

Baseline Assessment RFP Scope of Work

Consultancy Title	Baseline Assessment, 'Bina' Aljusus' (Building Bridges) project
Location	Ed Daein, East Darfur
Contract Duration and LOE	February 2, 2023 to April 20, 2023
Contact Person	Bryan James Bryan.james@crs.org

I. Application Requirements

Applicants must submit the following with their proposal for this assignment:

1. Cover letter
2. Compensation rate per day
3. Resume/ CV
4. Three professional references, with the following details about the references: (a) name, (b) position, (c) company, (d) phone number, (e) email address, and (f) city, state, country

II. Background

The USAID '*Bina' Aljusus'* (Building Bridges) project is a US\$19M, a 4-year project that seeks to work with formal agribusiness, farmers, and local partners to shift from humanitarian transfers to market-led economic growth strategies. '*Bina' Aljusus'* will build the capacities of smallholder farmers (SHFs), farmer producer organizations (FPOs), micro, small and medium enterprises (MSMEs), and agribusiness to develop and facilitate partnerships in target value chains. It will incentivize private sector investment in agricultural growth in East Darfur and Kordofan States. '*Bina' Aljusus'* will build the resilience of communities to respond to climate shocks, increase productivity, improve natural resource management (NRM), manage water infrastructure for productive use, and build bridges to growth markets with formal agribusiness partners. '*Bina' Aljusus'* will be implemented jointly with Attamass Development Organization (ADO), a Sudanese national humanitarian NGO, founded in 2003. '*Bina' Aljusus'* builds on years of CRS investment in Sudan. Since 2004, CRS has assisted vulnerable and underserved communities to respond to emergencies, innovate production systems and engage the private sector to increase food security and resilience, building evidence-based strategies and tools for organizational development and capacity building, advancing gender-transformative approaches to improve the resilience of women and girls, and nurturing peaceful and just societies.

Evaluation Overview

This baseline assessment aims to inform the design of the ‘*Bina’ Aljusur*’ (“Building Bridges”) project strategy, to set baseline benchmarks for performance indicators to compare at the Endline, and to revise the Life of Award (LOA) targets if necessary. The assessment approach is guided by the recommended OECD criteria of evaluation: relevance, effectiveness, efficiency, coherence, impact, and sustainability. CRS will conduct a baseline assessment initially in East Darfur in January 2023 and later in South Kordofan in mid-2023.

III. Objectives

The purpose of this baseline assessment is to establish baseline values for key project indicators in line with donor reporting requirements, provide an updated context of the project intervention zones, and inform adjustments to project strategies developed during the proposal phase based on the updated context and specific needs of target communities for the planned interventions.

Key Stakeholders

An analysis of key stakeholders in the baseline assessment is presented in the matrix below, describing who should be involved, what roles each will play, and how they will use evaluation findings. Involving stakeholders ensures that questions asked are meaningful and relevant; methods are acceptable and feasible; issues or groups are not overlooked, and findings are interpreted accurately and fed back into services.

Stakeholders	Stakeholder Evaluation Data Needs and Use	Stakeholders’ Role in the Evaluation	Justification for Stakeholder Role
Implementing organizations (CRS, Attamass Development Organization)	Baseline values for targeting and reporting, context updates for project strategy adaptation	CRS: develop Terms of Reference (ToR)/(SoW), hire consultant, oversee data collection and analysis, review baseline report. Partner organizations: Review baseline report, assist with baseline data collection logistics, and data sharing with communities.	Project implementers need baseline data for evidence-based programming and accountability to the donor and project participants.
Donor (USAID)	Baseline Assessment ToR, Baseline Report for project monitoring and tracking	Approval of ToR, review of baseline report.	Requires reporting of baseline values for key project indicators in the approved proposal for global tracking of USAID -funded projects.
Government line ministries Ministry of Agriculture and Ministry of Health and Social Development	Baseline Assessment ToR, Baseline Report for project monitoring and tracking	Validation of baseline report.	Relevant ministries need baseline data for oversight on project monitoring and measuring the contribution of the project to development outcomes.
Target communities	Reason for the baseline assessment, voluntary nature of participation, risks and benefits of	Participate in household assessments (data source); receive baseline information; community-	Participatory approach, accountability to project participants, ethical

