CARE International in Myanmar

Terms of Reference: Baseline survey consultant
Project: Kayah Food and Nutrition Security Project

Location of assignment: Loikaw and Demoso Township, Kayah State
Duration of assignment: Estimated 25 working days
Responsible to: Program Director – Rural Program
Main counterparts: Director - Information, Documentation and Monitoring and Evaluation (IDME)

CARE International in Myanmar

CARE is an international development and humanitarian aid organisation fighting global poverty, with a special focus on working with women and girls to bring lasting change to their communities. As a non-religious and non-political organisation, CARE works with communities to help overcome poverty by supporting development efforts and providing emergency assistance. We believe supporting women and girls is one of the most effective ways to create sustainable outcomes in poor communities.

CARE International in Myanmar’s programs focus on gender-based violence; food and livelihood security; disaster risk reduction; sexual reproductive health rights; peace-building; and policy and law reform in related areas.

Background

Information about the project:

CARE will be implementing the Kayah Food and Nutrition Security project in 12 villages, with the aim to improve food and nutrition security of poor and vulnerable households in remote, rural areas through improving village and household water supply and sanitation, improving nutrition awareness and behaviors, promoting sustainable agriculture systems, and women’s economic empowerment. The project will target poor and vulnerable households in remote, rural areas of Kayah State who experience significant food and nutrition insecurity resulting in malnutrition, limited participation in decision making, and limited access to services. The project targets 12 villages in Loikaw and Demoso Township, with an estimated population of 6,300 people in 1,250 HHs, with a particular focus on vulnerable women and children. Based on CARE’s experience, the benefits are expected to indirectly reach the full community in the project area (~14,000 people).
Key outcomes under this project include:

- Improve hygiene (WASH) and nutrition in target communities
- Increase and diversify access and quality of food sources in communities (food security)
- Improve women’s economic empowerment and socio-economic development
- Improve/Strengthen Nutrition and Health Governance

**Baseline survey objectives**

The main objective for the proposed assessment is to enable the project to assess the situation and establish benchmark indicators to inform the monitoring and evaluation plan and form a platform for the impact evaluation. Furthermore, the baseline assessment is expected to enable accurate targeting, and the ability to quantifiably measure and attribute impact. The immediate objectives are:

A. To implement baseline assessment field data collection;
B. To conduct the data entry, cleaning and initial data tabulations;
C. To analyse the data and prepare final baseline assessment report.

**Inputs**

25 days, subject to methodology plan.

**Outputs**

- Agreed action plan for the consultancy
- Documentation of the baseline survey methodology including sampling, tools and final analysis methods and survey questionnaires
- Baseline survey findings report for outcomes, outputs and related indicators described in the projects’ log frame
- Briefing meeting/workshop to present preliminary findings
- Draft report
- Final report demonstrating consideration of feedback from CARE on the draft. The report should be 25 to 30 pages (excluding annexes) and consist of, but is not limited to:
  - Cover page
  - Table of contents
  - List of abbreviations and acronyms
  - Executive summary (maximum two pages with recommendations)
  - Introduction
  - Background
  - Methodology
  - Limitations
  - Findings and discussion
  - Analysis of key issues, especially contextual issues, that may inform CARE’s implementation of the project
  - Conclusion
  - Recommendation
  - Annexes

**Methodology**

The methodology will be mixed method approach incorporating quantitative community survey and qualitative methods to be used to gain an in-depth understanding of the context in Loikaw and Demoso.
Consultancy Management

CARE Myanmar staff will ensure effective logistical support, however the consultant will need to work independently and should ensure that they are able to work in locations where Ethnic language is commonly spoken. Local field staffs will be provided for field consultations. The consultancy will be managed by the Program Director – Rural Program, and involve consultation with the Director (IDME) and CARE Myanmar staff.

Schedule and key activities

Schedule of the consultancy, for a total of about 25 days, will be set after discussions between the consultant and Program Director, Senior Manager and the Director (IDME). Key activities include:

- Review of relevant program and organizational literature
- Development of a baseline survey methodology plan in coordination with the Director - IDME
- Conduct baseline data collection in Loikaw and Demoso
- Conduct data analysis and synthesis
- Drafting of a baseline survey findings report for outcomes, outputs and related indicators described in the projects' log frame
- Brief presentation on the findings and recommendations to program team
- Finalization of baseline survey report following review by counterparts and Assistant Country Director - Program

Time/timing

The consultancy should commence in Third week of May - June 2020 following exchange of contracts with the successful offer.

Selection criteria

Essential areas of expertise:

a) Minimum five years of continuous professional experience in the design, monitoring and review of community development projects
b) Experience and knowledge in conducting research or baseline studies using mixed methods including qualitative and quantitative data collection, and participatory studies with community members.

c) Demonstrable expertise and experience in research, monitoring and evaluation of food and nutrition security, livelihood security programmes
d) Excellent skills in communication, both verbal and written, analysis as well as facilitation.
e) Experience working in complex conflict environments
f) Experience in Myanmar context highly preferred
g) Ability to write high quality, clear, concise reports in English
h) Cultural sensitivity

Submission of Proposal

Interested Consulting firms or individuals are expected to submit a detailed expression of interest (technical and financial proposal) with the following components:

- Proposed methodology and work schedule (schedule of field visit)
- Proposed Budget (Including daily consultancy rate, domestic transport and accommodation will be covered by CARE International. Perdiem or meal costs will not be provided).
- Proposed survey team structure (if a firm);
- If the service provider is a firm, please submit organization’s profile of the firm experience and capacity in the specific field (or) if the service provider is an individual, please submit an up to date CVs and include experience and capacity in the specific field;
- An analytical writing sample of max. 5 pages from a previous evaluation report, preferably of strengthening food and nutrition security

CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply. CARE is committed to protecting the right of children. CARE reserves the right to conduct screening procedures to ensure a child safe environment.

Please note that the consultants are required to provide proof of registration and payment of applicable taxes as per Myanmar Law. Unless, withholding tax will be applied as required by Myanmar Law and we will deduct Withholding tax 2.5% of the total contract amount.

Interested applicants are requested to submit above-mentioned documents to the address below not later than 7 May 2020. Please clearly mention the announcement number ‘CARE/CO/CONS/1495’ and job title “Baseline Survey Consultant for Kayah Food and Nutrition Security Project” in the Subject line.

CARE International in Myanmar
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