

## Request for Proposal:

### **NURI RI/WRM MONITORING SURVEY**

**Reference No.: NURI/2022.04**



## 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](mailto: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 **Friday, 22<sup>nd</sup> April 2022 at 12 noon**. *Note that late submissions shall be rejected.*

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	2 <sup>nd</sup> May 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 <b>AND</b> A Registered Power of Attorney specific to this assignment <b>AND</b> 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:

<b>Section 1: Bidder's qualification, capacity and experience.</b>		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
<b>Total Section 1</b>		<b>20</b>

<b>Section 2: Proposed Methodology, Approach, and Implementation Plan</b>		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
<b>Total Section 2</b>		<b>40</b>

<b>Section 3: Management Structure and Key Personnel</b>			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 Statistics, development studies, international development, social science or M&E related discipline with	3 points	
	- At least 5 years of experience in planning and conducting monitoring 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	
<b>Total Section 3</b>			<b>40</b>
<b>Grand Total (sections 1+2+3)</b>			<b>100 points</b>

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: NURI/2022.04

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: NURI/2022.04

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: NURI/2022.04

Currency of Cost: **UGX**

<b>FEES</b>				
Name and position of personnel	Input Quantity	Unit of Input	Rate	Total Price
<b>Total:</b>				

<b>Reimbursable and Miscellaneous Costs</b>				
Description of Cost	Quantity	Unit of Measure	Unit Price	Total Price
<b>Total:</b>				

The service provider shall include (in their budget) an additional four days will which be for training and pre-test of the data collection tool/methods

NURI shall only cater for the training costs as meals, stationary, venue and transport refund according to public transport rates.

### **Part 3: Terms of Reference**

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 programmes 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 project construction activities under RI/WRM is now in its second year with results trickling in from completed projects. To this date, 59% of planned infrastructure projects have been completed and are in use. According to the M&E framework, output and outcome assessment should be done to report on the high-level performance indicators of the programme. NURI CF takes lead in planning output and outcome assessment; it has therefore been planned that a monitoring survey is conducted to answer to the performance indicators at that level. NURI CF will pursue this through the engagement of a consultancy service provider.

#### **Purpose**

To assess the extent of achievement of outcome and output performance indicators of the NURI programme in selected districts of implementation in West Nile and Acholi sub region. 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 the programmes M&E framework.
- 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 conduct the monitoring survey exercise in the selected districts
- To write the monitoring survey report for the programme and make comparisons to the baseline situation

## **Scope of the assignment**

The survey shall be conducted in 06 selected districts of NURI implementation in West Nile and Acholi sub region. The assessment shall be limited to activities implemented under Output 2 & 3 of the programme (Rural Infrastructure and Water Resource Management). The selected districts are Madi-Okollo, Nebbi, Obongi, Arua in West Nile, Kitgum and Lamwo in Acholi sub region. Data collection shall be restricted to community groups that participated in the construction work under RI/WRM. The assessment areas shall be limited to the performance indicators specified in the M&E framework however attempt shall be made to capture some important general issues.

The coverage shall be 1,270 community members, who participated in the construction works for RI and WRM projects in the selected districts of survey. This coverage shall be spread across the 06 selected districts.

## **Approach and Methodology of the assignment**

The service provider shall work in close collaboration with NURI CF based on a workplan that shall be provided by the CF. However, based on experience from similar assignments within the programme, it is recommended that quantitative and qualitative approaches/-methods shall be employed to assess the variables defined in the programmes M&E framework. It is acknowledged that the use of mixed methods will ensure validity and reliability of the survey findings. Assessment shall be directed to a section or sample of the population otherwise known as NURI beneficiaries who represent the entire population supported under output 2 & 3 of the NURI programme in North West Nile.

There was no baseline study conducted for RI and WRM, 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 will however be discussed further with the service provider:

- Household interviews using questionnaires
- Key informant interviews targeting the 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 entered data. 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 is entered using Epi-Data, a suitable software enriched with data validation instruments to ensure minimal data entry errors. The entry shall be made twice to ensure a high degree of accuracy of captured data. After data entry, data shall be cleaned and exported to SPSS software (Statistical Package for Social Scientists) for processing and analysis. SPSS is easily accessible and can handle the required analysis of the study with limited programming. Both univariate and bivariate analysis shall 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, 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 entry process start.

## Target Respondents and Sample size

### Respondents

The primary respondents are community members established in groups of 15-30 members depending on the project type. These groups were formed to execute the construction activities. It may be the case that some groups have already dissolved themselves at the time of the survey. NURI CF will work in close collaboration with the service provider to ensure that the respondents are mobilised.

The element of control and non-control shall not be applied in this assessment but a comparison shall be made between a 'before' and 'after' the NURI programme. Key informant interviews shall 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 principle due time and resource constraint. A smaller sample size has been determined for each district but which will give reliable and valid results to answer to the indicators of study.

The sample size shall be 1,270 community group members including for refugees spread across 06 districts. Additional 30 groups shall be identified for focus group discussions and 90. This sample size shall be spread across the selected districts as provided in the table below:

**Table 1: Sample size per district**

District	FG Category	Selected sample size for study
		HHs
Arua	New National	200
	Refugees	0
Obongi	New National	150
	Refugees	90
Madi-Okollo (Rhino Camp)	New National	0
	Refugees	90
Terego (WRM)	New nationals	50
Nebbi (WRM)	New National	200
	Refugees	0
Kitgum	New National	200
	Refugees	0

District	FG Category	Selected sample size for study
		HHs
Lamwo	New National	200
	Refugees	90
<b>Total</b>		<b>1,270</b>

### Sampling of respondents:

NURI CF shall provide a sampling frame to the service provider. It shall however be noted that in each sub-county community groups are randomly distributed in different parishes and/or villages. The service provider shall decide on the sampling methodology given the sampling frame. In the mixed groups, a ratio of 60% new nationals to 40% refugees shall be used in sampling of respondents.