Stakeholders	Stakeholder Evaluation Data Needs and Use	Stakeholders' Role in the Evaluation	Justification for Stakeholder Role
	participation, how data will be used, how any personal identifying information will be stored, protected, and used, baseline findings, targeting approach	based participatory planning using baseline assessment results	considerations (informed consent)
CRS East African Regional Office	ToR, baseline assessment report	Technical review of survey design in ToR and baseline report for quality checks	Required per CRS agency MEAL policies. Ensures sound design of baseline assessment and reporting.
Evaluation consultant	ToR	Data collection, analysis, reporting	Limited organizational capacity to conduct in-house. Planned for in-proposal budget and project design. Reduces bias.

IV. Methodology
Evaluation Questions

Project components	Questions to answer	Existing data to help analyze this question	Further data needed	Individuals involved
Baseline values for key project indicators	What are the target communities' baseline levels of productivity and income?	Institutional records and reports, assessments conducted by other organizations or projects in target zones	Household and participant survey data on target farmers/communities' groups' productivity and income	Evaluation consultant, households, and participants in target zones
	What is the target communities' baseline level of social cohesion and ability to mitigate conflict?	Institutional records and reports, assessments conducted by other organizations or projects in target zones	Household and participant survey data on target farmers/communities' social cohesion and conflict mitigation	Evaluation consultant, households, and participants in target zones
	What is the target communities' women's participation in household's financial decision making	Institutional records and reports, assessments conducted by other organizations or projects in target zones	Household and participant survey data on target farmers/communities on women's participation in decision making	Evaluation consultant, households, and participants in target zones
	What is the target communities' women's participation in household's decision making on food security, farming,	Institutional records and reports, assessments conducted by other organizations or	Household and participant survey data on target farmers/communities on women's	Evaluation consultant, households, and participants in target zones

Project components	Questions to answer	Existing data to help analyze this question	Further data needed	Individuals involved
	access and control over resources?	projects in target zones	participation in decision making	
	What are target communities' baseline levels of sustainable climate resilient agricultural practices including adoption and utilization of water and natural resource management (NRM) ?	Institutional records and reports, assessments conducted by other organizations or projects in target zones	Household and participant survey data on target farmers/communities' climate-resilient agricultural practices use and adoption	Evaluation consultant, households, and participants in target zones
Critical assumptions and risks that could impact the project's success	Are the assumptions and/or risks cited in the project proposal still relevant to monitor in the current operating context? Are there additional assumptions or risks that could impact the success of the project that were not explicitly stated in the original theory of change	Risk analysis and assumptions from the proposal, risk analyses from other projects implemented in the same zones, recent security analyses/ assessments conducted in the target zones	Analysis of current risks related to the operating context from key informant interviews, and consulting with other actors in target zones	Evaluation consultant, key informants located in or operating in the target zones
Feedback, complaints, and response mechanisms (FCRMs)	What are communities' preferred channels for raising concerns and questions and receiving information about the project?	Relevance and effectiveness data from existing FCRMs of other projects in the target zones	Focus group discussions with communities in target zones	Evaluation consultant, focus group participants in target zones

Evaluation Design and Approach

The evaluation design for this project is a utilization-focused, performance evaluation, with a comparative analysis of key performance indicators from baseline to close-of-project. The evaluation will use a mixed methods approach to collect and analyze quantitative and qualitative data around questions of Relevance, Effectiveness, Efficiency, Impact on Participants, Inclusivity and Relevance, as well as Sustainability.

Sources of Data and Data Collection Methods

The table below links the data collection methods and sources and sampling methods to evaluation questions and sub-questions. Project indicators are referenced in the *Key data to be collected* column, referencing the indicator number (Ind).

