



**RICE  
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Striving for Self Reliance



**TERMS OF REFERENCE FOR A BASELINE SURVEY  
FOR STRENGTHENING ENVIRONMENTAL  
ACCOUNTABILITY AND CLIMATE ACTION PROJECT IN  
ADJUMANI, OBONGI, MADI OKOLLO AND ZOMBO  
DISTRICTS**

**SEA WN Project Baseline  
Survey**



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**1. Introduction**

Strengthening Environmental Accountability and Climate Action in West Nile (SEA-WN) is a 43-month project (June 2024 – December 2027) implemented in the districts of Zombo, Madi Okollo, Obongi, and Adjumani. Funded by the Danish Ministry of Foreign Affairs (MFA) through Danida, the project is implemented by a consortium of three indigenous organizations: RICE West Nile (lead implementer), Friends of Zoka, and Sustainable Plan and Action for Community Empowerment (SPACE). The project's overall goal is Improved protection and sustainable utilization of natural resources among the communities in West Nile Sub Region. Therefore, RICE West Nile is seeking a consultant's service to conduct a baseline study.



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## 2. Project Background

The 43-month project, titled "Strengthening Environmental Accountability and Climate Action in West Nile," was initiated. The project is implemented in the districts of Zombo, Madi Okollo, Obongi, and Adjumani by RICE West Nile (lead implementer), Friends of Zoka, and Sustainable Plan and Action for Community Empowerment (SPACE). The project's goal is "Improved protection and sustainable utilization of natural resources among the communities in West Nile Sub Region." And this will be achieved through three interrelated outcomes;

- i. Increased community awareness and action on environmental protection.
- ii. Strengthened implementation of national and district-level policies, ordinances, and regulatory frameworks for environmental protection and climate action.
- iii. Increased opportunities for alternative livelihoods to reduce dependence on natural resources.

The SEA-WN project will directly reach 51,940 natural resource-dependent community members, including women, men, youth, and Persons with Disabilities. This will be achieved through dialogues, facilitating alternative livelihood opportunities for 3,600 women, youth and PWDs, community awareness campaigns, advocacy events with government officials, research in partnership with Muni University on climate change's effects on livelihoods and human rights, empowerment for 200 Climate Action Champions as advocates, and forums for women and youth to identify barriers. The project also plans to facilitate natural resource-dependent community members to participate in district coordination meetings and advocacy events, monitor adherence to regulatory frameworks, disseminate relevant policies and frameworks, and build community capacity of 140 higher and local government officials on these frameworks.

The project consortium partners will work closely with local government authorities at the sub-county and District levels for effective implementation and sustainability. Relevant political and technical leaders in the Department of Natural Resources, environmental police, community development, and National Forestry Authority (NFA) will be engaged either as facilitators or in monitoring the Project. Private Sector, CSOs, Government and other NGOs support Outcome 3, while the district Natural Resources Department supports Outcome 2 with contributions to Outcome 3 activities.

## 3. Purpose of the Baseline Survey

The specific objectives of the baseline survey are:

- To assess the Knowledge, Attitude, and Practice (KAP) in line with the target beneficiaries' environmental protection and climate change that will be used to refine implementation strategies.

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- Assess the existing institutional capacity of local government institutions and other relevant stakeholders to enforce environmental regulations and support sustainable resource management.
- Establish baseline values of key indicators in the log frame to determine the project impact at the end.
- To identify opportunities and strengths that the project can leverage to achieve its intended outcomes.

#### 4. Scope of the Baseline Survey

The SEA-WN Project baseline study will be conducted in the Districts of Adjumani, Obongi, Madi Okollo and Zombo within five (5) sub-counties per district. The consultant will be expected to collect data from randomly selected respondents sampled to be representative of the population that is targeted by the Project. He/She will be required to present a methodology for collecting, analyzing and presenting the data, details of which should be in the inception report. The sampled representatives will be drawn from a population of direct beneficiaries, local authorities and climate action groups as defined in the target group and beneficiaries.

#### 5. Methodology

A combination of quantitative and qualitative methods is recommended for the survey, including key informant interviews, focus group discussions, household surveys, and observations, to gather data. The External consultant will be responsible for developing an inception report detailing the methodology, sampling criteria, sample size, data collection tools, and work plan in collaboration with the SEA-WN consortium team members to ensure quality. The Consultant will lead key informant interviews and focus group discussions, oversee field staff training and supervision to ensure data collection aligns with the work plan, and ultimately prepare the final baseline survey reports for review by SEA-WN consortium partners.

