



TERMS OF REFERENCE FOR PROJECT BASELINE SURVEY

Project A-Afk-2021-1001: Strengthen Networking, Influence Policy on Food Sovereignty, Community Resilience and Regeneration of Bio-Cultural Diversity in Africa

1.0 INTRODUCTION AND BACKGROUND

The African Biodiversity Network (ABN) is a continental network that aims to ignite and nurture a growing network of individuals and organizations across Africa. It envisages vibrant and resilient African communities living in harmony with Nature. The ABN has more than 35 partners and allies ranging from small Community-Based Organizations (CBOs) to large coalitions of CBOs and Non-Government Organizations (NGOs), drawn from sixteen¹ African countries. For more information about ABN, refer to our website: www.africanbiodiversity.org

The ABN offers an African approach to entrenching sustainability and promotion of community resilience, closely linked to and growing out of traditional practices. The premise is that cultural and ecological diversity are interconnected. The ABN philosophy holds that it is only through restoring people's strong and deep sense of connectedness to nature and all its elements that people in Africa find ways to be resilient and sustain their land besides other natural resources. A key part of this restoration is to give a substantial voice to elders' indigenous knowledge.

Through funding support from the Bread for the World (BftW), Germany, the ABN Secretariat is implementing a 4-year project that began on 1st August 2021 ending on 31st July 2025. The project is implemented in collaboration with four implementing partner organizations in Ghana, Ethiopia, Zimbabwe and Benin besides their communities.

The ABN from the above countries will also work with other ABN partners and allies in the three sub regional nodes, which are Western, Eastern and Southern Africa. The ABN Secretariat, which is based in Kenya is the lead partner of the BftW and will ensure harmonious coordination of all project activities across the four countries.

Therefore, the ABN is seeking a Consultant/s to undertake a baseline survey for this project. The consultant/s should be available to take up this assignment soonest possible and submit the baseline report preferably by **15th August 2022**

2.0 THE PROJECT SUMMARY

2.1 Overall Goal –

The above Project will contribute to vibrant networking, good governance and regeneration of bio-cultural diversity for improved life on land, zero hunger and a resilient integrated Africa.

¹ Ethiopia, Kenya, Uganda, Tanzania, Rwanda, South Africa, Zimbabwe, Benin, Ghana, Togo, Burkina Faso, Cameroon, Gabon, Central Africa Republic, Morocco and Egypt.

2.2 Project Objectives and Indicators

The project aims to achieve the following three objectives and corresponding indicators:

1. Objective 1: A growing number of the ABN partners apply participatory experience-based and cultural approaches on community seed systems and Youth empowerment for regeneration and increase of biodiversity.
 - a) Indicator 1.1: At least 10 ABN partners are applying at least two new methods in their work with the communities learnt from learning centers by June 2025.
 - b) Indicator 1.2: In at least 10 communities served by ABN partners, youth engagement in community action in the field of biodiversity/livelihoods/community development is increased by 30%.
2. Objective 2: Three sub-Regional Nodes (in Western, Eastern and Southern Africa) intensify advocacy, coalition and alliance building among partners.
 - a) Indicator 2.1 At least five joint programmes on regional, sub-Regional or national level (e.g., campaigns) are/have been carried out by the ABN partners by June 2025.
 - b) Indicator 2.2: At least nine new organizations to ABN are actively contributing to working processes in sub-Regional Nodes by June 2025 through participation in meetings, signing petitions/contributing to the position papers/development of the policy briefs/letters to the editor/Op-Eds, joining advocacy work and or contributing to publications, policy recommendations or studies.
3. Objective 3: ABN Secretariat mobilizes common lobby and advocacy processes among members to influence policies on agroecology in Africa.
 - a) Indicator 3.1: Five joint position papers are published by members of the ABN network on policy issues related to agro-biodiversity, seeds or agroecology by June 2025.
 - b) Indicator 3.2: At least two new communication channels such as e-newsletter, digital media platforms or online interactions are put in place among the network.
 - c) Indicator 3.3: At least one policy related to agro-biodiversity, seeds or agroecology at in-country is changed in line with the ABN recommendations.