Evaluation questions	Key data to be collected to answer the question	Source of data	Data collection methods and frequency	Sampling methods
What are the target communities' baseline levels of productivity and income?	Yield of targeted agricultural commodities within targeted areas Ind EG.3-10,11,12	Project participants	Baseline participant Survey	Two-stage cluster sample
	Value of annual sales of producers and farmers receiving USG assistance Ind EG.3.2-26	Project participants	Baseline participant Survey	Two-stage cluster sample
	% Of beneficiaries reporting net income from their livelihood Ind BHA-E02	Project participants	Baseline participant survey	Two-stage cluster sample
	% Of farmers who practiced the value chain intervention promoted by the activity in the past 12 months Ind BHA-PM14	Project participants	Household survey	Two-stage cluster sample
What are target communities' baseline levels of sustainable climate resilient agricultural practices including adoption and utilization of water and natural resource management (NRM)?	% Of producers who have applied targeted improved management practices or technologies Ind EG 3.2 a	Project participant	Baseline participant Survey	Two-stage cluster sample
		Project participants	Baseline participant Survey	Two-stage cluster sample
		Key informants	Key informant interviews	
What are the target communities' baseline levels of social cohesion and ability to mitigate conflict?	Index of social capital at the household level Ind RESIL-b	Project participants Key informants	Baseline participant Survey	Two-stage cluster sample
What is the target communities' women participation in household's financial decision making	Percent of women in union and earning cash who report participation in decisions about the	Project participants	Baseline participant Survey Focus Group Discussion	Two-stage cluster sample

Evaluation questions	Key data to be collected to answer the question	Source of data	Data collection methods and frequency	Sampling methods
	<p>use of self-earned cash. BL 33</p> <p>Percent of women in union and earning cash who report participation in decisions about the use of spouse/partner's self-earned cash BL 34</p> <p>Percent of men in union and earning cash who report spouse/partner participation in decisions about the use of self-earned cash BL 35</p>			
<p>What is the target communities' women participation in household's decision making on food security, farming, access and control over resources?</p>	<p>Percent of women in union who report in access and control over productive resources (land & equipment) CRS Custom1</p> <p>Percent of women in union who report participation in decision making concerning household food security. CRS Custom2</p> <p>Percent of women in union who report participation in decision making concerning farming and agriculture systems. CRS Custom3</p> <p>Percent of women who participate in and lead groups/structures in the community for</p>	<p>Project participants</p>	<p>Baseline participant Survey</p>	<p>Two-stage cluster sample</p>

Evaluation questions	Key data to be collected to answer the question	Source of data	Data collection methods and frequency	Sampling methods
	farming, markets, natural resource management, and conflict resolution. CRS Custom4			
Are the assumptions and/or risks cited in the project proposal still relevant to monitor in the current operating context?	Political, security, economic, climate, or other risks that could impact project implementation in the current operating context	Key informants from NGOs, INGO donor agencies, local authorities, and other relevant actors in the target zones	Key informant interviews Focus Group discussions	Purposive sample
Are there additional assumptions or risks that could impact the success of the project?	Political, security, economic, climate, or other risks that could impact project implementation in the current operating context	Key informants from NGOs, UN agencies, local authorities, and other relevant actors in the target zones	Key informant interviews Focus Group discussions	Purposive sampling
What are communities' preferred FCRM channels?	Women's, men's, boy's, and girl's preferences for raising concerns, asking questions, and receiving information about the project	Households in target zones	Household Survey, Focus group discussions	Two -stage cluster sample Purposive sample

Sampling Strategy

The quantitative survey will use the Feed the Future Population-Based Survey Sampling Guide and Calculator, 2018 on multi-stage comparative sampling for indicators expressed as percentages. Index of social capital at the household level (RESIL-b) was selected as the indicator for the baseline household survey sample size calculation, as it requires the highest sample size with its smallest target increase of 10% from baseline to endline. The survey will use a 95% confidence level, 80% statistical power, and a two-stage cluster design effect of 1.5 (as we assume the target communities are more likely to be homogeneous as they are from the three continuous targeted localities and the project uses the same geographical targeting criteria to select them) to calculate the sample size of 509 adjusted for the anticipated non-response of 10% from past experiences. This same sampling protocol will be used for the final evaluation population-based survey. See the formula below

$$n_{initial} = D_{est} \left[z_{1-\alpha} \sqrt{2P(1-P)} + z_{1-\beta} \sqrt{P_{1,est}(1-P_{1,est}) + P_{2,est}(1-P_{2,est})} \delta \right]^2$$

Where,

$n_{initial}$ = is the initial sample size required by the survey for each of the two-time points.

$\delta = P_{1,est} - P_{2,est}$ = minimum effect size to be achieved over the time frame specified by the two surveys.