For other data collection methods (FGD, KII), the service provider shall equally decide on the sampling procedure. NURI shall 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:

This shall be done based on the distribution of different project types in a district and sub-counties. A list of projects in every district shall be used as the sampling frame.

### Indicators for the study

All the indicators at impact, outcome and output level as in the NURI M&E manual related to rural infrastructure shall be captured in the survey. Below is the table of indicators that highlights the areas of assessment; this also implies that the tools for data collection shall respond to the indicator in the table.

**Table 2: Indicators for the study**

S/N	Indicator name	Data collection method and tool	Comments
<b>Immediate Objective:</b> <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	HH interviews using a designed tool	



	(segregated by age, gender of HH head and refugee status)		
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 using a designed tool	
3.	Total no. of people benefitting from supported WRM interventions (segregated by age, gender of HH head and refugee status)	Progress reports	
<b>Objective for strategic intervention 2: <i>Agriculturally-related rural infrastructure renovated and or constructed using labour intensive approach</i></b>			
1.	Average cumulative % of projects in the district investment plans completed (segregated by refugee settlement area or not)	KII using a questionnaire	
2.	Cumulative number of beneficiaries that report a reduction in time and/or cost in transporting goods to a market place (segregated by refugee settlement area or not)	HH interviews using a designed tool	
3.	% HHs reporting satisfaction with completed infrastructure projects	HH interviews using a designed tool	
4.	% Community members living close to the completed infrastructure who are using it	HH interviews using a designed tool	
<b>Main activities: <i>Agriculturally related rural infrastructure rehabilitated using labour based intensive approach</i></b>			

1.1	% of completed infrastructure projects constructed in accordance with agreed standards	KII interview using a designed questionnaire	
1.2	% of participants for infrastructure works who are youth (18-28 years)	HH interviews using a designed questionnaire	
<b>WRM: <i>Climate change resilience in target areas improved through WRM</i></b>			
1.1	Cumulative no. of micro-catchment management plans implemented	Progress reports	
1.2	No. of agriculturally-related physical and natural water infrastructure constructed or rehabilitated	Progress reports	
1.3	Community/user management agreements developed and implemented	Progress reports	
1.4	% of HHs aware of and understanding by-laws related to completed projects	HH interviews using a designed questionnaire	

## **Responsibilities of the Service Provider**

The service providers are expected to carry out the following main tasks:

1. Review M&E framework and other data for the NURI programme
2. Review and refine the data collection tool for the assignment
3. Participate in and support the training of the data collection team and pre-test exercise together with NURI CF. The service provider shall include (in their budget) the fees for their professional team for the 4 days training including pre-test (NURI shall cater for the meeting costs of the training i.e. meals, venue, stationary, transport refund according to public transport rates).
4. Identify, form and assemble the data collection team (team leaders and enumerators) for the exercise
5. Plan and provide logistical support to the team including transport and accommodation during field activities

6. Print all data tools 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 or desired software. 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

### **The Responsibilities of NURI CF**

1. Draft the data collection tool for the survey (HH interview, KII, FGD)
2. Orientation of the service providers 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 work (includes the districts and respective sub-counties for the assessment)
4. Provide training to the data collection team (including meeting the cost of this training; meals, venue, stationary)
5. Oversee pre-testing of the tools in selected locations in close collaboration with the consultancy firm
6. Mobilise the respondents from the respective districts of survey
7. Conduct quality assurance of field data collection exercise
8. Monitor data entry, analysis and reporting about the exercise
9. Provide the report format for the survey

### **Deliverables of the Service Provider**

1. Finalised data collection tool shared with NURI CF
2. Recommended data collection methods and strategy for executing the assignment
3. Data-entry template developed preferably in EPI-DATA and shared with NURI CF
4. Data sets captured by the service providers system shared with NURI CF
5. Monitoring survey report according to the agreed format delivered to NURI CF

## Schedule for the Assignment

The assignment is expected to run from 1/5 – 30/7/2022 including planning activities, training and actual field work. The breakdown of activities is given in the table below:

**Table 3: Timeframe for survey preparatory activities**

Activity	Timeframe	Responsible person
Plan & ToR & Budget development	1-31/1/2022	M&E Coordinator
Procurement of service providers	1– 29/4/2022	NURI CF Procurement
Assembling the data collection team	4 -13/5/2022	Consultant and team
Training of the data collection team	16 – 20/5/2022	M&E Coordinator, DRC, RC, NPC
Data collection and cleaning	23/5 – 18/6/2022	Consultant and team
Data entry, analysis and report writing	20/6 – 30/7/2022	Consultant and team

## Implementation Work Plan

The service providers shall provide a proposed 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.

## Demand Profile/Qualifications of the Service Provider

The service provider shall present a team comprising of a lead consultant, team leaders and enumerators to run the assignment.

### Lead consultant(s)

- Technical lead must have a minimum of 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 during field work (if required)**

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

NURI CF shall be supported by DRC in the districts where the assignment is carried out.