

TERMS OF REFERENCE

FOR

“Conducting a baseline study ‘Enhancing Women’s Economic Opportunities, Workplace Conditions, and Gender Equality in the tea sector in the Western Province of Rwanda’ Project”

ABOUT THE ORGANIZATION

Health Poverty Action (HPA), is an international NGO first registered in the UK in 1984 and has been registered and operational in Rwanda since 1998. HPA promotes a rights based approach to health and believes that all our work should be informed by our values of justice, integrity and respect. In Rwanda, HPA is currently operating in 12 districts, with a head office in Kigali. Our programmes in Rwanda have included promoting youth livelihoods, social protection, girl’s education, health, WASH, agriculture and environment, reproductive health and the reintegration and economic empowerment of GBV victims. These programmes have been implemented in the districts of Gakenke and Rulindo in the Northern Province; Karongo, Nyamasheke and Rusizi in Western Province; Nyaruguru, Gisagara, Huye, and Nyamagabe in Southern Province; and Nyagatare, Gatsibo, Kayonza, Kirehe, Ngoma, Bugesera and Rwamagana of Eastern Province; and Nyarugenge in Kigali. These programmes were foremostly implemented from international institutional funding, our past partnerships have among others been with Irish Aid, EU, FCDO and Enabel.

PROJECT'S BACKGROUND

Project Title : Enhancing Women’s Economic Opportunities, Workplace Conditions, and Gender Equality in the tea sector in the Western Province of Rwanda

Our latest project is an 18-month long project to bring a significant development of personal economic empowerment to at least 3423 survivors of gender-based violence. We intend to bring this through good employment in the tea industry in Rwanda, where participants should earn an average wage of 50,977 RWF per month as direct participants and around 9,000 indirect participants will also benefit. Increased access to good employment combined with improved working conditions can substantially develop women’s economic empowerment in the targeted communities. The project will prioritize the creation of new good employment and the improvement of working conditions for effective and sustainable impact. The first objective of this project is to increase the incomes of at least 1650 survivors of gender-based violence of which 85% (1,320) are women around three tea estates namely; Nyabihu, Rubaya and Gisakura respectively in Nyabihu, Ngororero and Nyamasheke districts through good employment. GIZ defines a good employment as the one that fulfills these three basic criteria:

- 1) Fulfilling a minimum employment period of 20 hours per week for 26 weeks per year, 2) Payment /salary of at least 50,977 Rwf per month and 3) Complying with ILO core basic standards.

The second objective is to improve the working conditions of **3,423 individuals of which 80% are women** in employment through gender equality promotion and through the improved quality and capacity of childcare support for working parents in tea plucking groups in the five targeted

tea estates of Nyabihu, Rubaya, Gisakura, Rutsiro and Gatara. In this context Working conditions refer to:

- ✓ Increased income
- ✓ Access to personnel development programs
- ✓ Access to company internal employee care programs (health programs, childcare, adjusted working hours, maternity protection, transportation measures)
- ✓ Formalization of informal employment relationships
- ✓ Improved workplace safety
- ✓ Improved safety in public spaces
- ✓ Improved corporate representation

OBJECTIVE OF THE ASSIGNMENT

General objective: The general objective of this assignment is to provide baseline information on the “**Enhancing Women’s Economic Opportunities, Workplace Conditions, and Gender Equality in the tea sector in the Western Province of Rwanda**” project that HPA is implementing.

Specific Objectives

- Conduct a thorough assessment of project beneficiaries' current economic empowerment status (80% women) in three targeted tea estates of Nyabihu, Rubaya and Gisakura,
- Assess the current status of the working conditions in tea related activities
- Assess the current situation of gender equality and promotion in tea related jobs
- Assess the current situation of women’s decision-making power over purchases, access to finance, choice of pursued income generating activities, mobility, attitudes to women’s economic roles, and perceived self-efficacy.
- Develop a clear understanding of the level of preparedness / readiness of the beneficiaries toward employment in the tea industry and income generating activities in Rubaya, Nyabihu and Gisakura.
- Review and update the project’s results framework and indicators in alignment with GIZ indicators for further measurement and evaluation of the project in the future (mid-term review and end-line evaluation).
- Verify and update the risks and risk management Plan.