$P_{1,est}$ =represents a survey estimate of the true population proportion P_1 at first survey [If such an estimate is not available from prior surveys, please use 0.5].

$P_{2,est}$ = represents a survey estimate of the true population proportion P_2 at second end line survey.

$$\underline{P} = \frac{P_{1,est} + P_{2,est}}{2}$$

$z_{1-\alpha}$ is the value from the normal probability distribution corresponding to a confidence level $1 - \alpha$ For $1 - \alpha = 0.95$ the corresponding value is $z_{0.95} = 1.64$.

$z_{1-\beta}$ is the value from the normal probability distribution corresponding to a power level of $1 - \beta$. For $1 - \beta = 0.80$, the corresponding value is $z_{0.80} = 0.84$.

D_{est} = is the estimated design effect (DEFF=1.5) of the survey.

Below is a breakdown of the sample size calculation for the selected indicator:

Sample Size Estimates

Formula component	Index of social capital at the household level (RESIL-b)
$P_{1,est}$	50%
$P_{2,est}$	60%
$Z_{1-\alpha}$	95% (1.64)
$Z_{1-\beta}$	80% (0.84)
D_{est}	1.5
$n_{initial}$	458
Anticipated household non-response rate (%)	10%
n_{final}	509

The program selected Indicator: index of social capital at the household level, as it has a demand for the highest sample size as compared to the rest of the indicators¹. The team selected $P_{1,est}$ to be 50% and the estimated value at the time of the second survey $P_{2,est}$ to be 60% or a 10% target increase. Additional parameters for the calculation are $z_{1-\alpha}$ the normal probability value corresponding to $1 - \alpha=1.64$ and $z_{1-\beta}$ the normal probability value corresponding to $1 - \beta=0.84$, D_{est} , the design effect =1.5. The sample was adjusted for the number of households to visit and an anticipated non-response

¹ <https://www.fantaproject.org/sites/default/files/resources/FTF-PBS-Sampling%20Guide-Apr2018.pdf>

rate of 10% based on a recent final evaluation of a CRS project in the same geographic zone. Using this formula and the corresponding adjustments the sample size was calculated to be 509. This same sampling protocol will be used for the final evaluation participant-based survey to be conducted in 2026.

Sampling weight and management of non-response

The baseline shall ensure equal weighting by using the PPS approach. During data analysis appropriate weight will be applied across clusters (targeted sub-locations in villages/towns) to adjust for non-response. Weights will be computed separately according to the unique sampling scheme appropriate for the associated sampled household or individual. This will involve computing an overall sampling weight for each distinct sampling group (cluster) by taking the inverse of the product of the probabilities of selection from each stage of sampling (cluster selection and household selection). Sample weights will be calculated and used in the construction of estimates of each indicator to account for and compensate for the following probabilities of selection at each stage of sampling and non-response at the individual/beneficiary level.

- Calculating sample weights to reflect probabilities of selection: The individual sample weight of each respondent will be multiplied by each value of the respondent's data before the quantity is summed across all respondent beneficiaries to form an estimate of a total. The four-step² process for calculating sample weights to reflect probabilities of selection for surveys that have two-stage sampling processes will be used.
- Adjusting survey weights for non-response: The methodology anticipates non-responses in this survey. These include target respondents that will be unreachable, unavailable, or unwilling to respond to any or all the survey questions. Interviewers will be expected to return to households or the point of the interview up to three times to complete an interview with the selected beneficiaries. Despite these efforts, the project still anticipates a non-response rate of up to 10%. To manage non-responses, weights will be calculated and adjusted to compensate for varying household and individual level non-responses between clusters.

To calculate the weight adjustments for non-response, the survey will track both the selected sampled respondents who do not respond and the sampled respondents who do respond. Both respondents and non-respondent have probabilities of selection but as no interview has been conducted with non-responding selected respondents, the sample weights of the respondents are inflated to compensate for those who do not respond. The weight adjustment for non-response for survey design will be calculated as follows:

$$W_{non-response} = \frac{\text{number of respondents selected to be interviewed (in a sampled cluster)}}{\text{number of respondents actually interviewed (in a sampled cluster)}}$$

Calculating the final sampling weights: The final sample weights to be used in data analysis will be calculated by multiplying the sample weights (inverse of the probabilities of selection) by the weight adjustment for non-response as per the following formula.

$$w_{final} = w_{ProbSelection} * w_{non-response}$$

² Sampling Guide for Beneficiary-Based Surveys in Support of Data Collection for Selected Feed the Future Agricultural Annual Monitoring Indicators by Diana Maria Stukel and Gregg Friedman, February 2016.