2.3 Project Implementation Structure and Target groups

The 4-year project will be implemented in collaboration with the four lead partner organizations in Ghana, Ethiopia, Zimbabwe and Benin besides their communities.

The project will also employ sub-Regional Node² approach to enhance networking and policy influence.

The project will also involve other ABN partners and allies within the three sub-Regional Nodes (i.e.);

1. Western - Togo, Ghana, Benin, Burkina Faso, Senegal and Nigeria.
2. Eastern – Kenya, Uganda, Ethiopia Tanzania and Rwanda.
3. Southern Africa - Botswana, South Africa, Zimbabwe and Zambia.

2.4 Target Groups

The project targets **15,247** direct beneficiaries who include communities, marginalized youth and staff from the implementing and strategic partners; **237** intermediaries/decision makers (who include those who will take action towards the achievement of project objectives) such as media, staff of host to sub-Regional Nodes, academia, governments, farmers' movements and funding partners.

² **A sub-Regional Node** is defined as clusters of partners in which they can share experiences such as exchange ideas and knowledge on farming, seeds and associated cultural practices, tools and create alliances.

3.0 OBJECTIVES AND SCOPE OF THE BASELINE SURVEY

The objective of this baseline survey is to gather relevant baseline data and information on the status of beneficiaries at the beginning of project implementation. It serves to assess project performance, measure results and impacts throughout the project period and assess the extent to which the project goals and objective have been reached, at the summation evaluation.

The baseline survey shall describe the project benchmarks to be used to strengthen the projects' monitoring of the implementation progress and establishment of changes attributed to and contributed by the project.

Specifically, the baseline report shall cover but not limited to the following:

1. Establish baseline information against the defined project indicators (see section 2.2. above) following General Baseline Guiding Questions such as:
 - Which working methods are partners using/applying at this moment to work and engage with communities?
 - How and to what extent is the Youth engaged in biodiversity/livelihoods/community development at this moment in the targeted communities?
 - What is the status of joint programmes among the ABN partners at the present?
 - Which organizations are currently part of the ABN sub-Regional Nodes and actively contributing to the processes (Lobbying, Advocacy, etc.)?
 - What is the status of the ABN's work on position papers with Partners? Are any position papers under elaboration? If yes, which ones, in cooperation with which partners and at what stage are these papers?
 - What communication channels are currently in use within the network and how intensively are they utilized?
 - What is the status of the policies associated with agroecology, seed and biodiversity/environment, Youth implication in community-based initiatives at present?
 - Are there concrete policies that the ABN Network and Partners are already aiming at changing (on issues of agro-biodiversity, seeds, etc.)? Are there working processes already under way, if yes, which are?
2. Brief background information including statistics and accurate figures on variables like demographic such as the [SES](#) socio-economic, cultural and environmental contexts of communities involved in the project.
3. Make recommendations considering monitoring and documentation of changes resulting from the project throughout its operation and evaluation of results (and possibly impact) achieved by its end.

4.0 SCOPE OF WORK / ASSIGNMENT

This assignment will be to plan and conduct a successful baseline study, including and not limited to the following:

- a. Design the detailed qualitative and quantitative methodology to be used for data collection in line with the project expected outcomes, deliverables, stakeholders and target groups. The baseline survey is expected to sample respondents across all planned project implementation areas.
- b. Present the findings and a proposed implementation schedule/calendar of work to the ABN in form of an inception report.

- c. In consultation with the ABN, agree on the methods to be applied and the implementation schedule, develop both qualitative and quantitative data collection techniques, tools, format, and guidelines.
- d. Conduct data collection and analysis as agreed under bullet C above in the four countries of Partner Organizations (Benin, Ghana, Zimbabwe and Ethiopia) of the project implementation and in Kenya for the ABN Secretariat
- e. Share and validate the baseline findings with the relevant key stakeholders.
- f. Present/submit analyzed and validated baseline information in a comprehensive report. (Include presentation of report to the ABN Secretariat, feedback/requests for improvement and submission of a final report).

5.0 METHODOLOGY/APPROACH

This baseline survey strategy should demonstrate a close link between the quality of data collected and the methodology used for this purpose to ensure credibility of the findings.

