

TERMS OF REFERENCE TO HIRE A CONSULTANCY FIRM(S) TO CARRY OUT BASELINE ENDLINE AND SURVEYS OF GRADUATION PROJECT

1. Introduction:

Caritas Rwanda is non-profit organization legally registered, with the mission to assist people in needs and foster for their integral human development. Caritas Rwanda has more than 60 years of working experience in building poor families' resiliency through development, social welfare and health interventions.

Recently, Caritas Rwanda has signed a Memorandum of Understanding with UNHCR and MINEMA to implement the Graduation project: "Pathways to Economic Inclusion and self-reliance of the refugees along with their host communities in Rwanda". The program intends to promote the self-reliance and livelihoods of refugees and host community members in Kiziba, Nyabiheke and Mahama refugee camps as well as in Kigali Urban by providing them with integrated and multi-sectorial services including financial literacy, income oriented agricultural and livestock promotion, market linkages, and seed capital provision for business plan implementation.

2. Background

A Rapid Assessment of the Livelihoods situation of refugees living in camps and urban areas in Rwanda was carried out in 2019 to inform the revision and update of the Joint UNHCR – GoR livelihoods strategy 2016-2020 as well as to inform the next (revised) strategy (2021-24). The government's livelihood strategy for refugee inclusion fetches from a vision that refugees and hosting communities will be able to 'fulfil their productive potential since they will be self-reliant members of the Rwandan society.

By addressing the root causes of poverty, Graduation equitably builds household capacity and empowers families to interact with the local economy and community in productive and positive ways. As refugee households begin to move out of poverty and out of their dependence from humanitarian assistance, children start to lead safe, secure and stable lives, and have hope for a positive future.

The Graduation program follows a four pillared approach:

1. **Social protection** provides preventive, protective and promotive mechanisms to support basic income security such as consumption support, crisis relief, and access to health and education.

2. **Livelihoods promotion** secures regular and diverse income streams for households to support consumption, asset accumulation, and economic empowerment, especially for women. Interventions include asset or cash transfers for a viable livelihood or linkages to formal employment, technical and business skills training, and access to markets.

3. **Financial inclusion** provides improved income and risk management and financial empowerment. Interventions typically include access to formal or informal savings facilities, credit and insurance mechanisms, accompanied by financial literacy training.

4. **Social empowerment** equips families with a confident mindset and promotes community inclusion and positive behaviour change. Interventions include life skills training, social integration, and coaching that cut across all four pillars, underpinned by a commitment to gender equality.

Graduation must adopt rigorous targeting involving multiple steps and verification, that is transparent, gender disaggregated and gender sensitive, to reach the most vulnerable households with vulnerable children.

As per the MINEMA-UNHCR joint strategy 2021-2024, livelihoods programming is aiming at ensuring that refugees go through a comprehensive process leading to self-reliance and graduation from extreme poverty. It focuses on the promotion of self-reliance, Economic Inclusion and livelihoods of Refugees and Host Communities in Rwanda targeting 70% of program beneficiaries to be refugees and 30% host communities. In this regard, Caritas Rwanda received funds from UNHCR to implement the Graduation Project to improve the self-reliance and livelihoods of refugees along with hosting communities intending to graduate 70% of served population out of extreme poverty.

Therefore, Caritas Rwanda is hiring a consultancy firm(s) to conduct:

(Lot 1) A baseline survey to 1,143 project beneficiary households located in Mahama and Kiziba refugee camps to receive the project support since 2023; and

(Lot 2) An endline survey to 484 beneficiary households located in Kigali Urban, Kiziba camp and Nyabiheke camp who have been receiving the program support since 2021.

3. Objectives of the assignment

3.1 General objective

The overall objective of these surveys is to establish the project beneficiaries' socio-economic levels in comparison to the targets to reach out by the project end, as results of graduation project implementation in its coverage area.

3.2 Specific objectives

- **Lot 1: Baseline for 2023**

- The baseline survey will be carried out to collect information about the characteristics and background of the target group, the socio-economic environment in which the selected beneficiaries currently make a living, as well as the available support functions for refugees and host communities to attain the expected objective;

- The baseline survey also will permit to assess the ability of project beneficiaries to better progress on path out of extreme poverty. The baseline report is to be used for monitoring benchmark and evaluating the project implementation.
- **Lot2: Endline survey for 2021**
 - ❖ The endline survey will serve to collect data (qualitative and quantitative) to be measured, compared and analyzed against the baseline value overall objective indicators and expected result;
 - ❖ The endline survey will permit to understand the status/situation of beneficiaries vis-à-vis the graduation criteria of the MINEMA and UNHCR's Joint Strategy on Economic Inclusion of Refugees and Host Communities in Rwanda 2021 – 2024;
 - ❖ The report of this survey will recommend a list of beneficiaries who can be graduated based on the graduation criteria.

