

Terms of Reference for a Consultant to Undertake KAP Survey and Market Survey Data Analysis and Report Preparation

Background

Finn Church Aid is a faith-based organization founded in 1947. FCA is the largest Finnish development cooperation organization and the second largest provider of humanitarian aid. FCA operates in around 15 countries in Asia, Africa and the Middle East. We work with the poorest people, regardless of their religious beliefs, ethnic background or political convictions. Our operation includes long-term development cooperation, humanitarian assistance and advocacy, and we operate around three thematic areas: Right to Quality Education, Right to Livelihoods and Right to Peace. Finn Church Aid is a member of ACT Alliance

FCA is at the onset of implementing Ministry of Foreign Affairs Finland funded food security response project 11905 in Fangak. The project is purely live saving; unconditional cash transfer programming, crop production (inputs support and trainings), and fisheries production (fishing kids support and training). To establish baseline for the performance measures of project 11905, FCA conducted data collection using questionnaires, interviews and focus group discussion on Knowledge Attitude Practice (KAP) and market assessment in Fangak County. Therefore, our organization would like to hire services of a consultant to execute data analysis and report preparation for these surveys.

The rationale for the consultancy services

As a measure for quality programming, the need for complete evidence based information on the Knowledge, Attitude and Practice of beneficiaries is crucial to inform the baseline and end line indicators to measure and document the progress and outcomes. On the other hand, the market assessment will inform the; functionality, capacity of the market, institutional arrangement, availability of commodity/ access, and prices for difference commodities for effective planning, choice of modality and implementation of the proposed cash for food programming in Fangak County.

The purpose of the consultancy

To analyse and produce reports on the Knowledge, Attitude, and Practices (KAP) survey and market assessment survey.

Scope of the work

The KAP is in-built in the project implementation framework. It will help measure progress of beneficiary's knowledge, attitude, practices and skills of food production and livelihoods practices (food access, food utilization, food availability, food consumption index, and livelihoods coping index) of the targeted beneficiaries. At the end, KAP survey information

will contribute to the overall objective of the project by informing and measuring progress on performance indicators on project results.

- The consultant will analysis and present report.
- The consultant will work closely with the humanitarian Coordinator during this period of the assignment.

Methodology

The Survey data analysis will be deskwork. Data required and collected presented to the consultant for analysis and report preparation with close collaboration with the Humanitarian Coordinator. Preferably SPSS and MS Excel will be use to manipulate data and advance Excel knowledge will be used to compute FCS and Livelihoods Coping Mechanism. However, detailed analysis procedures and result shall be developed by the consultant and agreed during the inception meeting

Expected Deliverables

- Inception report
- Draft KAP and Market Assessment reports
- Final KAP and Market Assessment reports

The report should be clear and simply written, free of jargon. The main body of the report should not exceed 20 pages, should include recommendations, and technical details confined to appendices. Background information should only be included when it is directly relevant to the report's analysis and conclusions. The recommendations should also include details of practical implementation.

The assignment process and timeline

The assignment takes place in July 2018. The following work schedule indicates approximate timeframe for the consultancy.

Action	Completion date (indicative)	Focal Person	Output
Initiation meeting with consultant – to agree on process modalities and procedure.	1 day	Humanitarian Coordinator + Consultant	Data analysis and assignment framework understood and agreed
Data analysis (actual work of consultant)	4 days	Consultant	Data analysis output produced
Draft report submitted	1 day	Consultant	Draft report
Feedback on the draft report	2 days	Humanitarian Coordinator	Draft Report send back with feedback
Final report submitted	1 day	Consultant	Final Report

Final report presentation and discussion

The final report prepared by the consultant, and submitted to programme team (humanitarian Coordinator) upon agreement on final version of softcopy. The report should have a likely outlook as follows.

- Title page,
- Table of contents
- List of abbreviation, tables and figures if any
- Executive summary (not more than a page)
- Background including objectives of the survey
- Methodology used (Humanitarian Coordinator will work on this session together with the consultant)
- Outputs discussion (Analysis results)
- Conclusion and,
- Recommendations
- Annexes

How to recruit the consultant

FCA will outsource through sending request for CV to three principle consultants, CVs reviewed by the program team, followed by a background check through formal competence test/ interviews. Emphasis put on the following criteria;

- Relevant experience on similar job/task.
- Knowledge on agriculture, Sustainable Development, Nutrition, or related fields.
- Have extensive experience in leading and or conducting research on agricultural/ livelihoods, Nutrition, participatory capacity building approach, or related fields.
- Demonstrated knowledge of and experience in use of statistical packages like SPSS.