The Consultant/s is expected to develop a detailed and appropriate baseline survey approach/methodology to address the survey objectives, referring precisely to the Objectives and Indicators of the project while building on the General Baseline Guiding Questions (see section 3 above). Logical coherence should be visible for each indicator, concerning the precise data collection instruments that will effective to achieve a credible report, the stakeholders/beneficiaries concerned and the methodology used. The following table aims to aid in visualizing this requested logical coherence/attribution:

Project Objective	Project Indicator Or other additional Baseline Question (as by Section 3)	Main Baseline Guiding Question(s)	Stakeholders and Beneficiaries targeted (from whom baseline data are to be collected)	Information/data to be collected (as required by respective Indicator)	Source of Information / data	Methods to be applied to gather information	Precise questions to be explored through method
	Indicator 1.1: At least 10 ABN partners are applying at least two new methods in their work with the communities learnt from learning centers by June 2025.	Which Methods are partners using /applying at this moment to work and engage with communities ?					
	Indicator 1.2: In at least 10 communities served by ABN partners (ABN youth Guideline), youth engagement in community action	How are Youth engaged in biodiversity/li velihoods/co mmunity development at this moment in					

	in the field of biodiversity/livelihoods/community development is increased by 30%.	the targeted communities ? i.e., <i>find out the activities/processes of engagement.</i>					
	Indicator 2.1 At least five joint programmes on regional, sub-Regional or national level (e.g., campaigns) are/have been carried out by the ABN partners by June 2025.	What is the status of joint programmes among the ABN partners at the present (yr 2022).					
	Indicator 2.2: At least nine (9) new organizations new to the ABN and are actively contributing to working processes in sub-Regional Nodes by June 2025 through the participation in meetings, signing lobby letters, joining advocacy work and/ or contributing to publications, policy recommendations or studies.	Which organizations are at present part of the ABN sub-Regional Nodes and actively contributing to the processes (Lobbying, Advocacy etc.).					
	Indicator 3.1: Five joint position papers are published by members of the ABN network on policy issues related to agro biodiversity, seeds or agroecology by June 2025.	What is the current status of the ABN's work on position papers with Partners? Are any position papers under elaboration? If yes, which ones and at what stage?					
	Indicator 3.2: At	What					

	least two new communication channels such as e-newsletter, digital media platforms or online interactions are put in place among the network.	Communication channels are currently in place and used and how intensively?					
	Indicator 3.3: At least one policy related to agro-biodiversity, seeds or agroecology changed in-country in line with the ABN recommendations .	What is the current status of the policies at present? Are there concrete policies that the ABN Network is aiming at changing on issues of Agrobiodiversity, seeds etc? Are the processes already going on towards this?					

While the required logic/coherence is illustrated in a table above, the description of the methodology in the technical proposal shall be more detailed than this. The methodology proposed by the consultant/s should describe in detail data collection instruments/methods/ approaches, detailed baseline study questions, data collection tools, sample of the survey population and sampling method/criteria, data analysis plans, (remote) data collection and management plans where applicable, data collection team-training plan, data collection schedule, ethical considerations, any foreseen limitations and your suggested approaches to addressing them and quality assurance measures.

The chosen methods shall be inclusive and respect the social and cultural context of the target groups.

The methodology should encourage participation and incorporate feedback from different stakeholders, including expected project beneficiaries disaggregated by gender, age and disability groups. The methods should include primary and secondary data collection approaches/literature review, interview guide, focus group discussions guide, observation feedback session and workshops session with key respondents/stakeholders (for consensus building and validation).

As stated in Section **10.0. “Proposal Evaluation Criteria”**, the **methodological approach suggested will have a considerable weight in the evaluation of the received offers.**

The survey methodology proposed by the applying consultants in the technical offer/proposal will still remain **subject to further review and final approval by ABN**, during the pre-implementation phase i.e., before the rollout of data collection.

In addition, given the situation with COVID-19 and budget availability, the consultant/s should propose at least three options for data collection, presenting the survey results and submitting the finalized report in a timely and efficient manner.

