



## TERM OF REFERENCE (TOR) for project baseline Survey

<b>Consultant Job:</b>	<i>Baseline Survey</i>
<b>Country / districts:</b>	Uganda (Mayuge and Kumi districts)
<b>Duration of assignment :</b>	1 month
<b>Name of Project</b>	Appropriate housing innovations and Resilience building for vulnerable families (AHIR)  Foster Foundation grant
<b>Expression of Interest</b>	HFHU/EOI/11/2022
<b>Dated of Issue</b>	16 <sup>th</sup> Nov 2022

## 1.0. Background

### 1.1. About the organization

Habitat for Humanity Uganda (HFHU) is part of this global impact<sup>1</sup> and started work in Uganda in 1982. Since then the organization has built, rehabilitated, and repaired more than 40,000 homes, providing affordable and straightforward shelter for over 240,000 people. Habitat for Humanity Uganda has been known for its long services in building homes for people living in extreme poverty, provision of basic services and tenure security for sustainable housing contributing to achieving Uganda National Development Plan as well as to Sustainable Development Goals 6.

### 1.2. About the project

Appropriate housing innovations and Resilience building for vulnerable families (AHIR) is a two years project that will be implemented in Mayuge and Kumi districts to response to the issues of poverty housing, basic service and tenure insecurity among the target communities.

The project will contribute to climate resilient housing and tenure security of target population in Mayuge and Kumi districts, Uganda. Specifically it is expected to:

- Improve housing and sanitary living conditions for vulnerable families in the target communities.
- Increase knowledge and access to Water, Sanitation and Hygiene (WASH) services among the target communities.
- Strengthen land tenure security for widows, orphans and other disadvantaged groups in the target communities.

### 1.3. The project target beneficiaries

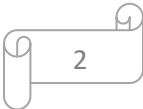
The project will primarily target vulnerable partner families eligible for housing support, women for land tenure security and households and schools in the target communities for improved basic services. Key secondary stakeholders are drawn from the district water department, schools, land management and administration body from the districts and Sub Counties.

The project is expected to reach 4,430 people in both districts with initiatives aimed at improving housing support, provision of basic services and tenure security.

**Table 1. Target population**

<i>Component</i>	<i>Unit</i>	<i>Overall Target</i>	<i>Distribution by district</i>	
			Mayuge	Kumi

<sup>1</sup> Aligned to SDG 1, 5, 6, 7, 11 and NDP II & III



<b>Housing</b>	Household	30	15	15
<b>WASH</b>	School	2,400	1,200	1,200
	Household	1,200	600	600
<b>Tenure security</b>	Household	800	400	400
<b>Grand Total</b>		<b>4,430</b>	<b>2,215</b>	<b>2,215</b>

## 2. Purpose of the study

The baseline will measure the status of all outcome and impact indicators and provide additional information within the project context which are related to the project themes of poverty housing, basic services and land tenure security to inform evaluations, accountability and learning.

## 3. Key baseline survey questions

The baseline survey should be able to answer the entire questions outline below:-

- What is the proportion of households with improved environmental, sanitary and physical living conditions? What is the proportion at the national level for district level comparisons?
- What is the percentage knowledge level of the target communities on WASH?
- What is the ratio of boreholes to households' ratio in the target communities? What is the % coverage of functional boreholes in the target communities?
- To what extent does the project community access WASH services? What is the status of WASH access like at national level compare to the specific districts?
- What is the current ratio of latrine stances to girls in the target schools compared with the government standard?
- To what extent does the target communities have knowledge on women`s land and property rights?
- What percentage of the sampled households have acquired Certificate of Customary Ownership (CCO)?
- What percentage of the sampled households have land titles for where they are settling?
- What is the portion of women believing that, their land rights is being recognized at family level?
- What emerging issues exist within the project context that may affect project achievement of results? What strategies should be adopted to maximize the impacts of this project?

## 4. The study scope

The content scope will broadly cover assessing environmental and physical house living conditions of vulnerable families, knowledge and access to WASH services and households` tenure security in the target communities. The study will be conducted in Mayuge and Kumi districts. The entire assignment should be delivered within 30 working days including planning, data collection and analysis as well as submission of final report and other deliverables related to the task.

