

Terms of Reference

Project Baseline Assessment

Project Title:	Increasing Resilience through Innovative and Sustainable Improvement of Food Security and Livelihoods for Returnees, IDPs, Migrants, and Host Communities in the Western Coastal areas of Yemen.
Project goal:	Existing livelihood strategies are enhanced and more sustainable through the successful introduction of locally adapted innovative products and processes, increasing community resilience and food security.
Location:	Al Mukha district (Taiz governorate) and Al Khawkhah and At Tuhayta districts (Al Hodeidah governorate) of Yemen
Duration:	3 years (1 January 2021 to 31 December 2023)
Project Implementing Partners	1) Abs Development Organization for women and child (ADO) 2) Nahda Makers Organization (NMO)

Duration of the assignment: up to 20 days

1. Back ground

Diakonie Katastrophenhilfe is part of the EWDE, one of the biggest welfare institutions in Germany, with its headquarter in Berlin. DKH Yemen has been implementing a couple of projects in Yemen, since 2019. Diakonie Katastrophenhilfe (DKH) seeks to enhance the existing livelihoods for returnees, IDPs, migrants and host communities in the western coastal areas of Yemen through innovative and sustainable improvement of food security and livelihoods. The three-year project, running from 1st January 2021 to 31st December 2023, is funded by the Federal Ministry for Economic Cooperation and Development (BMZ). This project is designed with two major interventions to address the needs of the coastal communities by improving the resilience and food security of the targeted households. The two major interventions are the introduction of fish farming (Hatchery, fish feed processing facility and cage farming) and energy-saving cooking solutions (solar stoves, fuel-efficient stoves and heat retention bags) and solar dryers. DKH, in partnership with two national partners, Abs Development Organization for Woman and Child (ADO) and Nahda Makers Organization (NMO) has started implementing the project from 1st January 2021 in Al Mukha district of Taiz Governorate and Al Khawkhah and At Tuhayta districts of Hodeidah governorates.

The targeted community of the project area (Returnees, IDPs, Migrants and Host Communities) are confronted by a multitude of interconnected and cyclical problems driven by conflict, disease, economic collapse and the breakdown of public institutions and services. The Western Coastal Areas, with a focus on the stretch from Al Mukha to At Tuhayta (South of Hodeidah) are among the districts with the most severe needs across multiple sectors. The key problem this project seeks to address is the targeted communities' food security and most importantly their economic vulnerability through the successful introduction of locally-adapted innovative products and processes, increasing community resilience and food security.

The specific objectives of the project are: i) to improve the food security and ii) to strengthen the resilience of the targeted community through the enhancement of their existing livelihood Strategies.

Facilitating access to safe and sustainable livelihood opportunities for the targeted populations, including self and wage employment or self-help groups or micro and small enterprise (MSE) development, provides multiple benefits: a) it is key to building the resilience of the targeted households and reducing their dependency on international assistance; b) increasing self-reliance helps to build a sense of dignity and empowerment and a degree of normalcy, particularly for IDPs, migrants and returnees who have experienced high levels of trauma; c)income-generating activities can also build or enhance the skills and assets that will be required to expand their income sources;

In order to achieve this objective, the project will conduct two different interventions:

- i) Fish farming (hatchery establishment, fish feed processing plant and open sea cage farming)
- ii) Energy efficient cooking solutions (energy efficient cooking stoves, Solar stoves, energy retaining bags) and solar dryers
- iii) strengthening knowledge and dialogue; networking and coordination; as well as research and advocacy.

The combined effect of these intervention strategies will lead to the two expected results of this project:

Outcome 1: Coastal communities are more resilient through the enhancement of existing Livelihood Strategies

Indicator:

- 1.1. ADO Fish farming generates 25% more income on average per fishermen per year
- 1.2. ADO 70% of participating local fishermen continue fish farming after project end
- 1.3. ADO The hatchery and feed processing plant are economically viable projects (production costs below sales price) and handed-over to a suitable (ideally female-run) local custodian
- 1.4. NMO Solar-drying of multiple food produce is proven to be an economically viable activity (production costs below sales price) in the target area
- 1.5. NMO 80% of participants in solar-drying of food produce (of which 100% are women) earned 20% more income through the added-value of the activity