6.0 OTHER EXPECTATIONS FROM THE CONSULTANT

Furthermore, the consultant/s is expected to:

1. Sign and abide by the ABN safeguarding and other relevant policies/ protocols including Anti-Corruption and Ethical Guidelines.
2. Adhere to the following Ethical Guidelines and Principles:
 - a) *Informed consent*: All participants are expected to provide informed consent following standards and pre-agreed upon consent protocols.
 - b) *Systematic inquiry*: Lead the team to conduct systematic data-based inquiries.
 - c) *Competence*: Consultant should provide competent performance to stakeholders.
 - d) *Integrity/honesty*: Consultant should display honesty and integrity in their own behavior and attempt to ensure the honesty and integrity of the entire evaluation process.
 - e) *Respect for people*: Consultant should respect the security, dignity and self-worth of respondents, project participants and other stakeholders.
 - f) *Responsibilities for general and public welfare*: Consultant should evaluate and consider the diversity of general and public interests and values that relate to this assignment.

7.0 KEY DELIVERABLES

1. A comprehensive baseline study design/ inception report (including applicable tools and materials) within three days upon signing of the consultancy contract. The inception report MUST include:
 - Feedback (or expectations) on the baseline's ToRs, feasibility of baseline design, potential limitations/ restrictions and unclear issues and questions.
 - Final/revised approach, methodology and instruments for data collection, analysis and organization/presentation.
 - Sampling criteria/method of baseline study respondents (stakeholders, number of representatives etc.).
 - A detailed schedule/ workplan, with clear roles and responsibilities.
 - Proposed baseline study reporting format.
2. A draft report (including a debriefing meeting to present the preliminary findings to the ABN and key stakeholders to build consensus on facts and figures, address stakeholders' comments on the draft report and produce a final report).
3. The final baseline report with the following key elements:
 - a) Table of contents.
 - b) Executive summary highlighting methodology used in the baseline survey, key findings, summary of conclusions and recommendations.

- c) Acronyms and abbreviations.
 - d) The objectives of the baseline, intervention description, assessment purpose, assessment methodology and any challenges encountered in the field.
 - e) Detailed baseline study findings³ for all assessed objectives/indicators/areas as per the ToRs (highlight, findings, implications, review of project objectives/indicators, key observations, conclusions, Lessons learnt and specific recommendations with clear guidelines of how they can be implemented.
 - f) Annexes/ appendices including Key officials interviewed, documents consulted and data collection instruments - both quantitative and qualitative - generated during study in an electronic file in an easy to read format.
4. A power point presentation highlighting key findings from the baseline presented at a feedback meeting to be held after completing the assignment.

The draft baseline report should be delivered within 10 days of completing data collection, while the final report must be submitted within 5 days of receiving feedback from the ABN/ BftW. The final report shall incorporate all the comments provided by all the reviewers.

The final baseline report shall have a maximum of 50 pages exclusive of appendices. The final report is expected both in electronic (PDF version) and printed versions delivered to the ABN Secretariat within two days upon acceptance of the final report by the ABN Secretariat.

8.0 INDICATIVE TIME FRAME

It is estimated that the baseline will be carried out within **40 working-days**. However, this will be agreed upon by the ABN and the consultant/s settled for the assignment. It is expected that the whole task should be completed and the final report submitted by the 15th August 2022. The table below provides highlights of the key activities, anticipated in days. The Consultant shall provide expected dates for each task.

Activity description	No. of days
Preparatory engagements (entry meeting/s), inception report, secondary data review, data collection tools' development, etc.).	3 Days
Data collection (approx. 3 days per partner organization (<i>subject to discussions with consultant</i>)).	15 days
Travel days.	10 days
Data organization and analysis.	5 days
Draft report preparation and sharing.	2.5 days
Feedback and finalization of the draft report (validation).	1 day
Revise report (as per comments) and provide final report.	1 day
Presentation of findings.	0.5 days
Total	38 Days

9.0 KEY QUALIFICATIONS AND COMPETENCES OF THE EVALUATORS

³The presentation of findings must be intrinsically linked to the evaluation areas to establish a logical flow. Similarly, inter-linkages between key findings, conclusions and recommendations/lessons must be clear and transparent. The report should preferably include quotes, photos, graphs, etc.