SCOPE OF WORK AND TASKS

The study will be conducted through an approved approach, and with a population of 3,423 project participants in 5 tea estates' zones. The tasks to be performed include but not limited to the following:

- Develop a detailed methodology to conduct the baseline survey detailing the research design, sampling process and techniques, data collection, and analysis process.
- A work plan for field and non-field activities.

- Develop detailed data collection instruments as per the above survey objectives (quantitative and qualitative). The data collection instruments will have to be approved and signed off by HPA and GIZ before field work.
- Recruit qualified data enumerators based on the following requirements:
 - Bachelor's degree in related field with 1 years of experience data collection and conducting interviews/ Or advance certificate with 3 years' experience in data collection and conducting interviews, key informants' interviews, and focus group discussions.
 - Proficient in use of English and Kinyarwanda
 - Knowledge of IT based data collection tools
 - Knowledge of local context and ability to work in rural areas.
- Train data enumerators on data collection methods and on the proper administration of the data collection tools developed for the work.
- Deploy the baseline teams on the research field and supervise the field data collection for the proper and complete administration of the baseline tools.
- Compile and collate the data collected through the desk review and from the baseline findings
- Make a thorough analysis of data and compile the findings.
- Develop a draft of the baseline findings and submit it to HPA for feedback.
- Produce a final report, incorporating feedback from HPA.
- Review and update the results matrix in alignment with GIZ indicators
- Review and update the risks log
- The consultant will organize a baseline dissemination workshop involving the project stakeholders

EXPECTED DELIVERABLES/OUTPUTS

The consultancy shall deliver the following.

- **Output 1:** An Inception Report that details specific methodologies, the research design, sampling process and techniques, work plan for field and non-field activities and data collection instruments.
- **Output 2:** Draft preliminary Survey Report
- **Output 3:** Final baseline survey report in electronic version, and two hard copies
- **Output 4:** Power Point Presentation of the key baseline findings
- **Output 5:** Clean data set used to analyze the results.

DURATION OF THE ASSIGNMENT

The consultancy is expected to take up to 60 working days from the date of contract signing. Selected consultants will be expected to deliver high quality work within the stipulated timelines. The Consultant and the team shall be reporting progress to the GIZ-WEE project manager and all deliverables shall be approved by the Monitoring, Evaluation and Learning Coordinator.

The table below outlines which types of activities and the timeline:

Activity type	Activity description	Expert days Team leader	Expert Days M&E Expert / Statistician	Expert days Enumerators
Preparation of inception report	<p>The consultant is required to know the data requirements of GIZ and HPA as well as the impact objectives of the project. The consultant is familiar with the 5 partnering tea estates of the project as well as their locations across Rwanda.</p> <p>Key activities:</p> <ul style="list-style-type: none"> • Develop a detailed methodology including sample, data collection tools and data analysis; and • Draw a representative sample • Develop a detailed timeline of the survey <p>⇒ All to be approved by the GIZ Team and HPA</p>	Up to 10 days	Up to 5 days	
Recruit and train enumerators	The consultant will select a pool of enumerators, instruct them on the data requirements of the GIZ and HPA, and train them on the survey methodology and set of data collection tools developed – in close coordination with the GIZ Team and HPA.	Up to 5 days	Up to 5 days	Up to 2 days
Data collection: Face-to-face structured interviews/KIIs and FGDs	The consultant will conduct structured face-to-face interviews with beneficiaries, focus group discussions with groups of beneficiaries and key informant interviews with tea estates, local authorities and CSOs engaged in preventing gender-based violence. The consultant will also supervise enumerators and ensure that their data collection is statistically sound (e.g. by accompanying as many enumerators as possible to as many data collection sites as possible, by regularly checking in, etc., as needed).	Up to 5 days	Up to 10 days	Up to 10 days
Data entry, analysis and report writing	<p>The consultant will submit a Baseline report with cleaned data, including annexes on each tea estate, incorporating feedback from the GIZ Team and HPA as required.</p> <p>The consultant will organize a baseline dissemination workshop involving the project stakeholders</p>	Up to 25 days	Up to 30 days	Up to 0 days

