

ToR - NORAD Baseline Study Consultant

1. **Background:** Norwegian People's Aid (NPA) is a politically independent membership-based organization working in Norway and in more than 30 countries around the world. Founded in 1939 as the labor movement's humanitarian solidarity organization, NPA aims to improve people's living conditions and to create a democratic, just, and safe society. NPA, in partnership with local organizations, is dedicated to defending civic rights and interests of marginalized groups. NPA's vision supports the popular mobilization and collective organizing in achieving sustainable societal change. The NPA strategy affirms civil society as a key pillar for nation building, democracy, and development, and perceives human rights as a building block for progressive development.
2. **Specific tasks:** The baseline consultant is expected to collect data for impact indicators set out in the program result framework. It will assess the prevalence of nationality-/sex-based discrimination in addition to the social and political inequality issues in the Lebanese context.
3. **Consultant profile:**

Education:

- Advanced degree in sociology, psychology, gender studies, political sciences, law, human rights, development studies, and/or other related areas relevant for the assignment.
- Full proficiency in Arabic and English.
- Human rights and development training or studies will be an asset.

Required Experience:

- Proven track record and experience in evaluation of humanitarian programs in refugee settings, including protection programs.
- Knowledge of the public, socio-economic and political context in Lebanon.
- Proven track record of conducting evaluations that include actionable recommendation for program improvement.
- Experience in the evaluation of the livelihood sector is an advantage.
- Strong data management skills and technology usage in displaying assessment results.
- Strong experience in developing and managing digital data collection tools is required.

Other relevant qualifications:

- Knowledge of NPA programs in MENA and NPA work methodology will be considered an asset.

4. **Implementation period:** December 2021 till February 2022.
5. **How to Apply:** Please submit a technical and financial proposal to jengha567@npaid.org by **COB November 26, 2021** ensuring that the subject of the email is as follows: **"NORAD Lebanon Baseline Study Consultant"**

Technical Proposal must be no longer than five pages including:

- Proposed methodology including potential techniques and tools to be used as well as suggested timeline
- Copy of CV
- List of previous similar projects undertaken

Financial Proposal must include:



Norwegian People's Aid

- Itemized consultants' fees and costs ensuring to indicate professional daily rate or sessions rate including all costs that would be invoiced to NPA
- Proof of Registration

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Since 2019, with funds from NORAD, NPA has been implementing a program which aims to support civil society actors, reduce social inequality, promote women's participation in influential activities through civic engagement initiatives, and support civil society actors working on creating a just and fair distribution of power in addition to influencing and challenging decisions makers and powerholders. NPA is engaged in partnerships with three civil society organizations to support their work for a just distribution of power and resources. The organizations are the Arab Palestinian Cultural Club (APCC) working with youth on advocacy projects and engaging youth in societal change activities to change practices through inclusive mechanisms and campaigns in order to challenge decisions makers and change practices through cultural, social, and educational activities; Anti-Racism Movement (ARM) whose main vision is to decrease discrimination and advocate for changes through raising awareness, advocacy projects, and community building to contribute to a strong self-advocating and just society; and Knowledge Workshop (KW) which works on engaging and supporting women in civil society and community participation through supportive mechanisms, publications, and research conducted to support women.

1. Purpose of the baseline study:

Overall objective

The overall objective of the assignment is to undertake a detailed baseline study to collect values and assess the prevalence of discrimination and social inequalities based on gender and nationality. Additionally, the baseline study will provide information to the program team about the target population to strengthen the design and inform further planning and implementation of the project. The consultant will assess the current indicator's status and analyze it in relation to the ongoing and planned project interventions. This study is expected to cover the following points:

- Determine the current situation of the project's development areas and to measure the current status of the key performance indicators.
- Set up baseline values for impact indicators, and constitute the benchmark towards measuring the project's performance.
- Collect data using a verifiable approach to inform and set up time-bound and achievable targets.

Specific objectives

The baseline study will assess the stakeholder's knowledge on meaningful community engagement to address social issues and actual capacities to mobilize for rights and act to promote multi-layered societal change. It will include a full review of the project's initial documents and meeting with project's team members to help design the methodology. The consultant will have an access on the following documents:

- Proposal narrative
- Logical framework
- Project dataset
- Project documentation

Following the review of the existing program documents, the baseline may require additional meetings with program stakeholders including, but not limited, to the following levels:

- Program team.
- Partners team members.



- Community members involved.

Key questions

The consultant is expected to develop the assessment that will answer the baseline questions and respond to its thematic areas.

2. Baseline Implementation:

Timeframe: The consultant will present an implementation calendar that will detail the specific actions vs the timeframe.

Methodology: The baseline study is expected to provide appropriate and verifiable quantitative and qualitative methodologies that aim to establish a baseline for the key performance indicators. Developing the baseline methodology will depend on several data collection modalities that include surveys, focus group discussions and key informant interviews with stakeholders and key community members as well as activists if necessary.

3. Deliverables:

The expected deliverables in the undertaking of this baseline study will include, but are not limited to, the following:

- Inception report detailing the consultant's understanding of the assignment, detailed workplan schedule, design (of the methodology), sampling processes, risk management strategies, data analysis plan, expected timeline, details on structure for baseline assessment report.
- Provide the appropriate recommendations and areas that need more attention and focus during the project implementation and ways to strengthen impact.
- Developing survey tools (questionnaire) in both hard copies and mobile application.
- Recruit survey team including highly competent data collectors (enumerators), supervisors for training and field work.
- Supervise and monitor daily data collection and upload to server.
- Managing the logistical and administrative aspects of the fieldwork
- Data collection report, regarding any primary data collection, including action taken as a result of any issues arising during the course of data collection, entry or analysis.
- Set of study instruments (data collection tools, implementation plan, guidance framework, participation request sample and consent form for community members interviewed, etc.)
- Draft baseline report, with findings and analysis.
- Internal presentation of findings with NPA team as reflected in draft report.
- Final report, with edits based on inputs provided in draft review by NPA team.
- The MEAL Manager will ensure the overall quality, completeness, timeliness of the above stated deliverables.