection in the local language spoken in the districts of implementation (Kitgum, Lamwo, Nebbi, Madi-Okollo, Obongi and Adjumani)
- Good computer skills especially of word, excel and PowerPoint
- Good report writing and recording skills

Enumerators

- Minimum a degree in social science, development studies, agriculture or related development discipline
- Demonstrated experience in data collection from rural communities especially in the districts of survey
- Ability to speak, comprehend and translate the tools for data collection in the local language spoken in the districts of implementation (Kitgum, Lamwo, Nebbi, Madi-Okollo, Obongi and Adjumani), a must
- Demonstrated ability to work well in teams
- Demonstrated good oral and written communication skills.

Accountability and Reporting

The Service Provider will be accountable to NURI CF and report to the M&E Coordinator, NURI CF, who takes the lead of the exercise from CF. Where need be, the Service Provider shall be contacted directly by the Programme Management Adviser.

NURI CF shall be supported by the RAU's and IP's in the districts, where the exercise will be carried out.