

TERMS OF REFERENCE CARRYING OUT A BASELINE SURVEY FOR THE TUSHIRIKISHE JAMII PROJECT

Purpose of this ToR- Consultancy to conduct a baseline study for the Tushirikishe Jamii Project

1. Introduction and Background

Forum Syd is a Swedish NGO with regional offices in Nairobi and headquarters in Sweden. Forum Syd's main focus is on democracy and rights. It does this mainly through the strengthening of civil society organizations. More details can be found in the website www.forumsyd.org/international or www.africa.forumsyd.org

Funded by the European Commission through the Ministry of Justice, National Cohesion and Constitutional Affairs, the *Tushirikishe Jamii* Project seeks to tackle poor governance and corruption especially in the management of devolved funds at the constituency level which continues to deny marginalized people much-needed development opportunities and realization of their human rights. Young people from low income and slum communities are especially vulnerable as they are passed negatively by society and rarely participate in development initiatives.

Project's goal

To improve governance and community influence in constituency development initiatives

Project objective

To increase the participation of targeted low income/slum communities in constituency development funds decision making/management processes.

Geographical Focus

The Project has identified 30 ward-based youth and slum organizations/civil society organizations in 6 targeted constituencies in Kisumu County and Nakuru County. Two Wards are targeted in each of the following Constituencies - (**Kisumu Town East, Kisumu Town West, Nyando, Nakuru Town, Naivasha and Rongai**); A total of 20,000 direct participants will be reached by the project.

Project Partners

The Project is being implemented through a collaborative effort of three organizations - **Forum Syd, Muungano wa Wanavijiji** (Federation of Slum Dwellers) and **Youth Alive**

Kenya with Forum Syd being the lead partner. Youth Alive Kenya (YAK) is implementing the project in **Kisumu County**; while Muungano wa Wanavijiji (MWW) is implementing the project in **Nakuru County**

Project Timeline

The Tushirikishe Jamii Project is planned to run for two years from October 7 2010, to September 7, 2012

2. Objectives of the Baseline Survey

- To provide information for planning the project, including information about nature of governance of constituency development initiatives in Kenya; and specifically looking at the 6 focus constituencies. (looking at both the demand and supply side)
- To provide information on the status of community participation especially the target group in the constituency development initiatives in the target constituencies.
- To provide benchmark information for measuring project achievements and impact (at the project objectives, intermediate results levels)
- To provide information on the number of civil society/youth groups actively engaged in issues of citizen participation in good governance in the target constituencies.
- To identify benchmarks and indicators which can be used as a point of reference for monitoring and evaluation of the Tushirikishe Jamii project
- To review current monitoring and evaluation tools identify gaps and clear indicators for the Tushirikishe Jamii project
- To review the LFA with inclusion of baseline and targets.

3. Methodology

The baseline survey will be comprised of a desk review/survey and field visits.

- a. Conduct a desk review including an analysis of documents, policy papers, national surveys and reports that have been produced in connection with the project thematic area. Review internal Forum Syd documents related to this project including data already gathered.
- b. Conduct field visits and interviews with citizens, CSOs, NGOs, local leaders, local authorities in the selected constituencies (Rongai, Nakuru, Naivasha, Kisumu town east, Kisumu town west and Nyando).
- c. Develop a comprehensive data collection tool for the above assignment.
- d. Develop participatory methodologies for the survey

4. Scope and Focus of the Baseline Survey

Specifically, the baseline will have the following:

Scope:

- Specifically targeting -**Rongai, Naivasha , Nakuru , Kisumu Town East, Kisumu Town West and Nyando** constituencies – 2 wards targeted per constituency;
- General outlook on national status of governance of constituency development initiatives (especially looking at the issues being addressed by the project)
- Focus should be on the project objectives and the planned three project result areas.