#### 6. Deliverables (Output)

The successful Consultant is expected to submit all interim reports, data collection tools, draft reports, and final reports in both soft copy (Word or Excel) and hard copy. These deliverables will be provided in English. The consultant will produce the following deliverables:

#	Deliverable	Description	Timing	Responsibilities
1	Baseline Inception Report	Comprising the finalized detailed methodology and work plan, proposed tools, and demonstrating understanding of assignment, sampling criteria and sample size.	8 <sup>th</sup> August	Consultant

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		This report is submitted in advance to RICE West Nile.		
2	Presentation	Presentation shall be done in a meeting to the management of RICE West Nile together with heads of consortium member organizations.	9 <sup>th</sup> August	Consultant
3	Draft Baseline Report	This will include the analysis of the data given the log frame indicators. Two hard copies and a soft copy are required.	21 <sup>st</sup> August	Consultant
4	Validation meeting	Presentation in PowerPoint to the SEA-WN consortium partners and stakeholders in the four districts.	23 <sup>rd</sup> August	Consultant and SEA-WN Consortium
5	Final Baseline Report*	This will be produced after incorporating comments from stakeholders, RICE West Nile and consortium partners.  Six (6) hard copies of the final report and a soft copy for dissemination will be shared via email and electronic media (storage devices preferably flash disk). The report format will be agreed upon during the inception report dissemination meeting.	26 <sup>th</sup> August	Consultant

Note: All raw data shall be shared by the Consultant in a format agreed upon by the Consultant and the SEA-WN consortium team.

## 7. Qualification and Experience of the consultant.

- i. Academic qualifications: The consultant should have a minimum of master's degree in environmental science, ecology, natural resource management, or related fields.
- ii. Experience: At least five (5) years of experience in conducting environmental and social baseline studies, working on climate change adaptation or mitigation projects, and experience in the West Nile ecosystem. This could include working for relevant organizations such as NGOs, government agencies, or research institutions.
- iii. Technical Knowledge: The consultant should possess a comprehensive understanding of environmental protection principles, monitoring and evaluation principles and best practices, alongside knowledge of climate change science and its impacts. This foundation

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- should be coupled with familiarity with relevant environmental and social safeguards frameworks. Finally, experience working with local communities and stakeholders.
- iv. Data analysis skills: Proficiency in data analysis software and statistical tools for analyzing and interpreting the data collected during the study.
  - v. Communication skills: Effective communication skills for presenting findings, recommendations, and reports to stakeholders clearly and concisely.
  - vi. Cultural sensitivity: The consultant needs to have cultural sensitivity and an understanding of the local context where the study is being conducted.
  - vii. Reputation: As a strong advocate for child protection and safeguarding, RICE West Nile expects the consultant to have a strong track record in these areas. The consultant must not be a barred party as scanned by bridger check.
  - viii. Compliance: The consultant should have a strong track record of compliance with regulatory authorities.

## **8. Payment Specifications.**

Payments will be made in two instalments. First, (40%) on request after approval of the inception report and the second (60%) upon the submission and approval of the final report. All costs will be subjected to a 6% withholding tax.

## **9. Management.**

For quality assurance, the consultant will work closely with the SEA-WN Consortium Project Manager who will be supported by the MEAL Teams in RICE West Nile, Friends of Zoka, and SPACE. Communication with the assigned team must remain open at all times.

## **10. Period and Estimated Number of days for the study.**

The baseline study is planned to start on 11<sup>th</sup> August 2024, and the final report will be submitted by 26<sup>th</sup> August 2024. The maximum number of billable days for the assignment is 20.

## **11. Criteria for Evaluation of Proposal:**

Only those applications which are responsive and compliant will be evaluated. Offers will be evaluated according to the Combined Scoring method. The applicant receiving the Highest Combined Score that has also accepted the General Terms and Conditions will be awarded the contract.

Qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Technical Criteria weight is 70%
- Financial Criteria weight is 30%

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Evaluation Criteria	Weight	Max. Point
<b>Technical Competence (based on CV, Proposal and interview (if required))</b>	<b>70%</b>	100
Understanding the Scope of Work; comprehensiveness of the methodology/approach; and organization & completeness of the proposal		30
Minimum educational background.		5
Minimum years of experience & previous experience in similar assignments		30
Additional competences		5
<b>Financial (Lower Offer/Offer X100)</b>	<b>30%</b>	30
<b>Total Score</b>	<b>Technical Score * 70% + Financial Score *30%</b>	

## 12. Application Process.

Consultant(s) who meet the criteria are invited to submit technical and financial proposals to [procurement@ricewestnile.org](mailto:procurement@ricewestnile.org) and copy [s.elimasia@ricewestnile.org](mailto:s.elimasia@ricewestnile.org) no later than 6<sup>th</sup> August 2024.

The proposal should clearly articulate the consultant(s) understanding of the terms of reference, methodology for executing the work, experience in conducting baseline studies, CVs of the proposed team, work plan and budget among others. The Consultant should indicate the subject as **“SEA WN Project Baseline Survey”**.

Only applicants who pass the evaluation stage will be contacted.

## 13. Confidentiality:

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of **RICE West Nile**.

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