Outcome 2: Coastal Communities are more Food Secure

Indicator:

- 2.1. NMO 70% of vulnerable households, recipients of fuel efficient-cooking solutions, report 30% savings on monthly fuel expenditure and/or 50% reduced time spent on collecting wood (of which 20% are women headed households and 10% of households have Pwd)

- 2.2. ADO and NMO 70% of households participating in livelihood training activities report a 40% reduction in the *reduced coping strategy index (rCSI)* score
- 2.3. ADO and NMO 80% of targeted households receiving cash-for-training report an increase in Food Consumption Score (FCS > 42)
- 2.4. NMO 70% of targeted households receiving fuel-efficient cooking stoves report an increase in Food Consumption Score (FCS > 42)

2. Target Group and Beneficiaries

Returnees, IDPs, Migrants and Host Communities in the Western Coastal areas of Yemen are the beneficiaries of the project.

- 1) The priority locations for the open-sea fish cage farming component are:
 - Sheltered coastal waters of Al Qatabah Bay and coastline located to its south and north. This zone is belonging to Al Khawkhah District, Hodeidah Governorate
 - Semi-sheltered coastal waters located between south of Al Khawkhah and north of Al-Yakhtul, this zone is belonging to Al Mukha District, Taiz Governorate
- 2) The priority location for the hatchery and fish feed facility establishment is Al Mukha district since Al Mukha is the larger city with better access to services, logistics and other related requirements. It is sufficiently close to both priority locations for cage farming to supply fingerlings and feed, and it is closest to Aden and Taiz giving better access to spare parts, inputs, consumables, etc.
- 3) The target locations for the fuel-efficient cooking solutions and dryers will be located in the vicinity of the fish cage farming component. Specifically, this component will center on Al Mukha district (Taiz governorate) and Al Khawkhah and At Tuhayta districts (Al Hodeidah governorate)

The following table provides the list and categories of beneficiaries by the interventions

Intervention	Activities	Specific Activity	# of beneficiary/HHs	BNFs Category
Fish farming (hatchery, fish feed processing facility and fish Cage)	Vocational Training	Hatchery and fish feed processing facility	150	Female participants
		Pilot cage farming component	320	Fishermen
	Stakeholders' engagement in project activities	Orientation on fish farming	50	Stakeholders including (Fishery industry (including fishermen associations and local authorities)
Fuel-Efficient Cooking Solutions & Dryers	Pilot Phase for Fuel-efficient cooking solution and Solar drier	Pilot for test fuel-efficient cooking solutions, test communal dryers, and receive and test food dryers	290	HHs in the pilot phase <ul style="list-style-type: none"> - 100 HHs to receive and test fuel-efficient cooking solutions & - 120 women in 6 groups to receive & test communal dryers and - 70 HHs to receive & test food dryers
	Vocational Training	Production/construction and marketing of fuel-efficient cooking solutions and food dryers	300	Individuals (at least 20% female)

	Vocational and Business Training	Food drying process	120	Women (30% IDP & 70% returnee and host community)
	Scale-up phase: The fuel-efficient cooking solution and Solar drier	Distribution of fuel-efficient cooking solutions	1,000	HHs (30% IDP & 70% returnee and host community; 20% are female-headed HHs & 10% are HHs with PWD)
	Scale-up phase: The fuel-efficient cooking solution and Solar drier	distribution of food dryers	430	HHs - with access to produce or farmers/workers paid-in-kind (100% returnee and host community; 20% are female-headed HHs and 10% are HHs with PWD)

Host community and returnees	Fish farming components (fish Hatchery, feed processing, and fish cage) Fuel-efficient cooking and food drying solutions
HHs with persons with disabilities (PWD)	The project will seek to prioritize HHs with PwD, for distribution of the fuel-efficient cooking solutions, food dryers and food distribution components, as well as in the selection of beneficiaries under the fish cage farming component.
Internally Displaced Persons & Migrants	Provide food security and livelihood support

The surveys will target all the target groups and there will be separate data analysis per target group.

