TERMS OF REFERENCE
BASELINE SURVEY

BACKGROUND

Name of project: Mobilising young people in Liberia and Sierra Leone to rebuild communities devastated by the Ebola outbreak.

Implementing agency and partner(s): Liberia Young Men’s Christian Association (YMCA); Sierra Leone Young Men’s Christian Association (YMCA); Y Care International

Project duration: 1st February 2016 – 31st January 2018 (24 months)

Project funding sources: Comic Relief

THE BACKGROUND AND OUTCOMES OF THE PROJECT:

Liberia YMCA and Sierra Leone YMCA are implementing a new project in Bong and Margibi (Liberia); and Kenema and Makeni (Sierra Leone) in collaboration with Y Care International with funding from Comic Relief.

This project will contribute to rebuilding stronger, more resilient communities in the aftermath of the Ebola outbreak. This will be attained by increasing economic security for young people through rebuilding businesses and active saving; reducing violence and stigmatisation of Ebola survivors resulting in safer communities; increasing access to water, sanitation and hygiene services and health information in schools and communities; and increasing communities’ resilience to environmental risks and shocks.

The project will target 11 communities (5 rural and 6 urban including slums) in Bong and Margibi (Liberia) and Makeni and Kenema (Sierra Leone). 994 Ebola-affected young people will be targeted alongside teachers, YMCA/CSO staff, volunteers, local authority officials, County Health Workers, community leaders and over 17,000 community members in 11 target communities.

Liberia YMCA, Sierra Leone YMCA and Y Care International are interested in hiring a consultant to conduct the baseline survey for the project.

The project works at multiple levels in order to create long lasting change. YCI/Liberia YMCA/Sierra Leone YMCA’s Theory of Change (ToC) identified the following factors influencing change in the lives of young people particularly affected by Ebola i.e. orphans, survivors, widows/widowers, caregivers, teenage mothers and those living/working on the street:

- **Individual level**: safety and security; access to safe and sustainable livelihoods (skills and capital); income level; levels of wellbeing, confidence and self-belief; knowledge of good health and hygiene practices; supportive communities

- **Community level** (including environment): attitudes and behaviours of community towards young people affected by Ebola; access to water and sanitation facilities; access to health and hygiene information; increased resilience to disasters (including psychosocial resilience); community harmony

- **Duty bearer level**: support from duty bearers (including government, teachers, community leaders and CSOs) to promote peace, safety, healthy practices and coordination between actors.
The anticipated results and respective indicators of this project are:

**Outcome 1: Children, young people and duty bearers are contributing to creating safer more secure communities in Ebola affected areas:**

Indicators:

- Percentage of young women and men reporting an improvement in their overall wellbeing and confidence in their leadership abilities
- Proportion of youth leaders who are reporting that their voices are heard and respected in the community
- Number of cases of verbal or physical violence towards Ebola survivors
- Extent to which community members are willing to engage with young leaders
- Extent to which young people, especially Ebola survivors, feel safe within their communities

**Outcome 2: Young people affected by Ebola have improved economic security**

Indicators:

- Proportion of young women and men in employment or have re-established their businesses
- Proportion of young women and men earning $50 a month within 6 months of completing training
- Number of young women and men active in savings and credit groups
- Extent to which household incomes are changing/young people are contributing to household incomes

**Outcome 3: Schools and communities have increased access to water, sanitation and hygiene services and health information**

Indicators:

- Number of people using an improved drinking water source less than 30 minutes (or 1km) away
- Number of people (including students) using newly constructed/rehabilitated latrines less than 30 minutes (or 1km) away
- Number of new cases of Ebola
- Extent to which community members (including students) have adequate health and hygiene knowledge, attitudes and practices

**Outcome 4: Communities have greater resilience to environmental risks and shocks**

Indicators:

- Proportion of DRR committee members who are able to identify risks in their community and actions to mitigate risks
- Number of community members participating in youth led disaster management initiatives
- Capacity levels of the YMCA staff in DRR programming
- Extent to which community DRR committees successfully manage activities and engage the community

PURPOSE OF THE BASELINE SURVEY
This survey aims to establish clear **benchmarks** at the start of the project which relate to the results against which progress will be measured and impact assessed at beneficiary, organisational, community and wider social, economic and political levels.

