



RFP for Baseline Evaluation Consultancy

Project Name: TUINUKE PAMOJA
Project Location: Dodoma Region, Tanzania

1. Introduction

The Aga Khan Foundation (AKF) is an agency of the Aga Khan Development Network (AKDN), a group of private not-for profit, non-denominational international development agencies, institutions and programmes that work primarily in parts of Africa and Asia to improve the quality of life of communities in remote and resource poor areas. Reflecting the complex and multi-faceted nature of development, AKF programmes encompasses Education, Health and Nutrition, Early Childhood Development, Agriculture and Food Security, Climate Resilience, Work and Enterprise and Civil Society.

2. About TUINUKE PAMOJA Project

Aga Khan Foundation Tanzania and Tanzania Gender Networking Program (TGNP) with funding from the Embassy of Ireland Tanzania are implementing TUINUKE PAMOJA PROJECT in Dodoma Region of Tanzania. The project covers all seven Districts of Dodoma in Tanzania. The project will run for three years from July 2024 to June 2027. TUINUKE PAMOJA Project with the aim to enhanced collective action for gender equality in Dodoma, Tanzania through community groups, The project will create an enabling environment for grassroots groups to access resources that will facilitate them enact changes in their communities and support a strengthened and diversified women's actions in Tanzania to promote gender equality. The project will work with the community groups identified to capacitate and resource them for collective action for gender equality. This will ensure that local stakeholders are able to mobilize and build up their ability to implement impactful and sustainable gender equality innovations, utilizing friendly resourcing strategies and technical and management capacity to address the gender equality challenges they grapple with on daily basis.

3. **Objectives of the baseline study:** The overall purpose of the study is to obtain data that will provide baseline values for all indicators on TUINUKE PAMOJA project expected outcomes, thus enabling AKF and TGNP to monitor and assess progress and effectiveness of the programme interventions during project implementation. The following are the specific objectives of the baseline studies:
- a) Collect quantitative and qualitative data against the projects' Outcome indicators, as outlined in the Performance Measurement Framework (PMF). This data will be used to determine the baseline status of the Outcome indicators and to set appropriate targets for each indicator. Data will be collected again at the midline and endline to determine progress towards meeting these targets.

- b) Collect additional quantitative and qualitative data (beyond the scope of the PMF Outcome indicators) that will help to establish a detailed gender profile to inform project implementation and increase understanding of the context and/or needs prior to implementation.
- c) To use baseline data, as well as lessons from the baseline process, to identify recommendations and propose relevant adjustments to project activities implementation.

The study population will include women, men, elderly, adolescents, boys, and girls residing within the project areas of implementation. The set of indicators for the project and geographical coverage are as presented in the table below.

Table 1: List of outcome indicators.

Indicators	Data Collection method
% of grassroots community groups demonstrating increased engagement in gender equality.	Survey groups (basing on their current engagement level)
% of grassroots community groups demonstrating increased engagement in gender equality actions (disaggregated by location).	FGD to community groups (basing on the existing understanding)
% of grassroots community groups who perceive collective actions as effective in influencing women's rights at local level	Focus group discussion
% of community group members who demonstrate increased capacity in identifying and managing gender equality actions (measured by survey)	Post workshop survey (can be measured during the baseline basing on current knowledge and skills)
% of people reached and engaged grassroots community groups with gender equality and women empowerment messages (disaggregated by sex, age, location).	Survey village (can be measured in baseline study basing on current situation)
% of community members demonstrating enhanced capabilities to support GEWE actions (disaggregated by sex, location, role).	Post-Training survey (can also be measured during baseline basing on current capabilities)
% of gender equality issues advocated by community groups at district, regional and national levels	Survey village
% of grassroots groups with capacity to engage and collaborate with district, regional and national to advocate for GEWE issues	Survey village
% of grassroots groups connected to district, regional and national GEWE networks	Sample survey with project population
% of women who self-reported to participate in decision making spaces (disaggregated by location).	Sample survey with project population
% of issues articulated by grassroots actors that are acted upon by decision makers at district, regional and national levels (disaggregated by type, structural level of response).	Survey groups

4. Evaluation Methodology

4.1 Research designs

The baseline evaluation will use both qualitative and quantitative methods. Data will be collected from the project location in Dodoma Region and the respective districts. The selected consultancy firm will prepare the baseline survey methodology and prepare tools and prepare the sampling frame to meet the objectives of this survey. The baseline survey methodology and relevant tools will be adjusted in consultation with Aga Khan Foundation Tanzania and TGNP, pilot tested and finalized before the study.

4.2 Data

All primary data collected during the course of the baseline survey must facilitate disaggregation by gender, sex, age, disability, education level, location and occupation and other inclusion dimensions. Data triangulation is expected for this baseline survey; the secondary data available is expected to provide additional insight towards the triangulation of the collected data. A range of project documentation will be made available to the selected firm that provides information about the project design, target, indicators and type of beneficiaries. The evaluation firm is required to adhere to Tanzania data protection and privacy policy throughout the survey activities, minimizing the collection of any non-essential personally identifiable information and ensuring secure storage and transfer of data. In addition, the consultancy firm is expected to explore any personal and professional influence or potential bias among those collecting and/or analysing data and mitigating them ethically.

5. Specific Tasks of the consultant during the study:

- Submit a report (inception report) which will include an interpretation of the tasks and methodologies which will be used in the Baseline study.
- Secure necessary ethical approvals for the study.
- Conduct a desk review relevant to the study.
- Develop appropriate tools and instruments for gathering information preferably by using ODK or any other relevant software.
- Onboard and train data enumerators
- Pre-test and adjust the data collection tools.
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- Conduct the baseline survey:
 - Undertake consultations with key stakeholders and conduct field data collection. ensure quality of data being collected on daily basis.
 - Process and analyse the data, write, and present preliminary findings to the project implementation team
 - Submit a draft report of the study, receive input and update the draft report.
 - Present the draft report of the findings in a stakeholder validation forum for additional comments and feedback.
 - Revise and submit the survey report including recommendations to be considered for activities adjustments.