Specific responsibilities of the consultant will include the following:

1. Analyze Tushirikishe Jamii project and review relevant literature. (national, regional and community level reports)
2. Design and produce baseline survey tools.
3. Give input on the draft monitoring and evaluation framework, including indicators and tools.
4. Train enumerators for the field work.
5. Conduct field survey. Methods may include questionnaire, interviews, focus group discussions, and meetings with local community organizations, local leaders, other NGOs operating in constituencies and government units in the project regions. The survey must clearly ascertain the present status on levels of community participation in constituency development initiatives.
6. Design database for data entry, analyze the data; identify specific gaps/deficits in social accountability; and clarify training and other needs to be met comparing with the already developed plans.
7. Identify lead agencies or local community organizations/groups that can be used for lobbying/advocacy and collaboration purposes
8. Prepare and present draft report of findings at a forum to be attended by Forum Syd, local partner organizations, other stakeholders.
9. Prepare and submit final report of baseline survey, incorporating feedback from stakeholders.

The final outcome should be a revised LFA Matrix which incorporates baseline and suggested targets by end of the project.

5. Report and Presentation

A report from the survey will be written in English. The report should be concise in its findings and follow the required format. The report will be presented to Forum Syd's Regional Director and Project Officer.

A first draft of the report will be presented to the stakeholders at a workshop forum in one

of the project regions.

Expected outputs/deliverables will include the following:

1. Recruit enumerators from program regions, fully equipped with skills to conduct field work using the specific tools developed.
2. Report containing the main findings of the survey and recommendations. The report will be in the form of three bound hard copies and a soft/electronic copy. The report must incorporate the following:
 - a. Set of baseline survey tools.
 - b. Quality data and analysis from individuals focus groups and organizations.
 - c. Present status, gaps and recommendations for future interventions, including suitable implementation methodology, appropriate structures for the project success, and possible sustainability strategy.
 - d. Incorporate the findings in the project monitoring and evaluation framework with clear performance indicators.

6. Time Plan

The survey will be initiated in March 2011 and will comprise of the following:

- Applications from prospective consultants should be received not later than - 21st March 2011. The application should contain CVs of principle consultants, capacity statement, and proposed schedule of activities, technical and financial proposal.
- The selected consultant should commence the assignment not later than - 28th March 2011
- Preparation, training of enumerators and desk survey should be concluded by - 11th April 2011. Relevant literature will include project documents.
- Participatory field work in the selected districts, including interviews, and meetings should be concluded by - 2nd May 2011.
- Report writing and presentation, first draft – by 6th May 2011.
- Submission of final report – by 16^h May 2011.

The above timeframe is meant to be used as a reference for the consultant in order to prepare the proposal. The definitive timeframe and organisations will be agreed within the assignment.

7. Profile of the Consultant

The survey will be assigned to a consultant with in-depth knowledge of Social Accountability, local governance issues; public sector monitoring and expenditure tracking; and Kenyan civil society and politics. The consultant must also be experienced in planning and carrying out baseline surveys and performance measurement (especially qualitative

measurements)

It is also desirable that the consultant has experience from working with issues around democracy and the rights based approach. The consultant should have proven experiences of previous assignments with development of analyses, feasibility studies, baselines, of similar nature and engaging communities using participatory methodologies. The survey and analysis should be conducted by a consultant with the capacity to deploy in the two regions simultaneously.

The survey will be supervised by the Regional Director of Forum Syd in Africa and Forum Syd's Project Officer in Nairobi.

8. Contract

A contract will be drawn up after a call for tender where skills and costs of potential consultants will be assessed and evaluated by the Director and the Project Officer. The contract will be a formal consultancy contract between Forum Syd regional office in Nairobi, Kenya and the consultant. A consultant will be selected in accordance with EC/Forum Syd procurement policy guidelines.

Send applications to the undersigned not later than 21st March 2011;

Write to

Regional Director

Africa Regional Office

P.O. Box 1419, Karen, 00502, Nairobi

E-mail: info.africa@forumsyd.org and stephen.gichohi@forumsyd.org

Copied to virginiah.mukabi@forumsyd.org and elizabeth.mwangi@forumsyd.org