The setting of benchmarks is particularly important for the final evaluation so that impact can be accurately measured. The baseline survey will enhance the understanding of Liberia YMCA, Sierra Leone YMCA and YCI regarding the beneficiaries. It will enable project staff to develop and or modify activities according to the context in which target beneficiaries live.

The baseline survey report will contribute to the body of knowledge from this project and will be shared with national and international organisations that have vested interest in the development of young women and men in Liberia and Sierra Leone.

**SCOPE and FOCUS**

The baseline survey will be conducted in the 11 targeted communities in the 4 locations: Bong, Margibi (Liberia); Kenema, Makeni (Sierra Leone)

The survey will collect information according to the expected results and indicators as set out in the project application and start-up form.

**In relation to the overall project, the baseline survey will include information on:**

- The population of each region that is included in the project, including youth population and those affected by Ebola (i.e. survivors, family members etc.)
- The size and key characteristics of each region (geography, politics, religion, history etc.)
- Assessment of the medium to long-term impact of the Ebola outbreak in the target community on the economy (including jobs availability), health care provision and community cohesion
- Analysis of the general situation of young women and men in the locations with a focus on the target groups.
- Description of other initiatives aimed at improving the lives of young women and men and particularly vulnerable groups in the selected locations, including services offered by the Government and by local and international NGOs, especially those services targeting Ebola-affected young people and communities.

**In relation to expected Outcome 1, the baseline survey should:**

- Assess and compare the levels (in percentage) of wellbeing and confidence in their leadership abilities of young men and women
- Assess and compare young women and men’s participation and influence on decision making in the community; how often are young women and men are called to participate in meetings where decisions are made? How do decision makers and community members view young women and men? Do they perceive young women and men to be legitimate stakeholders in decision making processes?
- Identify the issues which limit young leaders participation in decision-making
- Identify the number of cases of verbal or physical violence towards Ebola survivors
- Assess the extent to which local communities create a safe environment for young people (especially Ebola survivors) and how this is achieved

**In relation to expected Outcome 2, the baseline survey should:**

- Assess the current employment/unemployment rates of young women and men and the most
common types of jobs to work in or businesses to run; how does this differ between young women and men / between rural and urban areas?
- Assess what the emerging or lucrative informal sectors in the region are for young women and men;
- Assess what skills or supports vulnerable young women and men need to improve their livelihoods;
- Assess the current income per month of young women and men in target communities, specifically the proportion who earn over $50 a month; and the average household income in communities and the level that young women and men contribute to this;
- Assess young women and men’s level of participation in savings and credit groups; what opportunities and barriers are there to saving in these communities?

In relation to expected Outcome 3, the baseline survey should:
- Assess the availability, quality and use of drinking water sources in the target communities, including identifying the number of people using a drinking water source less than 30 minutes (or 1 km) away
- Assess the availability, quality and use of latrines in the target communities, including identifying the number of people using a latrine less than 30 minutes (or 1 km) away
- Identify the current number of cases of Ebola
- Assess the health conditions and hygiene practices of community members living in the target communities

In relation to expected Outcome 4, the baseline survey should:
- Review the extent to which community members can identify risks, hazards and vulnerabilities in their community and appropriate actions to mitigate these
- Review the current assets communities use to cope with disasters and shocks
- Assess the number or proportion of community members participating in disaster management activities
- Assess the extent to which community members feel engaged with DRR activities

Note: all data collected should be analysed by country, gender, age and vulnerability factors (e.g. Ebola affected)

PROCESS AND METHODOLOGY

This baseline survey will not last more than a total of 32 working days, to include:

- A planning and development process to contextualise and agree on tools with YCI, Liberia YMCA and Sierra Leone YMCA (2 days)
- Preliminary desk research (2 days)
- Training of the data collectors in the research methodology (2 days - 1 per country)
- Administering questionnaire, focus group discussions and semi structured interviews (14 days – 7 per country)
- Data analysis and writing the report (9 days)
- Incorporation of comments and feedback from YCI, Liberia YMCA and Sierra Leone YMCA (3 days)

ROLES AND RESPONSIBILITIES:
The baseline survey will be carried out by the consultant(s), supported by YCI, Liberia YMCA and Sierra Leone YMCA
Roles and responsibilities of the Consultant:

- To adequately prepare for the field work by reading background information and conducting desk research;
- To feed into YCI’s data collection tools and provide critical advice;
- To ensure the data collectors, i.e. Liberia and Sierra Leone YMCAs are trained in the appropriate methodologies.
- To conduct the field work, with support from Liberia and Sierra Leone YMCAs, in line with the agreed methodology.
- To upload and store electronically in excel all data collected during the survey.
- To analyse the findings of the survey and produce a report in line with this TOR and within the agreed deadline.
- To share the draft report with YCI, Liberia YMCA and Sierra Leone YMCA for review and feedback prior to finalisation.

Roles and responsibilities of YCI:

- To recruit an appropriate consultant with the Liberia and Sierra Leone YMCAs.
- To draft and sign a consultancy contract with the consultant.
- To draft the tools and methodology for the consultant; to share the tools with the consultant and Liberia and Sierra Leone YMCAs for feedback prior to finalisation;
- To provide the consultant with relevant project documentation;
- To communicate with the consultant on a regular basis during the process;
- To provide feedback on the consultant’s draft report and to approve the final report in line with quality standards.

Roles and responsibilities of Liberia and Sierra Lone YMCAs:

- To recruit an appropriate consultant in coordination with YCI. Liberia and Sierra Leone YMCAs will be signatories to the consultancy agreement.
- To review the tools and methodology designed by YCI and provide feedback prior to finalisation.
- To be trained in the relevant methodologies by the consultant.
- To accompany the consultant during the field work; to provide logistical support and enable him/her to access potential beneficiaries;
- To support the consultant in collecting data using the agreed upon the methodology (e.g. focus group discussions, questionnaire);
- To provide feedback on the consultant’s draft report.

DATA COLLECTION AND ANALYSIS

The baseline survey methodology will employ a range of data collection methodologies (e.g. focus groups, questionnaires, key informant interviews). YCI will draft the tools. Liberia and Sierra Leone YMCAs and Consultant will review, feed into and finalise the tools.

The range of data collection techniques should include a mix of the following:

- Desk research (literature review)
- Quantitative tools, including survey questionnaires to be administered to young people and community members.
- Qualitative tools including focus group discussions for young people and communities and interviews with key stakeholders (Liberia and Sierra Leone YMCAs staff, local authorities e.g. community leaders, etc.) and case studies.
- Direct observation
- Additional tools and methodologies as suggested by the consultant

**STAKEHOLDER PARTICIPATION:**

Liberia and Sierra Leone YMCAs and the Consultant must ensure that a wide range of stakeholders participate in the survey as respondents. These will include:

- At least 152 young women and 102 young men who would fit the project beneficiary selection criteria- to be split across the four project locations.
- At least 192 community members and family members (50% female)
- At least 8 local leaders
- At least 2 national decision and/or policy makers
- At least 4 teachers from the project locations
- At least 4 members of staff from the two YMCAs.

**KEY REFERENCE DOCUMENTS:**

The consultant shall refer to the following documentation in the design and implementation of the survey:
- Needs assessment
- Project proposal
- National strategies and laws
- Project Start-Up Form
- Any other relevant documents

**ETHICAL CONSIDERATIONS**

Liberia and Sierra Leone YMCAs and the Consultant must ensure that this baseline survey is conducted in an ethical and sensitive manner. Vulnerable children and young women and men should be protected. Potential harm from the research tools, methodology, or researchers should be avoided. Liberia and Sierra Leone YMCAs and the consultant must ensure:

- Respondents are respected by the researchers and research tools;
- Informed consent is sought from all respondents. An informed consent form must be prepared and signed by all respondents;
- The participation of local community representatives in planning and conducting the survey. Community representatives and researchers can work together to make sure that research is conducted in the most appropriate way.
- Communities should be informed of the research, possible outcomes (positive and negative), and the results of the research.