3. Purpose of the Base line Assessment

The baseline study will focus on the collection of data/information for a set of performance indicators outlined above in the two result indicators from the group of beneficiaries indicated in Target Group and Beneficiaries table. The baseline survey will form the basis for the final evaluation other than setting the baseline and helps to set or verify targets for project indicators. Consequently, it's vital to consider the impact that are going to be created through the project also to be considered in this baseline survey.

4. Methodology

DKH and the partners will select a national consultant to conduct the baseline assessment. The selected research consultant will be required to prepare detailed research methodology in partnership with DKH project implementing partners. Baseline survey is expected to apply both quantitative and qualitative data collection methods. The three districts, i.e., Al Mukha in Taiz governorate and Al Khawkhah and At Tuhayta in Hodeidah governorate.

In the wake of COVID-19, the adopted approach will follow the do-no-harm principle by ensuring that the methodologies used do not result into increased risk for respondents or for the consultancy team. The bidders should indicate their proposed methodology including aspects of sampling, sample size, tools, design and administration, which will inform the first phase of the selection process. The successful consultancy team will be expected to provide a detailed methodology with tools for field work as part of their inception report. All this bearing in mind the COVID19 guidelines of do-no-harm.

5. Scope of Work

The baseline study will cover the main targeted community groups the project will work with, including IDPs, returnees, migrants, host communities in both for the fish farm and energy interventions. The surveys will target all the target groups and there will be separate data analysis per target group.

6. Outputs specific to this TOR

The following outputs will be produced:

- a)** Draft Soft copy of the inception report including survey tools and analytical framework;
 - Both soft and hard copy of the final inception report including final translated survey tools, sampling, methodology and analytical framework;
- b)** Electronic copy of draft report. Reporting format will be agreed during the inception Phase
 - Preliminary Presentation of finding for validation
 - Draft soft copy of the final baseline survey report including data sets
- c)** Both soft copy and hard copy of the final baseline study report including datasets

a) Inception phase:

- The consultant or will organize a kick off meeting together with ADO and NMO project team to understand the project and to collect required documents such as project proposal, results frame work, scoping study etc. The consultant will also communicate all the required personnel and logistical arrangements with ADO and NMO team
- The consultant shall submit an electronic copy of the draft inception report to DKH and Partners as stated in the agreement. Before preparing inception report, the consultant should engage with ADO and NMO project team to come to a consensus on the baseline assessment methodology, field visit plan, sampling and so on.
- Other than the indicators, it is required to identify and agree with the ADO and NMO team to understand the baseline situation of the areas that are going to have an impact through the project intervention.
- The draft inception report should include a detailed methodology including tools, baseline frame work along with tools to be used to gather data/information, quality assurance mechanism of data /information collection, sampling, pilot testing, roles and responsibility of ADO and NMO team members, key milestone and detailed work plan.
- The consultant will make a presentation of the draft inception report.
- Before the pilot test and data collection, it is required to train enumerators and facilitators for data /information collection
- After pilot test, consultant can submit the final inception report including final translated tools into Arabic.
- The inception report should be approved by the ADO and NMO before starting data collection.

b) Data collection phase

developing and piloting the questionnaire, training and supporting the enumerators, ensuring the quality of data collection is the responsibility of the consultant. The consultant is expected to efficiently use all the resources to be allocated by the partners including recruitment of

enumerators and data-entry staff will be provided by the partner, in addition to any logistic arrangements to the survey sites.

Plans for Survey Implementation: Based on the sample frame, the consultant will create plans for implementing the sample design and train partner staff/enumerators to implement the designed sample. The consultant will develop list of resources (Staff, tools and equipments) required for the data collection, data entry and other activities up to the final report write up and submit for the two partners. The partners will avail all required resources and materials required for the survey immediately.

Pre-Testing and Piloting Questionnaire: The consultant will have primary responsibility for pre-testing and piloting the questionnaire. After the pre-test and pilot survey, the questionnaire will be revised based on errors detected in the pre-test and then once again translated (and back-translated) into the local language.

