

Baseline Terms of Reference

Baseline study for the project "Faith in Action for Equal Rights and Opportunities for All (Phase II) 2023-2025

Grant PID: 122022 and PIMS ID: G1363

Affirmation

All the contents provided in Terms of Reference (TORs) are only limited to serve the purpose stated herein. Contracting Organization prohibits use of information/data for any other purpose. Any re-production of these TORs is strictly not allowed. Contracting Organization does not accept responsibility for any interpretation of these TORs beyond scope of the assignment.

1. Baseline Summary

Grant/Project Name	Faith in Action for Equal Rights and Opportunities for All-Phase-II
Target Location	Peshawar and Chitral
Grant/Project Goal	Diverse faith communities of District Peshawar and Chitral of KP province are more inclusive, cohesive and peaceful
Grant/Project Outcomes	Outcome 1: Promoting social cohesion and countering violence. Outcome 2: Communities are Protecting social action for peace through coordinated advocacy. Outcome3: Women's meaningful participation in social cohesion and political processes has increased.
Direct beneficiaries	8,153 individuals
Key partners	Pakistan Council of World Religions- Faith Friends Blue Veins
Grant/Project lifespan	3 years (1-1-2023 to 31-12-2025)
Purpose of baseline	To determine the baseline values and benchmark for outcome and output indicators for phase-II of the grant.
Primary methods	The consultant will propose the methodology for baseline. However, for global indicators the Global Indicators Guidelines will be followed.
Baseline start and end dates	29th September 2023 till 30th November 2023
Anticipated baseline report release date.	1st December 2023

2. Introduction and Background

About Us

The contracting organization is a faith-based Humanitarian and Development organization working in 24 countries of the world. We began working in Pakistan in 1982, responding with humanitarian assistance to Afghan refugees in Khyber Pakhtunkhwa (KP) province. The organisation has since helped communities affected by the earthquake in 2005 and has from 2007 expanded its operations with long-term development and humanitarian aid. Our work is guided by the following values: Integrity of Creation, human dignity, global justice, inclusive communities, and compassion. The organization participates in the UN Clusters and is a member of the Pakistan Humanitarian Forum (PHF) and other networks. We are dedicated to internationally recognized standards and commitments:

- Core Humanitarian Standards on Quality and Accountability (CHS).
- Sphere Humanitarian Charter and Minimum Standards in Disaster Response.

- ACT Alliance Code of Conduct.
- Code of conduct for International Red Cross and Red Crescent movement for NGOs in Disaster Relief
- Do No Harm

Description of Grant/Project

Since 2004, our peacebuilding programme has longstanding collaborative experience in working with various faith communities and civil society organizations to promote tolerance and intra/interfaith dialogue in Pakistan. Through this, we contribute to strengthening gender sensitive community structures for conflict transformation and employ advocacy initiatives to promote dialogue among key religious leaders of different faiths on sensitive issues.

In October 2014, a three-member delegation from the ACT Church of Sweden (CoS) visited Pakistan to explore potential avenues of cooperation with local and ACT member organizations. After much deliberation, the delegation decided to scale up our Peace Building (PB) and Gender equality, protection & respect programmes in Islamabad, Khyber Pakhtunkhwa (KP), and Sindh provinces. From 2015 – 2022, ACT CoS supported our PB programme in three phases. **Phase 1:** 2015; **Phase 2:** 2016 – 2017; and **Phase 3:** 2018 -2022.

Based on the foundations of the earlier work, the contracting organization has initiated a 3-year project titled Faith in Action for Equal Rights and Opportunities for All- Phase-II. The project will directly benefit 8,153 individuals concentrated in 7 Union Councils (UCs) of Chitral and Peshawar districts in three years (1-1-2023 to 31-12-2025). The project theory of change envisages three interconnected changes. First, diverse faith communities promote social cohesion to counter violence, Second, communities protect social action for peace through coordinated advocacy. Third, women’s meaningful participation in social cohesion and political processes increased. The project ToC is built on assumption that “**If** key actors of the target areas are mobilised and instrumental in playing an active role for promotion of social cohesion and intra/interfaith harmony, **then** they will reduce acceptance of violent extremism and encourage more social contract for multifaith initiatives. **As a result**, the society will be more inclusive, cohesive, and peaceful because stereotypes will be countered and misunderstandings will be resolved amicably, bringing people close to each other.