The consultant must sign up to and adhere to YCI’s Working with Young Women and Men and Children Policy.

**PAYMENT**

The maximum available budget for this baseline exercise to include consultant fees and logistical support is £12,000 GBP.
The payments will be as follows:
- 50% upon signature of the consultancy agreement
- 50% upon satisfactory completion of the assignment and presentation of an invoice

YCI reserves the right to withhold payment if the final report does not meet the requirements of the terms of reference. YCI further reserves the right to deduct 5% of the payment for each week the report is delayed from the agreed date where there has been no prior agreement with YCI and Liberia and Sierra Leone YMCAs

_The Consultant is to submit the invoice for payment to YCI no later than 30 days after completion of the assignment, otherwise it may be disregarded._

_Bank charges:_ neither YCI nor Liberia and Sierra Leone YMCAs will be responsible for bank charges incurred by the Consultant during funds transfer. YCI will pay the sender’s fees, whereas the Consultant will pay any fees occurring at the receiving end.

**DELIVERABLES**

**Timeframe**
The timeframe allocated to the baseline survey process and finalising of the report is a maximum of 32 working days.

The baseline survey process shall start no later than 01/07/2016 and a first draft report should be submitted to Liberia and Sierra Leone YMCAs and YCI by 10/08/2016.

*A report template will be provided by YCI for use by the consultant.*

**DELIVERABLES:**

A draft report will be submitted to Liberia and Sierra Leone YMCAs and YCI electronically in Microsoft Word format no later than 10/08/2016. The report must be no longer than 40 pages excluding cover page, contents page, summary and annexes. Annexes should include: work schedule of survey team; list of key informants interviewed; examples of tools (e.g. questionnaires, focus group discussion questions); case studies; relevant background information.

The report should be accompanied by a summary of the key benchmarks against indicators in a concise table format. Report and benchmark table templates to be provided by YCI.

Annexes will not be included in the page count.

After reviewing the draft report, Liberia and Sierra Leone YMCAs and YCI will provide the consultant with comments and feedback by 17/08/2016. The final report will be submitted to the Liberia and Sierra Leone YMCAs and YCI by 23/08/2016. The report will not be considered final until approved by the Liberia and Sierra Leone YMCAs and YCI.

**Qualifications**
• Masters degree in Development Studies, Social Studies and/or other related fields, with five years hands-on experience of social research or project management;
• Significant experience and technical expertise in development, preferably with a focus on gender and/or youth;
• Demonstrable experience of conducting research using qualitative and quantitative tools (questionnaires, interviews, focus groups, case studies, etc.)
• Excellent analysis and report writing skills;
• Strong communication and interpersonal skills especially with vulnerable groups.
• Experience of engaging with a range of external actors, including interacting with senior government officials and NGOs;
• Excellent written and spoken skills;
• Able to consolidate information from multiple sources.

Application procedure:
Documents should be addressed to
Personnel Assistant
126 Crown Hill, Broad Street
Monrovia, Liberia

Submit in hard copy at the YMCA National Headquarters at the above address and email soft copies to personnelassistant.ymcalr@gmail.com / ymcalr@gmail.com.

Deadline for submission is midnight on 22nd June 2016.

THE PROPOSALS MUST INCLUDE:

1. THE APPLICATION FORM HERE INCLUDED (ONE FOR EACH MEMBER OF THE TEAM)
2. PROPOSED METHODOLOGY AND TOOLS THAT THE CONSULTANT WOULD RECOMMEND USING
3. BUDGET
4. TIMELINE of EVALUATION

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