

TERMS OF REFERENCE FOR THE BASE LINE STUDY OF THE PROJECT

**“Access to the right of housing and sanitation for impoverished families
from rural population of Andhra Pradesh, India”**

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1. Introduction

a) About the Organisation

Dr. Vincent Ferrer & Mrs. Anne Ferrer founded Rural Development Trust popularly called RDT in the year 1969 with Anantapur as its central headquarters. Its vision is a caring, just and environment-friendly society promoting social harmony and peaceful coexistence and balancing the needs of people and nature. It has been implementing Integrated Programs of development reaching over 3 million population spread across 3668 villages in 115 Revenue Mandals in 7 districts comprised of 5 in Andhra Pradesh and 2 in Telangana States.

The organization aims to see all socially excluded communities become empowered and live a dignified life. Its approach is based on a comprehensive multi-sectorial intervention in a circumscribed geographical area, set to tackle poverty and inequality/injustice in its diverse manifestations: provide access to quality education, health, women development, Community Based Rehabilitation, habitable housing, enhance diversified livelihood opportunities and dealing with the issues of environment.

The adopted approach and strategy caters to the needs of rural poor especially marginalized sections namely Scheduled Castes, Tribes, Women, Persons with disability and other poor and discriminated communities. It has 2469 staff comprised of 47% of women and 53 % of men. It is a value based professional organization being dynamic and creative in nature, untiring in hard work and motivation, humanistic in approach, strong in its commitment to share the aspirations and struggles of the poor and permanent in time but flexible to adapt to the changing needs of people.

The guiding principles viz., Concern for Poor and Needy , Work Beyond Duty, Pursuit of Excellence and Reaching as many poor and needy as possible constitute its DHARMA.

b) About the base line study

This project is granted by Generalitat Valenciana in its 2017 call for grants for development projects. The base line study will be done within the framework of this call.

c) About the Project

Proposed project is conceived as part of the overall vision and mission of the organisation. It aims at guarantying the access to the right of housing and sanitation for the rural poor people especially women and vulnerable sections in 4 villages of Ananthapuram District.

Planning matrix of the project

GENERAL GOAL: Contribute to guarantee the Right to Habitability in Anantapur District, India.

SPECIFIC OBJECTIVE: Improved access to the right of housing and sanitation for the rural impoverished population of Anantapur District, India.

RESULT 1. Made effective the right of housing with legal tenure for 180 women and one man and their families belonging to disadvantaged sections from 4 villages in Anantapur, India.

RESULT 2. Made effective the right of sanitation and improved the hygiene of 348 women and 350 men belonging to disadvantaged sections from 4 villages in Anantapur, India.

RESULT 3. Strengthened and empowered in their common lobbying capacities 181 families belonging to disadvantaged sections from 4 villages in Anantapur, India.

2. Goals of the Baseline Study

General goal:

To establish present condition of beneficiaries about their existing access to the right of house and sanitation, their knowledge and costumes about personal hygiene, water and gender components as well as their lobbying capacities, producing a tool or pack of tools that facilitate the measurement of such conditions along the project life cycle and in other similar projects that the contracting and local agency could implement in future.

Specific goals:

- To measure the already defined objectively verifiable indicators (OVI) of the planning matrix of the project.
- To produce and measure new key objectively verifiable indicators (OVI), that allows characterize and assess the access to the right of house and sanitation, the knowledge and costumes about personal hygiene, water and gender components as well as the lobbying capacities of the beneficiaries of the project.
- To design tools and data collection systems to measure new and existing OVI that could be used in future projects by the local entity.
- To characterize the existing situation regarding housing, sanitation and hygiene habits in the villages of the project (Garudapuram, Madigubba, Apilepalli y Gade Hothur), in the district (Anantapur) and in the state (Andhra Pradesh) giving detailed information based on caste and socio-economic situation.

3. Conceptual frame and technical approach for the design of this baseline study

The base line should offer evidences about the existing situation of the project and about the context, so that information could be compared with the changes achieved in a later study.

The base line has to focus on:

- Showing evidences which characterize beneficiaries before the project starts.



- Analyzing the dynamic of the context, and in a special manner, those external factors that would affect the achievement of goals/results of the project for their proper follow up along the execution.
- Determining the present situation of the OVI using social investigation technics.

Technical approaches:

- Human rights based approach
- Gender approach
- Environmental sustainability approach
- Democratic governance approach

4. Expected products

At the end of this exercise the following material will be expected:

- Baseline final report written in English and Spanish.
- Executive summary in English and Spanish.
- Training materials, original data collection forms, and hard copies of raw data.
- Kit of tools and data collection systems in a format that could be filled in in future projects and in partial and final report of this project (excel, word...) (English and telugu)
- Manual about the use of the kit of tools and data collection systems.

5. Methodology

The baseline study is expected to use mixed method research design since the project has both qualitative and quantitative indicators. The consulting firm should explicitly demonstrate how the chosen methodology and techniques will fit the implementation strategy and provides ample opportunities to collect and collate core data & information.

Guideline for Data Collection Tools:

- Document review
- Household Survey through Semi-Structured Interview Schedule
- Focus Group Discussion
- In-depth Interview
- Onside Visual Inspection (Observation)

Sampling

Beneficiary population (181 families) belonging to 4 villages is divided in SC - Schedule Cast (177) and BC - Backward Cast (4) Communities. Sample of households will be selected through a stratified proportionate sampling technique.

Sample sizes will reflect at least 25% of the population, enabling results to be generalized to the broader program. An additional 10 percent sample of households will be included to address non-respondents or incomplete interview schedules.