The project is an effort to facilitate spaces for interaction and coordination among different social groups to minimize misunderstandings and stereotyping. The project will mobilize male/female faith actors and civil society representative for their active role in promoting intra- interfaith dialogue, curbing hate speech, and countering violent extremism. The project also focuses on strengthening civil society for joint advocacy with duty bearers to address conflict drivers and increase space for joint social action. It will contribute to development, improvement and better implementation of laws and policies to protect the rights of religious minorities in Pakistan. Project will ensure active women participation in peacebuilding and leadership roles through capacity building and sensitization initiatives.

3. Target Audience

This baseline study intends for Project Implementation partner, Commissioning Organization, and Donor Organization.

4. Objectives of the baseline

The main purpose of this assignment is to conceptualize the baseline study in line with the planned results (outputs, outcomes, and goal/impact) of the project, and carry out the survey to provide a sound basis for the project results monitoring, and formative and summative evaluations. This study is to establish benchmarks for project's impact and outcome indicators against which project results will be measured. Specifically, the baseline will serve the following specific objective:

- Determine the baseline values of applicable indicators provided in the project's Results Framework to set benchmark against which change can be measured at the mid-term and the end of the project.

5. Baseline Scope and Methodology

The baseline will be conducted in five Union Councils (UCs) of Peshawar district and two UCs of Chitral district of KP province. Advocacy activities will focus on the improvement of gaps in the legislation at the provincial level. The names of the targeted UCs in Peshawar and Chitral districts are as follows:

Peshawar District		
1.	Union Council 10	Gulbahar
2.	Union Council 14	Lahori
3.	Union Council 15	Kareempura
4.	Union Council 17	Aasia
5.	Union Council 39	Tehkal Payan
Chitral		
1.	Union Council 01	Chitral Town
2.	Union Council AYUN	Bamburat, Rambur, Barrir

The total direct beneficiaries of this project are 8,198 individuals (4,763 male, 3,390 female and 45 trans-persons). This includes women, men, youth journalists, civil society activists and faith actors in selected UCs of district Peshawar and Chitral. The table below provides the detail of potential beneficiaries by district, gender and type of beneficiaries.

Description of beneficiaries	Peshawar	Chitral		
		Female	Male	Female
Duty-bearers	30	10	8	5
Religious leaders	1,560	390	-	-
Community activists	1,500	1,500	300	750

Youth	1,050	525	315	210
Trans-persons	45		-	-

To accomplish the objectives of the baseline study, the contracting organization expect consultant to propose a comprehensive methodology in accordance with the nature of the objectives, and source and disaggregation of the data required for indicators to be measured. The proposed methodology should apply a combination of qualitative and quantitative tools with data quality controls and explore existing resources to triangulate the findings. Also provide a critical commentary in analysis. The application shall detail the approaches of data analysis for both qualitative and quantitative data.

In case data from authentic sources exist, we intend for a commentary on indicators in national and provincial contexts to understand the situation outside of the programme implementation areas.

The results frame of the project is composed of global and country specific indicators. A comprehensive methodology for measuring the global indicators will be available to selected consultant. The contracting organization envisioned quasi-experimental design, more specifically the pre/post-tests within subjects to measure the desired effects of the project. Considering the type of beneficiaries, the consultant shall provide a comprehensive sampling methodologies for both quantitative and qualitative data collection methods while explaining inclusion and exclusion criteria. For the quantitative aspects the consultant shall consider the 95% and 5% confidence level and margin of error, respectively, to draw sample size.

The results indicators to be measured are:

Level and Description of Results	Indicator	Data Source	Is Global Indicator?
Outcome 1. Diverse faith communities promoting social cohesion and countering violence	1.1 Level (%) of constructive social interaction across groups	Survey	Yes
	1.2 # of conflict addressed by religious leaders.	1. Media Clips/Reports 2. KIIs	Yes
Outcome 2. Communities are Protecting social action for peace through coordinated advocacy	2.1 Level of influence on duty bearers, with the aim of addressing a conflict driver or increasing space for social action	Interview with Duty Bearers.	Yes
Outcome 3. Women's meaningful participation in	3.1 % of women reporting increased influence in decision making processes	Survey	

social cohesion and political processes has increased	3.2 % of men acknowledging women's role in peacebuilding	Household Survey	Yes
Output 3.1 Women's peacebuilding and leadership skills are strengthened	3.1.3 # of minority women contesting (general/local) elections.	1. ECP data 2. FGD/KIIs	

6. Quality standards, principles, and ethical considerations

The study shall respect the contracting organization's policies and guidelines such as Do no Harm, General Data Protection Regulations (GDPR), Information Security, and ethical guidelines for survey. The consultant shall commit to protect the rights, dignity, and confidentiality of informants/respondents. Data and information collected during the assignment will be used for the purpose of the assignment only, and handed over to contracting organization once the assignment has been completed. Key aspects of quality assurance regime that consultant is required to provide in proposal are:

- Overall quality control
- Data quality assurance
- Data storage, security, retrieval and analysis
- Privacy /sensitive information protection protocols

7. Deliverables schedules

The duration of the review will be approximately 40 days after the signing of the contract. The timeframe for deliverables is outlined in the table below.