Survey sampling frame and distribution

As the project does not have an existing participant list of households who live in the three localities of Elferdous, Assalaya, and Abu Karinka at the time of baseline; the project will register beneficiaries and use the list as a sample frame and use it to distribute the sample and calculate sampling interval.

The baseline will apply a two-stage cluster sampling technique as it is a cost-efficient way to sample geographically dispersed populations. The locality will be the strata and the 52 targeted villages/towns/communities shall be the cluster and the clusters shall be selected using the probability proportional to size (PPS) method at the first stage. To determine the number of sample clusters and the number of HHs per sampled cluster, the following guidance in the FtF sampling guide is used.

Final sample size: 509

# Households per cluster to select	b	min = 15	max = 35
# Clusters to select	$m = \text{round}(n_{\text{final}} / b)$	34	15
Actual final sample	$n_{\text{final}} = b * m$	510	525

The project will interview 26 participants per cluster for this sampling frame, meaning that the survey will cover 20 clusters (villages) to arrive at a sample size of 520 ($26 * 20 = 520$). The project team considers this size to be a reasonable balance between statistical precision and operational efficiency compared to the initial estimated sample size of 509 HHs. The project will select the 20 sample clusters (villages) from the list of 52 target villages in the first stage using PPS (Probability Proportional to Size) sampling, size being the number of participant households in the villages, and they shall be the primary sampling units from which the participant households shall be selected. The 26 participant's households from the selected villages will be selected using a systematic fractional interval sampling method in the second stage.

Focus groups will have approximately 8 participants each, with at least one male and one female only and one youth (mixed male/female) focus group per village/town and purposive sampling to ensure representation of diverse groups in the community (from different age groups, minority status, the dominant natural resource used, etc.). For feasibility, the focus groups will be conducted in the same villages (clusters) that are randomly selected for the population-based surveys.

Key informants will also be selected purposively to ensure representation from various localities and villages, formal and informal institutions, with individuals who can provide relevant information on the operating context in target zones (conflict, security risks, political environment, etc.) as well as experts in climate science, peacebuilding, and natural resource management. At least two key informants will be selected from the same targeted villages selected above with representation from both genders in addition to key informants at the locality and state level as relevant.

Data Analysis Procedures

The data analysis approach for each evaluation question and related indicators are presented in the table below:

Evaluation Questions	Key Variables	Data Analysis Technique(s)	Representation(s)
What are the target communities' baseline levels of productivity and income	EG.3.2-26 BHA-E02 BHA-PM14 EG.3-10,11,12	Quantitative analysis of frequency and percent of respondents, disaggregated by sex and age group	Bar graphs, tables

Evaluation Questions	Key Variables	Data Analysis Technique(s)	Representation(s)
What are target communities' baseline levels of sustainable climate resilient agricultural practices adoption (landscape natural resource management (NRM) and water resource management practices)	EG 3.2 a	Quantitative analysis of frequency and percent of respondents, disaggregated by sex and age group and disability	Bar graphs, tables
What are the target communities' baseline levels of social cohesion and ability to mitigate conflict?	RESIL-b	Quantitative analysis of frequency and percent of respondents, disaggregated by sex and age group	Bar graphs, tables
What is the target communities' level of women's participation in decision-making concerning money use?	BL 33 BL 34 BI 35	Quantitative analysis of frequency and percent of respondents, disaggregated by sex and age group and disability	Bar graphs, tables
What is the target communities' women participation in household's decision making on food security, farming, access and control over resources?	CRS Custom 1 CRS Custom 2 CRS Custom 3 CRS Custom 4	Quantitative analysis of frequency and percent of respondents disaggregated by sex and age group and disability	Bar graphs, tables
Are the assumptions and/or risks cited in the project proposal still relevant to monitor in the current operating context?	Political, security, economic, climate, or other risks that could impact project implementation in the current operating context	Qualitative risk analysis	Risk register table
Are there additional assumptions or risks that could impact the success of the project?	Political, security, economic, climate, or other risks that could impact project implementation in the current operating context	Qualitative risk analysis	Risk register table
What are communities' preferred channels for raising concerns and questions and receiving information?	Women's, men's, boy's, and girl's preferences for raising concerns, asking questions, and receiving information about the project	List of preferences for communication channels, disaggregated by sex and age group and disability status	Table, pie chart

