

## Terms of Reference

-Data Collection Company-

### National Gender-Sensitive Food Security Data Collection

#### Background:

Oxfam is a global movement of people, working together to end the injustice of poverty through campaigning and responding to the needs of the poor. Oxfam has been working in Lebanon since 1993. We provide humanitarian assistance to vulnerable people affected by conflict, and we promote economic justice and good governance, and women's rights. Oxfam also works with local partners to contribute to the protection and empowerment of marginalized women and men.

The Integrated Food Security Phase Classification (IPC) is an innovative multi-partner initiative for improving food security and nutrition analysis and decision-making. By using the IPC classification and analytical approach, Governments, UN Agencies, NGOs, civil society and other relevant actors, work together to determine the severity and magnitude of acute and chronic food insecurity, and acute malnutrition situations in a country, according to internationally-recognized scientific standards. The main goal of the IPC is to provide decision-makers with a rigorous, evidence- and consensus-based analysis of food insecurity and acute malnutrition situations, to inform emergency responses as well as medium- and long-term policy and programming.

With funding from the Novo Nordisk Foundation, Oxfam in Lebanon (OIL) is taking part in the multi-country project titled **"Improving Gender Sensitive and local NGO engagement in IPC processes and other food security analyses"**. The project aims to contribute to improved gender-sensitive food security analyses, particularly IPC analysis, to support humanitarian actors and the humanitarian system in improving the quality of humanitarian food security response and delivering better outcomes for people affected by the crisis. This is expected to lead to better outcomes for people affected by food security crises by offering food security decision-makers and practitioners high-quality gender-disaggregated data and analysis. This will contribute to an improved understanding of gendered realities and needs and support gender transformative actions in food security responses.

As such, OIL is collaborating with IPC actors and a gender specialist to execute a pilot to increase the gender-sensitivity and analysis in the IPC in Lebanon. The pilot involves developing gender-sensitive food security data collection tools, at the individual as well as household level, and the integration of the data analysis into the next IPC report.

#### Objective of the consultancy:

To this end, OIL is seeking to recruit a service provider to perform the gender-sensitive data collection for 900 Households (HHs) across Lebanon (except for South Lebanon).

The data collection will be implemented in 5 of the 26 IPC districts<sup>1</sup> (selected by OIL and the Gender Specialist, in close coordination with WFP and FAO). The expected survey will be split into two parts: A HH section and an individual section. The duration of the survey is expected to be between 30 to 40 minutes.

The data collection should be split equally between men-headed HHs and women-headed HHs, and should reflect a balance between Lebanese and Syrian HHs as well as gender balance among surveyed individuals in each of the 5 districts.

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<sup>1</sup> Please refer to the latest IPC report for further details:

[https://www.ipcinfo.org/fileadmin/user\\_upload/ipcinfo/docs/IPC\\_Lebanon\\_Acute\\_Food\\_Insecurity\\_Projection\\_Update\\_Apr\\_Sep2024\\_Report.pdf](https://www.ipcinfo.org/fileadmin/user_upload/ipcinfo/docs/IPC_Lebanon_Acute_Food_Insecurity_Projection_Update_Apr_Sep2024_Report.pdf)

### Expected Deliverables:

While Oxfam will be providing the service provider with the data collection tools, the service provider is expected to:

- Code and validate the data collection tools provided by OiL and the Gender Specialist.
- Perform in-person data collection from 900 HHs in 5 districts as mentioned above.
- Provide a cleaned database (quantitative) based on instructions from OiL and the Gender Specialist.
- Visualize data in charts based on requests from OiL and the Gender Specialist.
- Produce a summary report of work executed.

The consultant is not responsible for analyzing the data.

### Timeline and expected number of days:

The consultant is expected to provide the deliverables within a period that extends between August 12<sup>th</sup> till September 13<sup>th</sup>, 2024. The data collection should not exceed a period of 3 weeks and the cleaned data should be provided no later than September 6<sup>th</sup>.

### Service Provider qualifications:

This service provider should be a company with:

- Prior experience in outreach and quantitative data collection, and data visualization.
- Extensive direct experience working across Lebanon.
- Excellent communications skills in English and Arabic.
- Availability to start immediately and demonstrated ability to stick to provided timeline.

### Payment and instructions for interested service providers:

Payment terms will be agreed upon contract signature.

Note that payment will be made based on the budget in the offer (not based on actual expenses incurred by the service provider). No receipts will be requested from the service provider towards the end of the contract.

### CODES OF BEHAVIOUR:

The process will be directed by Oxfam's guidelines for the ethical conduct of evaluations and research, guiding the team of consultants through careful consideration of the key ethical implications at every stage of the harvest. These guidelines are available at this link: <http://policy-practice.oxfam.org.uk/publications/undertaking-research-with-ethics-253032>

### SHARING AND USING FINDINGS:

Generated data will be used to inform gender-sensitive food security analysis and will be shared with IPC actors in Lebanon. The final report will be shared internally with Oxfam staff and affiliates and Novo Nordisk Foundation.

### DISCLOSURE:

Although free to discuss with the authorities on anything relevant to the assignment, under the terms of reference, the service provider is not authorized to make any commitments on behalf of Oxfam. All data collected as part of this consultancy belongs to Oxfam and public dissemination of the data and findings and recommendations can only be done with the written consent of the Oxfam.

### SCORING CRITERIA:

Bids from interested service providers will be evaluated based on the following criteria:

1. Technical:
  - a. Meeting Required Specifications
  - b. Value for money
  - c. Reliability of supply
  - d. Availability and delivery
  - e. Supplier Performance
2. Financial offer

### EXPRESSIONS OF INTEREST (EOI):

Oxfam invites EOI from individuals, with the experience and skills described above. The EOI must include:

1. A CV for the service provider/company;
2. A maximum 2-page document outlining similar previous projects (along with an explanation of the purpose of the consultancy, who the contracting authority was)
3. A one-page budget of the offer, covering all major anticipated costs (see section above on what costs should be included in the offer).
4. A sample of produced charts and report.
5. A short document outlining the proposed methodology to implement the expected task and a detailed proposed workplan with required durations and expected dates.

Please submit the EOI and other documents by July 26<sup>th</sup>, 2024, at the latest, to [Lebanonprocurement@oxfam.org.uk](mailto:Lebanonprocurement@oxfam.org.uk) with "Data Collection Company – IPC" in the subject line.

All questions or clarifications of a technical nature are to be sent to [Lebanonprocurement@oxfam.org.uk](mailto:Lebanonprocurement@oxfam.org.uk)

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