Key tasks/outputs	Responsibility	Max. days of work required	Deadlines
Orientation/Inception meeting with selected consultant on scope of work, tools, methodologies and sharing relevant project documents	Contracting organization and Consultant	1	TBD
Detailed inception report including detailed methodology and tools, sampling approach, data quality assurance procedures, updated risk assessment and data management and analysis plan.	Consultant	4	TBD
Review inception report and draft tools and feedback to consultant	Contracting organization	4	TBD
Final inception report and tools finalized and shared; enumerators hired, and contact details shared	Consultant	3	TBD
Planning meeting with partners on data collection and pretesting of data collection instruments.	Consultant	2	TBD
Share any changes to tools following the pretesting	Consultant	2	TBD

Data collection in the target areas	Consultant	05	TBD
Data cleaning, analysis and sharing of first draft report	Consultant	7	TBD
Present key findings/data validation in consultation with contracting organization and partner staff	Consultant	1	TBD
Submit second draft report addressing contracting organization comments on the first draft	Consultant	6	TBD
Review second draft report and contracting organization's feedback to consultant	Contracting organization	3	TBD
Address comments and share final baseline reports (i.e., full report, summary report and PowerPoint presentation of summary report)	Consultant	2	TBD
Total days		40 days	

The consultant would submit Inception Report (max. 15 pages excluding annexes), presenting the methodology (tools, sampling etc.), framework of review, and timeline. The inception report will have to be approved by the contracting organization before the commencement of data collection.

- The final report of Baseline Study shall follow the 1-2-25 page ratio and cover.
- Executive Summary (2 pages max)
- Presentation of background, methods, results, findings, limitations of study design (25 pages max)
- Appropriate Annexes, i.e., TORs, data collection instruments, list of interviewees, raw collected data, codified and analysed datasets and syntax of analysis application used, such as SPSS, STATA, Tableau, excel (as applicable), lessons learned from data collection to inform end line study process, and any auxiliary information germane to the assignment.

8. Team Composition and Requirements

The consultant / consulting firm must provide a minimum of following personnel for this assignment.

Core team:

- Full-time Team Lead – Proven expertise in Peacebuilding, intra-interfaith dialogue and human rights
- Full-time data manager/Monitoring and Evaluation expert
- Part-time gender expert

Field Team:

Although the consultant/ consulting firm will determine the composition and number of personnel in field team(s). However, the field team must have representation of both genders, and at least one supervisor for each team.

The consultant/consulting firm must clearly mention the key roles and responsibilities and level of effort of each member of core team and field team based on the skills and experience required for this assignment as outlined below.

a) Technical & Thematic Knowledge

- Advance degree in relevant discipline of social science, evaluation and/or research methods, including, Peace and conflict studies; Development studies; Anthropology; Sociology, Public administration.
- Demonstrated understanding of conflict analysis, conflict sensitivity, post-conflict recovery.
- Demonstrated understanding of the governance, rule of law, citizen security, justice, and human rights issues
- Excellent communication skills, written and oral, including in cross-cultural contexts.
- Demonstrated understanding of religious and political landscape in Pakistan and role of religion in Pakistani society.
- Preferably, the applicant affiliated with reputable research institution or consultancy firm (from Pakistan).

b) Experience

- Eight to ten years of experience in designing, managing, and implementing impact assessments/studies, evaluations, research, and the use of mixed methods. Preferably some evaluation experience of peacebuilding programmes within conflict sensitive countries, like Pakistan.
- Demonstrated understanding of gender issues, gender mainstreaming, and peacebuilding within evaluation;
- At least 10 years of experience in working with government officials, media, marginalized groups including faith minorities, faith actors and institutions, and people and children of conflict sensitive diverse communities;

c) Behavioural

- Meets commitments effectively and efficiently and delivers results on time
- Treats all people fairly and equally and does not discriminate against any individual or group.
- Treats colleagues, partners, stakeholders, clients and counterparts with dignity and respect, and works without bias
- Demonstrates respect for diversity and understanding of different points of view, culture, and faiths
- Promotes an environment of open communication while ensuring that sensitive information is protected.
- Communicates orally and in writing in a clear, concise and impartial manner
- Demonstrates and abides by the core values of the commissioning organization throughout the assignment and behaviour

9. Reporting and Point of Contact

Programme Coordinator Peacebuilding Programme will be the point of contact for the coordination and reporting until and unless decided in inception meeting. The detail will be shared with the consultant awarded with the contract.