Review and update project result matrix and risks log	The consultant will review and update the results matrix in alignment with GIZ indicators and update the project risks log,	Up to 10 day	Up to 10 days	
	Total expert days	55	60	12

REQUIRED EXPERTISE AND QUALIFICATIONS

The bidder is required to provide personnel who are suited to filling the positions described, based on their CVs, the range of tasks involved and the required qualifications. The bidder must provide a personnel concept, including a clear overview of all proposed staff – team leader and short-term experts and their individual qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points.

Team Leader (up to 55 expert days)

Task of the team leader

- Overall responsibility for the assignment (quality and deadlines; etc.).
- Quality assurance of the entire baseline process.
- Statistically sound data compilation and analysis in line with the data requirements of the WEE program and HPA
- Coordinating and ensuring communication with HPA, partners and others involved in the assignment.
- Reviewing existing M&E tools and data requirements of the WEE program and HPA and developing suitable data collection tools for the baseline survey.
- Personnel management: that is, selecting, training, and steering the required pool of enumerators.
- Writing the baseline report, including all chapters and annexes.

Qualifications of the team leader

- **Education/training:** University degree (Master's degree) in economics, statistics, public policy, project management, social research, or other relevant fields.
- **General professional experience:** 10 years of professional experience in the field of M&E, with specific emphasis on M&E in the field of sustainable economic development, employment promotion and women empowerment.
- **Specific professional experience:** 5 years' experience in developing and managing and implementing M&E systems, including implementing and managing large-scale surveys, applying quantitative and qualitative methods for data collection, analysis, and reporting.
- **Leadership/management experience:** 5 years of management/leadership experience as project team leader of M&E teams / projects.

- **Regional experience:** 3 years of previous experience of working in Rwanda in collaboration with stakeholders including governments; civil society and business community in Rwanda.
- **Development Cooperation (DC) experience:** 3 years of experience.

M&E Expert / Statistician (up to 60 expert days)

Tasks of M&E Expert / statistician

- Assess the program M&E Framework including the planned data collection structures to understand data requirements of the WEE Program and HPA.
- Define the structure, data collection frequency, and data collection methodology for the M&E framework indicators in line with the WEE Programme and HPA.
- Support team to refine project monitoring indicators and define data collection periodicity
- Provide M&E expertise for employment creation
- Draft the baseline survey instrument with a focus on the quantitative questionnaire
- Develop online template and upload in digital tool to facilitate data collection
- Develop data analysis framework for baseline evaluation
- Ensure period data collection process and quality assure the data collection on daily basis
- Generate user friendly table ready for interpretation and report writing
- Participate in validation sessions: inception, draft report, and final report
- Support a team of consultant to monitor progress and advise on best strategy for project completion in timely manner
- Design and manage age and gender-disaggregated beneficiary monitoring and database systems.

Qualifications of M&E Expert/ statistician

- **Education/training:** University degree (Master's degree) in statistics, monitoring evaluation, public policy, project management, social research, or other relevant fields.
- **Language:** Proficient user of English (C1 as per the Common European Framework of Reference) and a proficient user of Kinyarwanda (C1/C2).
- **General professional experience:** 5 years of professional experience data analysis and monitoring and evaluation
- **Specific professional experience:** 3 years of experience in conducting research applying quantitative and qualitative methods for data collection, analysis, and reporting writing in field of sustainable economic development, employment promotion and women empowerment.
- **Leadership/management experience:** 3 years of management/leadership experience as project team leader of M&E teams / survey coordinator in large surveys.
- **Development Cooperation (DC) experience:** 2 years of experience.

Short-term expert pool of enumerators

Tasks of enumerators

- Conduct structured face-to-face with project beneficiaries and/KIIs, FGDs with representatives from 5 tea estates, government institutions, CSOs, etc.
- Record data electronically (e.g., MS Word, Excel)
- Translation of any qualitative data collected in Kinyarwanda into English.
- Ensure the data is handled with integrity according to GIZ's data protection regulations.