## 5. Methodology

The consultant will develop a comprehensive study methodology that will be reviewed by HFHU Evaluation Review Team (ERT) during an inception phase. A mixed survey design is preferred for this study; with clear methods, techniques and processes of data collection, analysis and reporting.

The Consultant should develop a methodology in consideration of the information outlined in the ToRs to ensure accuracy and rigor. The choice of the methods and techniques must adhere to measurement of variables under the study scope; and should answer all the survey questions.

## 6. Deliverables

1. Inception report;
2. Draft baseline report;
3. Final baseline survey report. Two (2) hard copies and soft copy of the report of maximum 25 pages (excluding preliminary pages and annexes). The report should be structured as follows:
  - Title page (title of assignment, author(s) of report)
  - Table of contents
  - List of tables and figures
  - Executive summary (maximum 2 pages; summarizes ToR, methodology, findings, lessons, conclusions and recommendations)
  - Introduction (background of study, contextual issues, methodology)
  - Findings (addresses requirement from ToR)
  - Conclusions (well supported by evidence from findings)
  - Recommendations (realistic and clearly set out and cross referenced to the relevant section within the main body of the text)
  - Appendices (supplementary data: questionnaires, maps, full ToR, list of contacts/resources, references etc).
4. Dataset (excel or SPSS upload) with raw data in soft copy.

## 7. Timeframe

The baseline field survey is expected to start on the 1<sup>st</sup> December 2022 and proceeds systematically.

## 8. Qualifications and expertise required

Habitat for Humanity Uganda is looking for a consultant with the following minimum qualifications:

- Advanced university degree in Social Sciences, Community Psychology, Adult and Community Education, Statistics, Development Studies, Environmental Science, Public Health and other related qualification from a recognized institution.
- Should have at least 5 years of proven and well-documented experience in conducting participatory research methods and techniques and quantitative research in rural contexts; with bias to project/programme evaluations.
- Excellent writing skills (English)
- Experience of conducting research in two of more on the thematic areas of housing, WASH and women`s land rights.
- Understanding of the context/ situation and stakeholders in Busoga and Teso sub-regions in Uganda.
- Ability to speak Lusoga and Ateso is a big plus
- Full time commitment to the said consultancy is required

## 9.0. Mode of payment

The consultant will be paid by two installments as below: -

- 1<sup>st</sup> installment: 50% upon submission and approval of inception report & data collection tools; and a signed contract
- 2<sup>nd</sup> installment: 50% upon submission and approval of final report and all agreed upon products of the study.
- The consultancy fees will be subject to 6% withholding tax.

## 10. Proposals evaluation criteria

The technical and financial proposals will be evaluated according to the following criteria;

- a) Profile of the firm/ consultant in relation to the task (5%)
- b) Composition and skillsets of the research team (10%)
- c) Interpretation and understanding of the TOR (5%)
- d) Technical and financial proposal (50%)
- e) Evidence of demonstrated relevance experience and skills with contactable references (report samples) (30%)

## 11. Mode of application

Firms or consultants who meet or exceed the requirements should submit their technical and financial proposal to: [procomm@hfhuganda.org](mailto:procomm@hfhuganda.org) not later than **16<sup>th</sup> December 2022**; at 5:00pm. Any application submitted after the set deadline will not be considered.

Submission should include the following:

- i. Technical and financial proposals for conducting the exercise, with a clear interpretation of TOR,
- ii. Team composition and time allocation, description of the methodology, breakdown of Consultancy cost for the overall assignment in UGX etc.
- iii. A capability statement, including demonstrated ability to execute the assignment.
- iv. Updated curriculum vitae of the consultant team; clearly spells out qualifications and experiences aligned to the tasks.
- v. Commitment that the consultant team or firm will be entirely engaged if consultancy is awarded.
- vi. Attach work sample (baseline and evaluation reports) from at least two recent organizations where the services of the consultant/ team or firm have been utilized.