

## Terms of Reference

### CHAU is looking for a Consultant to Conduct a Baseline Study for the Partnership to Inspire, Transform and Connect the HIV Response (PITCH) Programme in Uganda

#### 1.0 Summary

<b>Programme Name</b>	Partnership to Inspire, Transform and Connect the HIV Response
<b>Response required by</b>	ToR Circulation date: 29 November, 2017 Deadline for receiving EOIs: 14 December 2017
<b>Line Management</b>	Country Focal Person
<b>Scope of Work</b>	Sampled targeted KP groups by PITCH, stakeholders at the National and District level
<b>Contracting Organisation</b>	International HIV/AIDS Alliance

#### 2.0 About PITCH Programme

PITCH – Partnership to Inspire, Transform and Connect the HIV response is a 5-year programme (2016 -2020) in the policy framework dialogue and dissent of the Dutch Ministry of Foreign Affairs. The programme purposes to fight AIDS in 9 countries (Kenya, **Uganda**, Zimbabwe, Mozambique, Nigeria, Myanmar, Indonesia, Vietnam and Ukraine) most affected by HIV with a focus on key populations and women and girls. PITCH is a strategic partnership between AidsFonds, the International HIV/AIDS Alliance and the Dutch Ministry of Foreign Affairs.

In Uganda, the programme key goals include;

1. Equal access to HIV-related services to Key Populations,
2. Sexual and reproductive health and rights for those most affected by HIV
3. Equal and full rights for key populations, adolescent girls and young women in Uganda
4. Strong key populations and youth led civil society organisations that are successful HIV advocates

The programme aims to achieve the above through four main strategies. This includes;

1. Build on and coordinate our partnership networks
2. Enhance the flow and use of evidence and intelligence
3. Engage advocacy targets
4. Strengthen civil society's HIV advocacy capacity

#### 3.0 Scope and Purpose of the Consultancy

The purpose of this consultancy is to conduct a baseline study for a pre-selected set of indicators. The baseline intends to document the initial status of the targeted groups/ individuals as per the pre-selected set of indicators). Refer to annex#1 for the Uganda Results M&E Framework.

#### 4.0 Approach and Methodology

Considering that the PITCH programme in Uganda is in its second year of implementation, we recommend the consultant/firm to adopt a one year recall in their approach and methodology (2016) to the baseline. It is important that the bidding consultants/firms explain how they will adopt this methodology in collecting data against the programme indicators.

Further, annexed to this document (annex#1) is the Uganda Results M&E Framework with the lists of all the performance indicators the programme intends to collect baseline evidence against. Within the same document, you will find an indicator guide on what and how we intend to monitor and measure progress during implementation including a proposed method for reporting against each indicator - It is important that the proposed methodology by the consultant/firm takes into consideration. For example, during implementation we do not intend to conduct surveys but instead we have adopted a score card methodology where partners will score themselves based on the qualitative evidence collected from different tools. As such, we expect the consultant to review and revise (where relevant) the proposed score cards and adopt the same in carrying out the baseline.

As for the sampling methodology, we anticipate a more purposive sampling approach. In some instances, snow balling sampling technique might be applied.

We propose the following approach but the bidding consultant/firm is free to advise where necessary;

- **Inception meeting:** This will be between the consultant/firm, and the PITCH study team (CHAU ME&L Manager, PITCH coordinator); and PITCH M&E technical lead (based in Nairobi). This will be aimed at levelling expectations and harmonise the approach and methodology to be adopted moving forward.
- **Desk review:** This will include the programme documents (e.g. proposal, Uganda context analysis report, Uganda Results M&E Framework, the Uganda Theory of Change, proposed programme M&E tools for advocacy and other documents relevant to the assignment.
- **Inception Report:** The consultant/firm will be expected to provide an inception report outlining a harmonised approach and methodology required to deliver on this assignment. The annexes to the inception report will include; standard tools for the baseline and analysis plan, an updated work plan and revised budget, an updated list of respondents
- **Field work (Data collection and analysis):** The consultant/firm need to obtain study approval from Institutional Review Board and Uganda National Council for Science and Technology before field work. The specific sites to be visited by the consultant/firm will be agreed between the consultant/firm and the PITCH study team (CHAU ME&L Manager, PITCH coordinator and PITCH M&E technical lead). Despite this, it is expected that data collection will take place at three levels; national, district and at the community levels. At the community level, the consultant/firm will be expected to interview a sample of the programme partners as key informants and conduct FGDs at this. At both national and district level, the consultant/firm will be required to provide a list of key informants they intend to interview – the consultant will also be required to work closely with the programme partners in mapping out potential informants to be interviewed. Consultant/firm will in addition propose appropriate ethical considerations; and data quality measures and analysis methods.

- **Draft Report and presentation of preliminary finding (validation):** This will be through submission of draft report as well as power point presentation to a selected group of programme staffs in Uganda.
- **Final Report:** Present the final type set, ready to print report in both hard and softcopy that do not exceed 25 pages. The format of the baseline report will be shared by the PITCH M&E Technical lead. National dissemination of final findings to MoH and other stakeholders

## 5.0 Key Deliverables and timeframe

We envisage that the assignment will be conducted in 17 days as outlined below;

Deliverable	# of Days
Draft and submit an inception report with all the relevant annexes	2 days
Data collection in the sampled sites	7 days
Preparation of the draft report.	4 days
Presentation of preliminary findings for validation	1 day
Work on the final report	3 days
Presentation of final findings to national stakeholders	1/2 day

## 6.0 Consultancy quality and ethical standards

The consultant/firm should take all reasonable steps to ensure that the consultancy is designed and conducted to respect and protect the rights, confidentiality and welfare of the people and communities involved and to ensure that the data is technically accurate and reliable, is conducted in a transparent and impartial manner and contributes to programme learning and accountability.