A) Roles and Responsibilities of the Contracting organization

- Brief/orient the consultant on the Project.
- Brief and orient stakeholders about the purpose of the baseline
- Review and approve the study tools, methodology, and reports (inception, draft, and final reports)
- Extend necessary facilitation to ensure coordination among partners, stakeholders, and consultant.
- Assist in organizing meetings with implementing partners and stakeholders.
- The contracting organization will provide necessary documentation to the consultant, work out a programme and coordinate throughout the fieldwork.
- Provide necessary support to the consultant to ensure timely completion and compliance with the international survey standards.
- Prepare and disburse payments for the consultant upon completion of the deliverables of the assignments.

B) Consultant's Roles and Responsibilities

- Hold an inception meeting with Programme team.
- Desk review of project documents and reports amid proposals, program logic, assessments, project financial plan, and monitoring and baseline reports.
- Prepare and submit the proposal and inception report including employed methodology, research tools, workplans, and schedule for both qualitative and quantitative aspects of the assignment for review, feedback, and approval by contracting organization.
- Establish contacts with all the relevant stakeholders in target communities/districts.
- Responsible for all expenses related to field work including mobilisation and logistics of the respondents and consultant's team.
- Design and pilot data collection tools.
- Capacity building of the data collection team.
- Lead, implement, and supervise the primary and secondary data collection.
- Field visits to selected communities; interview and/or FGDs with partner organizations, faith actors, teachers, students, community members, and other stakeholders in accordance with approved methodology.
- Conduct validation meeting with contracting organization on findings and recommendations of the review.
- Submission of draft Review Report and finalize it based on the feedback from steering group and contracting organization. Consultant is expected to submit a hard copy of final approved report and electronic copy along with the raw and processed data, in hard and digital form as applicable, and the scripts/syntax of analysis.
- Submission of individual recommendations for contracting organization and its partners.
- Sign and abide by the policies and protocols of the contracting organization.

10. Budget and Schedule of Payment

- The detailed budget, terms and conditions for the applicant will be separately spelt out in the respective contract.
- The payments will be made in instalments based on the accomplishment of the deliverables as agreed between the contracting organization and the consultant.
- Any cost beyond the proposed budget for the assignment, insurance coverage, medical allowance, loss/damage, or any other incidental are not admissible.

11. Submission proposals

EOI will be submitted on email address; "Procurementpak.360@gmail.com" the following documents:

- Technical proposal with following details:
 - Conceptual framework and the consultant's understanding of the Terms of Reference (ToRs).
 - Methodology for objectives of the assignment including methodology for sampling.
 - Organizational capacity statement and experience related to assignment only projects completed in three years (2021-2023). The list may cover the title of the study, client, year of implementation, and thematic and geographic scope.
 - Proposed team with clear mention of roles and responsibilities in the assignment. Annex Curriculum Vitae (CVs) for all the consultants and complementary staff. (CVs submitted should of staff that will be engaged in this assignment).
 - A detailed workplan.
 - Two samples of relevant work undertaken in the last three years.
 - The reference letter from two clients.
 - Full names, post office box, telephone numbers, email address, physical address, and contact person of the consultancy.
- Proposed financial plan for the assignment.

The criteria for evaluation of the proposals are annexed as

Interested applicants should submit their proposals by **September 20, 2023 no later than 1700 hours.**

12. Annexures

Annex-I Evaluation Criteria for EoI/Proposals

The evaluation method will be the quality and cost-based selection. A two-stage procedure shall be utilised in evaluating the Proposals; a technical evaluation (80% of the score) and a financial evaluation (20% of the score). For the evaluation of the technical proposals, the Contracting Authority shall take the following criteria into consideration, with the indicated weights:

Technical evaluation		Maximum Points
1	Candidate's relevant academic qualifications	5
2	Candidate's relevant experience with relevant research methods	10
3	Candidate's knowledge and familiarity with country and local context	10
4	Candidate's relevant language skills	5
5	Candidate's knowledge of conflict sensitive programming and peacebuilding thematic areas	15
6	Candidate's analytical, communication and report writing skills	5
Sub-total Candidate and/or Organisation		50
1	To what degree does the proposal show understanding of the task?	15
2	Have the Terms of Reference been addressed in sufficient detail?	15
3	Is the conceptual framework adopted appropriate for the task?	10
4	Is the sequence of activities and the planning logical, realistic and promising efficient implementation to the Contract?	10
Sub-total Methodology		50
Total Technical Score		100