V. Activities

Assessment Team

An external consultant will conduct the evaluation. The consultant should have the following qualifications: a master's degree in social sciences or other disciplines relevant to the humanitarian sector; training and professional experience conducting evaluations for moderately complex projects; competency in collecting and analysis of qualitative and quantitative data; professional-level proficiency in written and spoken English; proficiency in Arabic desired. The consultant should have an independent team of data collectors who speak English, Arabic, and any relevant local languages and are familiar with the intervention zones for security and community acceptance purposes. Data collection teams must include both men and women experienced in conducting interviews and facilitating focus group discussions.

The consultant will be responsible for the following aspects of the baseline assessment:

1. Desk review
2. Recruitment of enumerators
3. Training of enumerators
4. Data collection
5. Data analysis
6. Baseline report (Initial draft and revisions based on reviews)

As the baseline assessment will be conducted externally, CRS and its implementing partners will not be part of the evaluation team. However, as the lead of the Project, CRS will be responsible for the following aspects of the assessment:

1. Design/planning
2. Tablets/phones for data collection
3. Quality control
4. Data Use
5. Assisting with travel, meeting, training, and transportation logistics
6. Dissemination of findings

Documents to be Submitted for Evaluation

All consultants will be required to submit a financial proposal (budget and a technical proposal consisting of the following:

1. Introduction
2. Methodologies
3. Sampling
4. Draft tools or ideas of tools to be applied
5. Proposed team with profile, including their previous experiences
6. Work samples
7. Work schedule

VI. Deliverables

The baseline assessment will be conducted during February 2023 and reporting and analysis completed by end of March 2023. General working hours in Sudan are Sunday through Thursday from 8 AM to 4 PM. Prep work will involve a literature review, refinement of the baseline methodological approach, development, pilot testing, refinement of data collection tools, and recruitment and training of data collectors. Conditions that may impact data collection include the security context and administrative government approval processes.

The table below presents key deliverables for implementation, analysis, and reporting on the baseline assessment.

Deliverables	Time (Days)	Due Date (TBD)
Literature review completed	2	
Data collection tools finalized and approved	5	
Enumerators recruited and trained	4	
Data collection completed	10	
Data cleaned and analyzed	4	
Draft report completed	4	
Results validated by the evaluation team	2	
Final report completed	5	
Datasets (or recordings and transcripts/notes), codebooks, syntax or do files submitted	1	
Participatory reflection event held	1	
Results dissemination meeting	1	

VII. Payment

The payment schedule is as follows:

- Acceptance of the inception report;
- Submission of the Draft Report and datasets;
- Acceptance of the Final Report

Payments will be processed, net 30 days, after completion of the following four action steps:

1. Submission of deliverable/s from consultant
2. Submission of invoice/s from consultant
3. Approval of deliverable/s by CRS
4. Approval of invoice/s by CRS

If applicable CRS will cover all lodging, local travel to the identified country, and long-distance travel flights to the identified country, as well as for travel in/from airport, per diem, and other (e.g. visa fees or airport transfers).

VIII. Travel and Insurance Requirements

If international travel is planned, prior to obtaining airline tickets, the identified consultant will complete and submit the "Acknowledgement and Warranty of Insurances" form to CRS HQ/GSCM at GSCMconsultancies@crs.org and to the CRS Contact Person, holding medical insurance and medical evacuation insurance valid for the country and duration of travel.

IX. Proposal Deadline

All proposals must be received to bryan.james@crs.org no later than January 31, 2022 [11:59 PM EST for electronic submission]. The solicitation name "US240877: Baseline Assessment" must be included in the subject line.

X. Q&A Opportunity

Prospective bidders may submit any clarification questions to GSCM Consultancies at gacmconsultancies@crs.org, by January 25, 2022. Responses will be provided to any known prospective bidders on January 27, 2022.