1. **Utility:** The baseline data and recommendations must be useful and should form the basis of implementing the proposed programme activities for each target group.
2. **Feasibility:** The baseline must be realistic, diplomatic, and managed in a sensible, cost effective manner.
3. **Ethics & Legality:** Data collection must be conducted in an ethical and legal manner, with particular regard for the welfare of those involved in the exercise.
4. **Impartiality & Independence:** Data collection should be impartial, providing a comprehensive and unbiased information.
5. **Transparency:** Data collection activities should reflect an attitude of openness and transparency, and consent of all target groups must be sought before collecting the data.
6. **Accuracy:** The baseline should be technically accurate, providing sufficient information about the data collection, analysis, and interpretation methods so that its worth or merit can be determined.
7. **Confidentiality:** Baseline findings or otherwise should not be shared with third parties other than the contracting organisation.

## 7.0 Obligation of the two parties in the consultancy

### a) Obligation of the consultant/firm

- Provide strategic leadership and guidance throughout the assignment.
- Inform the study team (PITCH M&E technical lead and CHAU ME&L Manager, PITCH Coordinator) in a timely fashion on the progress made and any challenges encountered.
- Conduct the consultancy as per agreements in TOR and contract, and if modifications are necessary, bring to the attention of the study team before making any changes.

- Submit the reports on a timely basis as per the contract agreement.
- Cater for own costs- travel to the central point- accommodation, meals, medical cover etc. (This should be included in the consultant/firm's final budget)

#### **b) Obligation of PITCH**

- Make sure the consultant/firm is provided with the necessary and required resources i.e. the programme documents
- Facilitate the work of the consultant/firm in accessing target groups where necessary
- Monitor the daily work of the consultant and bring to the attention of the consultant any concerns that may arise
- Provide technical oversight in the review of all deliverables
- Provide timely comments on and input into the draft report

### **8.0 Required qualifications**

- Masters degree in Public Health or Social Sciences. A Master degree in Development Studies or Monitoring and Evaluation will be considered although the proposed team should demonstrate high skills/experience in the area of HIV and SRHR in relation to key populations.
- Must have a background and experience in conducting baseline, reviews or evaluations in HIV and SRHR related programmes with a focus on advocacy/human rights related programmes. **(desirable)**
- Demonstrate a good understanding of the HIV and SRHR landscape in Uganda (including policies and laws) specifically in relation to Key Populations **(desirable)**
- Experience in using M&E for advocacy tools such as (score cards, policy tracking tools, stakeholder attitude measure tool, advocacy/M&E capacity assessment tools etc.) **(desirable)**
- Experience in mainstreaming gender in HIV and SRHR programming

### **9.0 Application Procedure**

Applicants (Uganda nationals only) are invited from suitably qualified consultants/firm. Local organisations/partners working on the rights of key populations and AGYW are free to apply. Interested individuals should submit:

- A maximum of 15 page Expression of Interest (EOI) based on the format provided below and not otherwise;

A Cover letter summarising how the consultant/firm summarising the consultants experience in undertaking similar assignments

#### **a) Introduction and Background:**

- Broad context analysis in relation to HIV and SRHR in Uganda (1 Paragraph)
- Broader context in relation to HIV and SRHR among Key population in Uganda (2 Paragraphs)
- Broader policies and law context in relation to KPs in Uganda (2 Paragraphs)
- Context on mainstreaming gender in HIV and SRHR programme in the context of Uganda

**b) Understanding of the Assignment**

- Understanding of PITCH programme (1 Paragraph)
- Understanding of the assignment/Objective of the assignment (1 Paragraph)
- A summary of the consultant/firm experience in conducting similar assignment. The focus should be on the consultant/firm experience in conducting baselines or evaluation for HIV and SRHR programmes (advocacy/human rights) for Key population.
- Terms of Reference limitations

**c) Proposed Approach and Methodology**

- Consultant's interpretation of the performance indicators in the Uganda Results M&E Framework. This should be in form of a table.
- Proposed data collection technique including a mapping of the same against each indicator.
- Proposed data analysis methods

**d) Proposed Sampling Methodology and Framework**

- One paragraph on the proposed sampling methodology with a justification
- Proposed sampling framework – could be a table with the list of indicators mapped against proposed respondents and proposed baseline tools
- One paragraph on how the consultant/firm proposes to integrate gender and SRHR in their methodology

**e) Data Quality Assurance**

- Possible data quality threats and proposed mitigation measures
- Ethical standards to be adhered to

**f) Proposed Work plan and Budget**

- 17 days work plan and financial proposal (USD) – including terms of payments. The proposed financial proposal should include all the costs related to this assignment as per the proposed methodology by the consultant.
- When submitting the EOI, the consultant or firm should also share a sample (one) of a similar study conducted in the past and an updated Curriculum Vitae of the consultant/s

**Note:** The vetting of EOIs will be based on the above therefore we advice bidding consultants/firms to be as clear in their explanation.

**Deadline for application:** Applications must be submitted by 5:00PM of **14<sup>th</sup> December, 2017** to the following address: [dbitira@chau.co.ug](mailto:dbitira@chau.co.ug) and copy [dmwachi@aid alliance.org](mailto:dmwachi@aid alliance.org) and [gatwiine@chau.co.ug](mailto:gatwiine@chau.co.ug)

**Annex#1 – Uganda Results M&E Framework**



2. Uganda ME Results Framework.)