Data Entry: Results of the pilot should be entered into a data entry program developed by the consultant for the project to debug any errors in the program, data entry, or coding. Once the questionnaire is revised after the pilot, the data entry software/tool will also need to be revised to reflect the changes in the questionnaire. (Depending on the software that will be used by the consultant and the data entry will be performed by the staffs to be allocated by the partners but with the consultant's leadership). Here are some of the details the consultant need to consider in conducting the survey

- Data entry, data cleaning, data verification, coding open-ended questions, database management, and data quality checks
- Enter all survey data concurrent with data collection, though the use of partners Monitoring and evaluation staffs
- Conduct exploratory data analyses (for example, frequencies, percentage tabulations, and cross-tabulations) of key survey variables and their correlates and produce a statistical abstract of the data, and use the HHs demographic information in the analysis.
- Share a draft outline for the statistical abstract once half the data entry is completed and the contents of the report agreed upon with the MEAL coordinator and BMZ program coordinator
- Provide electronic datasets in both STATA and ASCII format. Datasets need to be complete and labeled with both variable names and value labels

c) Finalizing the baseline report

- **Presentation:** the preliminary results of the baseline assessment to be shared for validation with DKH, ADO and NMO project team after completion of data/information analysis by the consultant. Venue and all the arrangements will be decided during the inception phase.

- **Draft baseline report:** This report will be shared after incorporating feedback which is received during the presentation.
 - o After receiving the draft final baseline assessment, DKH, ADO and NMO will provide feedback to the consultant
 - o Note: The surveys need to target all the target groups and separate data analysis per target group is required
- **Final baseline report:** The final report may be prepared after a few iterations of the report if the quality standards are not met within the first round. The Final report format, as indicated to be agreed during the inception phase and include into the inception report. The soft copy of the completed database should be handed over to DKH with the final report.

7. Time Frame

The consultant need to complete the list and activity plan

8. Institutional and logistics Arrangements

The consultant will work under the direct supervision of BMZ Program Coordinator, Samuel Mamo Zewdu and DKH MEAL Coordinator, with close assistance from ADO and NMO project team (Project manager MEAL manager, coordinator and other staff members) at the districts level. Partner project managers are responsible for vehicle and other logistics arrangement and facilitating MEAL team to access areas of survey data collection and key stakeholders interviews(i.e., facilitating consultative meetings, FGD and KII).

9. Delivery and Payment Schedule

Deliverables will be the basis for the payment schedule. All reports will be submitted in draft (for comments) and then final. Deliverables shall be submitted in electronic format (MS Word, and Pdf versions) to the program coordinator and partners.

1. 25% after signing the Contract
2. 35% after submitting the draft reports indicated under deliverables including both soft and hard copy of the final inception report and final translated survey tools, sampling, methodology and analytical framework;
3. 40% after submitting the final report, data set and relevant documents

10. Qualifications/Work Experience

The consultant should have:

- Post-graduate degree in Social Sciences, Business, Economics, Statistics or related field.
- Relevant professional experience in conducting project baseline and end-line studies.
- Strong background and experience in data collection, sampling, survey design, and analysis.
- Experience in leading a team and conducting training of enumerators.
- Proven experience working in collaborative efforts with partner organizations (task division on joint assignment/deliverable)
- Technical expertise in assessing issues of livelihood programs and the ability to draw strong and valid conclusions.
- Extensive experience in designing training programs, conducting field research and statistical analysis with solid knowledge and application of participatory tools;
- Knowledge of fish farming and fuel-efficient cooking solution and solar dryer will be a plus
- Excellent communication and report writing skills
- Excellent writing, and presentation skills
- Have an understanding of operating conditions in an insecure environment.
- Be willing to travel extensively in the working areas of the project.
- Fluent in English and Arabic (both reading and writing).

All interested national consultants or consulting firms that seek to submit an offer for this TOR must write to application@diakonie-katastrophenhilfe.org and submit:

1. Technical proposal, including:
 - CVs of the lead consultant, team members and their roles
 - Number of days of field work and office work per team member
2. Financial proposal, with detailed breakdown including:

- Daily fees per staff member and number of days each (in USD)
- Per Diems for food and drinks
- Accommodation
- Transportation costs
- Additional Cost

Manner of Submission: Proposals shall be submitted in electronic format (MS Word, and Pdf versions)

Deadline for Submission: Sunday 20 June 2021 @ 17:00 pm Yemen time

If you have any question on the application process or need clarification you can reach out to
samuel.zewdu@diakonie-katastrophenhilfe.org