4. Description and coverage of the assignment

Description of the assignment:

The survey(s) implementation will be carried out by the contractor(s) with support from Caritas Rwanda at both headquarters and camp levels, and with advice from UNHCR. The contractor(s) will provide the English version of the questionnaire to be used for the assignment and will later provide its version translated in Kinyarwanda. During the survey, the contractor(s) will need to physically meet the project beneficiaries at field level to collect data. Caritas Rwanda will provide the contractor with a final selection of households to be included in the survey. Each assignment should be completed in 30 calendar days. Thus, if one contractor wins both the assignments, 60 calendar days would be enough to complete both assignments. For baseline, the use of a control group may be an advantage.

Coverage of the assignment(s):

Lot 1: Baseline for 2023. The survey will be carried out to 1,143 households including refugees and host community members identified in Kiziba and Mahama camps as per the table below.

District	Site	Refugee households	Households in host communities	Total households
Karongi	Kiziba refugee camp	295	127	422
Kirehe	Mahama refugee camp	505	216	721
Total		800	343	1,143

B

✓

Lot2: Endline survey for 2021. The survey will be carried out to 484 beneficiary households served since 2021 from Kiziba and Nyabiheke camps and Kigali Urban as per the table below.

Site	Refugee households	Households in host communities	Total households
Kiziba refugee camp	187	10	197
Nyabiheke refugee camp	127	19	146
Kigali Urban	122	19	141
Total	436	48	484

5. Expected outputs - Deliverables

- 5.1. A detailed Inception report** showing the methodology with research tools (questionnaires; interview guide) and approach to conduct the assignment. The inception report should also include ethical considerations, literature review showing existing findings on livelihoods and economic inclusion. The inception report will also include a detailed action plan with timeline to accomplish all assigned tasks. The approved inception report should be submitted in 5 calendar days after signing contract.
- 5.2. Data collection, analysis and Draft quantitative report** include the research findings. Caritas Rwanda and UNHCR will review the report and provide comments and inputs to be addressed by the consultant. The draft report should be submitted 20 calendar days after inception report.
- 5.3. Final baseline survey report** should be submitted in English and should cover:
- **Research findings** from qualitative and quantitative data collected during the survey
 - **A set of actionable recommendations** that can be incorporated into activity design and implementation to ensure effective implementation of Graduation project.
 - The approved final survey report will be submitted with final raw dataset and final cleaned dataset with documentation in 5 calendar days after the draft report.

6. Qualification requirements of the consultancy firm

6.1 General qualifications

- Demonstrating experience of at least 5 years in conducting large scale household surveys in Rwanda is essential;
- Having access to experienced interviewers and data collection supervisors is essential;
- Fluency in written and spoken English and Kinyarwanda is essential;
- Experience in conducting surveys on hard-to-reach populations and on refugees in particular is essential;
- Prior experience of work with Caritas Rwanda and UNHCR on surveys is essential.

6.2 Specific team qualifications

- **Team leader (essential):**
 - ❖ University degree in economics, social sciences, statistics, agriculture, or relevant discipline plus a minimum of 5 years of relevant professional experience or a post-graduate degree plus a minimum of 3 years of relevant professional experience in livelihoods-related areas, socio-economic research and evaluation studies.

B ✓

- ❖ Minimum of 5 years of baseline/end-line, and evaluation experience in quantitative and qualitative analysis and synthesis of livelihoods interventions in development and humanitarian settings.
 - ❖ Proven experience in successfully leading baseline/end-line/evaluation survey teams and managing fieldwork in complex environments.
 - ❖ Technical expertise in refugee context, including relevant analytical frameworks and programming approaches and standards.
 - ❖ Experience in generating useful and action-oriented recommendations to management and programming.
 - ❖ Proven expertise in writing professional, clear and concise statistical reports in English
- **Team member – statistician/data analyst (essential)**
 - ❖ A university degree in statistics (statistical analysis) and/or data mining is required, as is at least 5 years of relevant experience in quantitative data analysis.
 - ❖ Proven data analysis experience with R coding
 - ❖ Proven experience in complex survey design, development, testing, and implementation, as well as analysis.
 - ❖ Extensive knowledge and experience with quantitative survey design methodologies, sampling design procedures, sample size calculations, variance estimation, compound weights, and simulation studies.
 - ❖ To ensure reliable data collection, experience with data quality assurance protocols and data collection in the domains of sampling and measurement error, non-response, and coverage bias is required.