6. Ethical Standards and Safeguarding:

The baseline study must conscientiously abide by AKF's Safeguarding Manual, and all members of the Consultant team must sign AKF's Safeguarding Statement of Commitment upon contracting. The design and implementation of the studies must be in line with the research ethical standards including protection of participants from potential research-related harms, confidentiality, informed consent, beneficence, and safeguarding principles to protect respondents from potential harms such as sexual exploitation and abuse, sexual harassment, and bullying.

7. Expected Deliverables and timelines

The evaluation deliverables and due dates (subject to the commencement date of the evaluation) are outlined below.

Deliverables and due dates

Deliverable	Due dates
The consultancy firm is contracted and commences work January 2025	December 2024
Inception report. It will include Evaluation objectives and evaluation questions (as specified in the ToR) <ul style="list-style-type: none"> ▪ Description of the methodology, data sources, and sampling considerations ▪ Risk and issue management plan ▪ Work plan ▪ Report structure ▪ Draft data collection tools ▪ List of enumerators plus their qualifications and experiences 	December 2024
Finalised data collection tools <ul style="list-style-type: none"> ▪ Survey instrument (review and digitalize for Kobo Collect) ▪ FGD guides ▪ KII guides 	December 2024
Training enumerators and Pilot study	January 2025
Data collection	January 2025
Data and analyses, including raw data, MIS database and analysis outputs	January 2025
A draft baseline report aligned to the template provided, including the following elements: <ul style="list-style-type: none"> - Executive summary (max. 2 pages) - Background description of the project and context relevant to the evaluation - Scope and focus of the evaluation - Evaluation methodology and limitations - Findings aligned to each of the key evaluation questions - Conclusions outlining implications of the findings - Recommendations - Annexes (Project workbook, evaluation TOR, inception report, study schedule, list of people involved) 	January 2025
Final evaluation report incorporating feedback from consultation on the Draft Evaluation Report	January 2025

1. The consultants shall commence the work immediately upon signing contract and we expect to spend 60 days for the task with a possibility of extension of the period without adding extra cost unless otherwise discussed and agreed.

2. A detailed timeline, work plan and draft outline should be submitted within 5 days after signing the contract.

3. Deliverables & payment distribution:

Payments of total budget will be processed upon delivery of the following products along with invoice:

1. Detailed timeline, work plan and draft report outline (30%)
2. First draft report (30%)
3. Final approved report (40%)

8. Key competencies

- Team lead should possess at least a master's degree related to Sociology, Gender Studies, Inclusion, Project Management, Demography/ Population studies, Economics or Statistics and with essential training in Monitoring and Evaluation.
- Other team members should ideally possess multidisciplinary qualifications across gender, social science, social work, and related qualifications.
- Strong experience carrying out surveys and associated qualitative data collection (FGD and KII), particularly focusing on Gender or related thematic areas. Not less than six years' experience.
- Demonstrated experience in employing Open Data Kit (ODK) or other computer assisted research data collection and analysis software.
- Country knowledge and experience in conducting research and impact evaluation studies in Tanzania and the districts applied for is an added advantage.
- Demonstrated experience in safeguarding and working with vulnerable populations.
- Advanced proficiency in English is mandatory. Knowledge of additional languages used in the project area applied for is an asset.

9. Eligibility and Application Criteria

Applicants should submit brief (no more than 5-7 pages in total, excluding attachments) proposals in English, and should include the following:

1. Capability Statement: a description of experience of the individual consultants/consulting organization with the subject matter, including a description of similar experiences by identifying references (organization/agency, contact person, telephone/email contact information, deliverables, etc.) and a CV for each member of the consulting team. Only the individual(s) whose CVs are included in the proposal are authorized to carry out the assignment. (30%)

2. A description of how the objectives and deliverables outlined in this assignment will be met (including approach and methodology, timeframe, priorities, role of each consultant, etc.). (30%)
 3. Capability Statement: a description of experience of the individual consultants/consulting organization with the subject matter, including a description of similar experiences by identifying references (organization/agency, contact person, telephone/email contact information, deliverables, etc.) and a CV for each member of the consulting team. Only the individual(s) whose CVs are included in the proposal are authorized to carry out the assignment Links to work samples demonstrating most relevant previous works(Experience in executing related/similar assignments) (30%)
 4. Financial Proposal: in separate document, detailed breakdown of all estimated costs in Tanzania Shillings, including estimated days of days in the field, enumerators cost, study approval review costs, consultancy costs and all other consultancy related costs. Please note that all costs should be included in the total sum, no additional payments will be made outside of the total budget. (10%)
5. Also submit:
1. TIN certificate
 2. VRN Certificate-if applicable
 3. Certificate of registration/incorporation
 4. Business license

These should be submitted in a single zipped folder by email to akftzprocurement@akfea.org , CC largo.aden@akdn.org with the subject line: “**TUINUKE PAMOJA Tanzania Baseline Evaluation Consultancy**”. Proposals should be received not later than midnight of the **3rd of December 2024**.

Reporting channel and submission

The consultants will be supervised by The Project MERL Lead. The evaluation team will closely work with all designated TUINUKE PAMOJA team in Dodoma for all the project-related information and administrative procedures. Any queries and clarity regarding this consultancy can be directed to: akftzprocurement@akfea.org within the first 5 days after publication of this call for applications.

****Female owned firms are highly encouraged to apply****