The Consultant/s undertaking the baseline survey assignment will have at least 5 years of proven experience conducting baseline studies, social, agricultural or environmental analysis and other related experiences for international organisations and networks. The Consultant/s will have good analytical and writing skills. Previous experience facilitating, conducting focus group discussions (FGDs) and key informant interviews (KIs) is mandatory.

The survey will be conducted by a Consultant/s with the team leader having the following main qualifications:

1. At least a Master's Degree in Development Studies, Agriculture/ Agro-Biodiversity, Biodiversity, Social Sciences, cultural and or other relevant training and experiences.
2. A **must** to have demonstrable knowledge and experience in working with civil society, culture, biodiversity, farming/agro-biodiversity and seed systems, agricultural seed policies, working with diverse cultural/rural communities, governance, human rights and advocacy issues in an African Context.
3. Conversant with participatory methodologies and approaches to project review and evaluation including familiarity with inclusion, gender and cultural sensitivity analysis.
4. Able to articulate issues objectively and present the baseline report with utmost clarity and within the agreed timeframe.
5. A proven track record of professional execution of similar consultancies/assignments; working with international NGO or network organization/umbrella body and with strong data collection, analysis and result presentation skills.
6. Substantive knowledge of participatory monitoring and evaluation processes and experience with multi-stakeholder/community development interventions.
7. At least five years of experience conducting baseline surveys, impact assessments or similar assignments in agricultural development programmes and projects.
8. Proven in-depth understanding and consulting experiences on institutional set-up of complex development programmes.

10.0 PROPOSAL ELEMENTS AND EVALUATION CRITERIA

To be considered, a proposal/offer must contain the following elements:

1. A **cover Letter** expressing interest and availability for the assignment.
2. A precise and clear **technical proposal** clearly outlining the proposed methods and approaches for the baseline study, proposed schedule/work plan (including a Gantt chart), a table clearly stating the level of effort of each proposed team member.
3. A **financial proposal** with a detailed breakdown of costs (in US Dollar) for planning and carrying out the study. Also include the consultants' daily rate and all applicable taxes and a payment schedule based on clear deliverables.
4. **Curriculum Vitae/s** of proposed staff outlining relevant education expertise and experience.
5. **Reference Contact** details of at least three organizations that the firm/consultants have been contracted to carry out a similar assignment preferably in the last five years.
6. A **sample report** from previous similar baseline studies carried out in the past
7. A **Consulting Firm Profile** (including all details of the firm and directors).
8. A **statement of availability to fulfill the consultancy as per the timeframes indicated.**
9. Bids are to be received by **27th June 2022.**

All offers will be evaluated and ranked according the following criteria, with the points indicated:

Criteria	Max Points
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1. Organisation/ Consultant Capacity a) Demonstrated understanding, objective and completeness of the assignment. b) Profile/capability statement, relevant documents, experience in similar assignments. c) Experience working with BftW related projects. d) Any safeguards in case of travel restrictions due to COVID-19/extent of collaboration with local consultants in the project country areas.	20
2. Understanding of TOR, approach methodology and Implementation plan: a) Details and adequacy of methodology proposed for the assignment including clarity in responding to the baseline questions provided. b) Detailed implementation plan indicating timeframe.	40
3. Qualification and Experience of Proposed Team to the assignment: Detailed description of the proposed team, key qualifications previous relevant experience, key summary experience, position with the firm attach CVs (not more than three pages for each and other support team.	20
4. Financial proposal: a) A breakdown of costs detailing proposed staff days, daily rates and other direct costs related to the assignment in US Dollars. b) The ABN will meet the travel costs in the field during data collection.	20
Total Points	100

11.0 THE APPLICATION PROCESS

The interested and qualified consultant/s should send their complete proposal/offer (see Section 9.0) by e-mail addressed to:

The General Coordinator through the:

abnsecretariat@africanbiodiversity.org

cc accounts@africanbiodiversity.org and fassil@africanbiodiversity.org by **27 June 2022**.

Only offers that will have arrived with a complete set of the above-mentioned documents as attachments until 23:59 hours Nairobi Time (GMT+3) will be considered.