6. Scope of work for consultancy

The consultant(s) will play a lead role and do all process to conduct baseline study for rural housing and sanitation project, with a focus on:

- Reviewing available information/data related to this project and select indicator(s);
- Developing study design and sampling methodology;
- Training enumerators, data entry officers and supervisors to complete the assignment of data collection within agreed timeframe with the required support and guidance from RDT, if required. On the other hand RDT will be responsible of recruitment of data entry, supervisors and enumerator's staffing and related costs.
- Ensuring quality collection of data keeping in view the indicators as mentioned in LFM and undertaking pretesting of interview schedule to test its applicability and make necessary modifications
- Overseeing the process of data cleaning and validation
- Doing entry, tabulation, analysis and interpretation
- Prepare draft report for circulation and incorporate feedback from concerned stakeholders before finalizing the report.

7. Roles and Responsibilities

Core responsibilities of the consultant are as follows:

- Present an overall sampling strategy and timeline for data collection at household levels;
- Review documents, including the Logical Framework, Project proposal, Proposed baseline indicators, Demographic villages data, Beneficiaries' profile, etc.
- All data collection tools designed by the consultant will need validation from RDT before implementation;
- Ensuring gender balance as appropriate for translators, enumerators/data collectors, field supervisors (as necessary) and data entry operators; RDT will provide;
- Prepare and conduct enumerator training with support from the RDT team;
- Ensure all tools are translated into local languages;
- Organize an inception meeting, and provide updates on progress in data collection;
- Oversee data collection including supervision and spot checking;
- Ensure that all data collection activities are gender responsive, adolescent friendly, and respect child safeguarding principles;
- Oversee and review data entry to ensure data quality and consistency, and take corrective actions, where necessary;
- Ensure all training materials, original data collection forms, hard copies of raw data and the manual about the use of the kit of tools are maintained and submitted to RDT with the final dataset
- Verify, process and analyse all raw data;
- Liaise with the RDT team for technical/logistic/administrative support throughout the process, and integrate feedback provided.
- The material used to collect data in field will be in English and Telugu.

8. Consultant's team profile

- Accredited knowledge and experience on conducting evaluations and baseline studies (at least 5 years for the responsible of the team)
- Good background in the field of development (at least 5 years)
- Experience on studies related to habitat or integrated programs of development and transversal approaches (human rights based approach, gender approach, environmental sustainability approach, democratic governance approach)
- The consultant's team will be composed with a maximum of two experts: 1 Spanish and 1 Indian.
- Knowledge in speaking/writing English and Spanish fluently
- Knowledge in speaking/writing local language (Telugu) fluently
- Independency of the consultancy team: The consultancy firm has to be totally independent with respect of the project. There shouldn't be work relationship with the contracting agency, the local partner and the Generalitat Valenciana, at least during the period of execution of the project.

9. Requirements and scoring for the selection of the consultancy firm

- Quality of the presented proposal: 40%
- Professional experience (CV of the consultancy firm; CV of each member of the team): 20%
- Academic profile (CV of the consultancy firm; CV of each member of the team): 20%
- Cost of the bid: 20%

10. Tender.

The tender will include the following information:

- Technical and economic proposal has to include methodology, working plan and budget detailing professional fees and operational costs
- CV of the consultancy firm (if applicable)
- CV of each member of the consultant team
- Cover letter

Total estimated budget is 2.450 € and will be paid upon delivery of the expected products.

If necessary, the contracting organization will cover expenses for:

- Return flight tickets Spain - Bangalore (India) (for 1 consultant)
- Transport from Bangalore airport to Anantapur and vice versa (for 2 consultants)
- Internal transport within Anantapur district with labour purpose (for 2 consultants)
- Accommodation and food expenses during the staying in Anantapur within the premises of the local agency (for 2 consultants)
- Visa (for 1 consultant)
- Data collectors (local agency staff) trained by the consultancy team.

a) Chronogram of activities

Tentative calendar of activities could be as follows.

Activity	Month 1				Month 2				Month 3			
	1	2	3	4	1	2	3	4	1	2	3	4
Review information	X											
Methodology design of the base line (including working plan)		X	X									
Approval of the methodology design			X									
Definition of data (discussed with all stakeholders)			X									
Definition of collection tools and approval (discussed with all stakeholders)				X	X							
Field data collection (inception meeting, training for data collectors, surveys, focus groups discussion...). (In Anantapur) (*)						X	X					
Final meeting with local partner. (In Anantapur)								X				
Processing data									X			
Analysis									X			
First draft of the study and manual about the use of the kit of tools									X	X		
Discussion with all stakeholders											X	
Final report and manual about the use of the kit of tools												X
Donor´s final report approval (**)												

(*)The work in field will last between one week and 10 days.

(**)The report will be send to the donor agency, Generalitat Valenciana, for its review and approval. If the donor agency formulates some questions about the work that cannot be responded by the contracting agency, the consultancy firm will support in the process of answering. The work will finish with Generalitat Valenciana´s approval of the reports produced.

The consultancy firm can submit its proposal from the opening call date until the closure date February 22nd, 2018, at 12h00 Spanish time. Every proposal must be sent at the following mail: proyectos@fundacionvicenteferrer.org under the subject: "licitación_linea_base2017".

Once the call closed, all the proposals will be analysed and scrutiny in order to submit the final resolution.

Note: An external and final evaluation will also be required to be conducted once the project finishes. One of the criteria to select the consultancy firm for this work will be to have developed present project's base line study.