Qualifications of enumerators (minimum 10)

- Bachelor's degree in related field with 1 years of experience data collection and conducting interviews in large surveys.
- Or Advance certificate 2 with 3 years' experience in data collection and conducting interviews, Key Informants Interviews and Focus Group Discussions in large surveys.
- Proficient in use of English and Kinyarwanda
- Knowledge of IT based data collection tools
- Knowledge of local context and ability to work in rural areas.

EVALUATION CRITERIA

Consultants will be evaluated against a combination of technical and financial criteria (combined scoring method). Maximum score is 100% out of which technical criteria equals 70% and financial criteria equals 30%.

PAYMENT MODALITIES

Deliverables will be the basis for all the payment schedules. The consultants shall be paid the consultancy fee upon completion of the following deliverables:

- 40% after completion, submission, and acceptance of inception report.
- 30% after completion, submission and acceptance of detailed preliminary report and presentation
- 30% Submission and acceptance of the final report and other required documents

BID APPLICATION PROCEDURE

Qualified and interested Consulting companies are hereby requested to apply and the application should contain the following:

- A technical proposal with brief description of why the Consultants/firm considers itself as the most suitable for the assignment, and a detailed clear methodology, on how they will approach and complete the assignment; a detailed work plan, letter of confirmation of interest and availability. The technical proposal should also contain Consultants CVs, indicating education background/professional qualifications, all past experience, as well as the contact details (email and telephone number)
- A financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs and inclusive of taxes.
- The consulting firm has to submit the following documents:
 - RRA Tax clearance certificate.

- RDB registration certificate.
 - Two references of similar services.
 - RSSB contributions clearance certificates.
 - Certificate of no bankruptcy.
 - Proof of EBM
- HPA will not provide office space, accommodation, Research Assistants cost, computers, copying and printing services, telephone service or facilities for workshops. It is hence advisable to include all these costs with prices in the financial proposal
 - Canvassing by any bidder will lead to automatic disqualification.
 - This ToR does not commit Health Poverty Action to award a contract or to pay any costs incurred in the preparation or submission of proposals, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or supplies. Health Poverty Action reserves the right to reject any or all proposals received in response to this RFP and to negotiate with any of the proposers or other firms in any manner deemed to be in the best interest of Health Poverty Action. It also reserves the right to negotiate and award separate or multiple contracts for the elements covered by this RFP in any combination it may deem appropriate, in its sole discretion; modify or exclude any consideration, information or requirement contained in this RFP, and to add new considerations, information or requirements at any stage of the procurement process, including during negotiations with proposers.
 - Proposers must provide all requisite information and clearly and concisely respond to all points set out in this ToR. Any proposal which does not fully and comprehensively address this ToR will be rejected.
 - The normal terms of payment of Health Poverty Action are as stated above in section 16. Proposers must therefore clearly specify in their Proposal the payment terms being offered if different from these.
 - Proposals will be reviewed and evaluated by Health Poverty Action in accordance with the provisions of the Health Poverty Action Procurement Manual as well as the considerations, information and requirements contained in this RFP. The evaluation procedure will consist of a formal, substantive, and financial assessment of the proposals received. Price is an important factor; however, it is not the only consideration in evaluating responses to an RFT.
 - Proposals shall remain valid and open for acceptance for a period of at least sixty (60) days from the closing date indicated above for receipt of proposals. Please indicate in your proposal that it will remain valid for this period.
 - Following submission of the proposals and final evaluation, Health Poverty Action will have the right to retain unsuccessful proposals. It is the proposers' responsibility to identify any information of a confidential or proprietary nature contained in its proposal, so that it may be handled accordingly.
 - Please note that successful consultants will have to sign and abide by HPA's Programme Participants Safeguarding and Protection Policy.

Application documents should be submitted not later than:

Thursday 10th October 2024 by 5:00pm to procurement@healthpovertyaction.org

Quoting the reference number: **HPA/RWA/GIZ-WEE/BAS/06/2024.** Any proposals received after the stated time and date will be rejected.