7. About the proposal preparation

✓ Technical proposal

The applicant should prepare a technical proposal for carrying out the described survey, which should include the general approach to carrying out survey as well as specific ways of dealing with challenges anticipated for the proposed survey. The methodology, as well as data collection methods and analysis tools, will be outlined in the proposal. The proposal should also describe the approach to ensuring high quality of the collected data which is critical to the survey's success. The proposal should describe the firm's staffing and organizational structure, as well as detailed proposed activity timelines. The proposal will also include plans for piloting data generation tools and training enumerators. A summary of relevant qualifications and experience with at least three good completion certificates of similar surveys should be provided. Any other technical or administrative information should be provided to increase the winning likelihood.

✓ Financial proposal

The financial proposal should include a breakdown of the proposed budget by relevant major activities, as well as a narrative describing the rationale for the proposed activities, as well as the corresponding timeline and budget breakdown.

B

It is critical that the financial proposal includes a detailed description of the proposed fieldwork model, including team size and composition, modes of transportation, and any assumptions upon which the budget is based. The budget should clearly identify unit costs and quantities for each activity.

N.B: Financial proposals should precise if all taxes are included or excluded.

7. Milestones payment

1. Submission of the approved inception report- 30%
2. Submission of the draft quantitative report including the research findings - 40%, assuming data quality and analysis is satisfactory and the whole targeted population was achieved (this payment is only made when Caritas Rwanda is satisfied that the data is to the standard expected)
3. Validation meeting conducted and final report with all deliverables submitted - 30%

8. Evaluation criteria

Applications will be assessed based on cost reasonableness (30%) and technical competence (70%).

9. The Application file must be comprised of;

- Letter expressing interest to carry out the consultancy service required;
- CV (s) of the consultant (s);
- A technical proposal written in English describing the background, methodology and timeline (Lot 1 and Lot 2);
- Notarized copies of Academic and Professional qualifications of the Consultant (s);
- A copy of RDB registration certificates;
- A copy of RRA (VAT) Registration certificate;
- A copy of Proof of EBM Possession;
- A copy of valid RRA Tax clearance certificate;
- A copy of Valid RSSB clearance certificate;
- Good completion certificates from the previous surveys conducted in the area of socio-economic (at least 3 certificates of successful similar work in the last 5 years);
- Financial proposal (Price quotations) Lot 1 and Lot 2.

N.B: Submission of all administrative documents listed above is mandatory and non-submission of one of said documents will cause the rejection of the offer.

✓ Evaluation of technical proposal

The submitted technical proposals will be evaluated according to the following criteria:

OVERALL RESPONSE

10 pts

- Understanding of the terms of reference and responsiveness to Caritas Rwanda requirements
- Understanding of scope, objectives and completeness of response
- Overall concord between Caritas Rwanda requirements and the proposal

METHODOLOGY AND APPROACH**30 pts**

- Quality of the proposed approach and methodology
- **Suitability:** To what extent the methodology is designed in response to the needs of the TOR
- **Quality of proposed implementation plan**, i.e. how will the applicant undertake each task to meet the deadline?

RISK MANAGEMENT**20 pts**

Risk assessment and risk management plan - recognition of the risks/peripheral problems and methods to prevent and manage risks/peripheral problems, troubleshoot issues in the field.

ORGANISATIONAL CAPACITY and PROPOSED TEAM**40 pts**

- Professional expertise of the consultancy firm, knowledge and experience with similar projects, list of clients served and consulting assignments
- Organization of the team and roles & responsibilities:
- Team leader: Relevant experience, qualifications, and position with the firm;
- Key Team members (especially data analyst – should have studied statistics or Economics with Relevant experience, skills & competencies);
- Timelines proposed must be detailed and be based on the ToRs;

The Technical Proposal has a total score of 100 points. Applicants must score minimum of 60 points to be considered technically compliant and in order, for the Financial Proposals to be opened.

✓ Evaluation of financial proposal

Financial proposal has a total score of **30 points**. Financial proposal will be judged against the overall proposed budget, but also on the basis of the proposed unit costs and feasibility of underlying similar surveys conducted before. The final selection of the applicant will be based on a quality and cost basis.

How to apply

Interested applicants with required skills and competences are required to submit their technical and financial proposals (Lot 1 and Lot 2) in separate sealed envelopes (1 original and 2 copies) at the reception of Caritas Rwanda office located at KN 16 Av 30 (Nyarugenge-Kiyovu) no later than Thursday, 9th March 2023 (by 2:30Pm). The public opening will be the same day at 3:00Pm at the conference room of Caritas Rwanda located at KN 16 Av 30. Late application will be rejected.

Done at Kigali on 28th February 2022

Prepared by

NSABIYAREMYE Jean D'Amour
Project Manager

Approved by

Father TWAGIRAYEZU Jean Marie Vianney
Secretary General