



## **TERMS OF REFERENCE FOR BASELINE SURVEY OF ECONOMIC EMPOWERMENT PROGRAMME BUIKWE & ADJUMANI DISTRICTS**

### **1.0 Introduction**

National Union of Disabled persons of Uganda (NUDIPU) is an umbrella organization of persons with disabilities that advocates for the inclusion of Persons with Disabilities' and their concerns in the mainstream development processes. With funding from the Norwegian Association of the Disabled (NAD), NUDIPU in partnership with Association of Microfinance Institutions of Uganda (AMFIU) an Umbrella organization of financial institutions of all Tiers has been implementing the Economic Empowerment programme for persons with disabilities which aims at enhancing livelihoods of men and women with disabilities through creating an enabling environment where they able to realize their full potential and participate in wealth creation and development.

It is upon this background that NUDIPU is seeking to recruit a consultant to conduct a baseline survey for the iSAVE inclusive Economic Empowerment programme in the districts of Adjumani in West Nile and Buikwe in Central region was ear marked for this activity.

### **2.0 Background to the Economic Empowerment programme and Baseline survey**

The iSAVE Inclusive Economic Empowerment Programme (iSAVE) is an **integrated approach** designed to address the four mechanisms that lead to exclusion of the more vulnerable from accessing formal or informal financial services. The iSAVE programme therefore pays attention to **equal access and benefits of its activities** for all persons with disabilities by ensuring that in all programme activities specific attention is paid to reach out to persons with disabilities with different categories of impairments, women and youth.

The programme **vision** is contributing to a society where male and female persons with disabilities are economically independent, socially recognized and participate in efforts to bring about sustainable change.

The programme **mission** is to:

- Facilitate multi stakeholder involvement in disability inclusive economic development

- Mobilize persons with disabilities to establish sustainable inclusive village-based saving groups, with a focus on participation of women and youth with disabilities
- Enhance entrepreneurship skills of the group members and support them in the development of small and medium sized enterprises
- Link the inclusive saving groups and individual entrepreneurs with disabilities to formal financial services in line with their needs
- Sensitize MFIs and banks, duty bearers, mainstream actors and service providers on disability and inclusion, ensuring that their services become more inclusive of the needs of persons with disabilities.

The Programme overall **Goal** is to enhance livelihoods of persons with disabilities through improved access of men and women with disabilities to village saving and credit groups, services of Micro Finance Institutions, Business Development Services and livelihood programmes. Programme **Objectives** are; 1). To build the self-esteem of persons with disabilities, 2). To promote the participation of female and male persons with disabilities in community development and 3). To provide persons with disabilities with safe and secure savings, easy loans and improve incomes for better livelihoods.

iSAVE programme started as pilot project in 2009 in eastern Uganda in the District of Soroti and sironko. The programme has evolved over time, coverage and content, implemented in phases and systematically in terms of coverage and components. Since 2009, 32 districts have been covered - majority found in eastern and Northern Uganda. Other organizations including CBM adapted the model and implement in other districts in Uganda and beyond including Mityana, Kyotera and Mbarara/Ibanda, NUDOR in Rwanda and FEDOMA in Malawi

Currently iSAVE Inclusive Economic Empowerment Programme (iSAVE) has entered into phase four, implementing a long-term plan of 2020 - 2024. The targets to achieve the following:

**Impact/Goal:** Persons with disabilities are economically independent.

**Expected outcomes/Objectives:**

- 1). Women and men with disabilities have access to financial services,
- 2). Women and men with disabilities have increased income and
- 3). Women and men with disabilities have access to social protection.

To realize the above milestones; 11 indicators have been defined to measure both progress and results, the programme outreach has been expanded to new regions of West Nile and central Uganda, targeting eight new districts including;

Buikwe, Jinja, Adjumani, Oyam, Mukono, Buyende, Aleptong and Arua. The 8 new districts add on 3 old districts of Apac, Iganga and Kamuli where implementation has been ongoing, bringing the total to 11 districts under the 2020 - 2024 long-term plan. The programme components include; Inclusive Savings led initiative Groups, Linkage to formal finance, Entrepreneurship skilling, Financial Literacy, Vocational training and Access to social protection, implemented in all the districts. There nine outputs to be realized and a series of activities will be conducted to achieve the outputs and outcomes above in the entire programme period.

Upon such a background therefore, a baseline survey is one of the activities that has been planned to be conducted in the new outreach areas. The districts of Adjumani in West Nile and Buikwe in Central region was ear marked for this activity.

### **3.0 Purpose of the Baseline Survey**

The goal of the baseline survey is to assess and document the existing conditions and issues affecting target communities and beneficiaries in line with programme objectives and establish benchmark indicators to inform the monitoring and evaluation plan. The result will be used to measuring change among the target beneficiaries in the short, medium and long term and make improvement

#### **Specific objectives**

Specific objective of the task are as follows:

- a) Assess the current situation of persons with disabilities in areas of; socio-economic conditions, standard poverty indices, access to formal and informal financial services, Business development services, employment, vocational skills, and social security programmes as well as document inclusion in different programmes that addresses poverty in the district.
- b) Assess the contribution of government and other organizations like NGO partners (Existing Program and Projects) in addressing the socio- economic needs of persons with disabilities in the districts.
- c) Map out similar/relevant initiatives of different stakeholders working in the area in terms of policies, practices and actions and the proposed mechanism of linking with such organizations.
- d) Identify benchmarks and indicators which can be used as a point of reference for monitoring and evaluation of iSAVE programme
- e) Provide benchmark information for measuring programme achievements and impact (at the project objectives, intermediate results level
- f) Review current monitoring and evaluation tools identify gaps and clear indicators for the iSAVE programme

#### **4.0. Scope of the Assignment**

The consultant will lead the baseline survey process for the programme in two target Districts namely: Adumani and Buikwe. The assignment is expected to begin in March 2021. The Consultant will work in close coordination with the Programme manager, officers and Assistants in the following scope of works required.

- Develop action plan and timeframe for the survey;
- Prepare the baseline survey framework and methodologies;
- Prepare and provide training on data collection to survey team
- Collect, interview, analyze data of the survey;
- Produce the baseline survey report in English;
- Provide presentation of initial findings to Programme partners and key stakeholders; and
- Finalize report for submitting to NUDIPU.

#### **5.0 Methodology**

This baseline survey will utilize quantitative and qualitative methodologies. A mix of data collection methodologies, which will include but are not limited to Literature Review, survey, Key Informant Interviews (KIIs) and Focus Group Discussions (FGDs) among others. etc. To this effect, the consultant will employ such and other methods deemed suitable to elicit views and opinions of community women and men, duty bearers and partners in order to achieve the survey objectives.

#### **6.0 Reporting and presentation of findings**

##### 6.1 Inception report

The consultant shall cause a meeting to be attended and financed by NUDIPU/AMFIU to elaborate his/her understanding of the Terms of Reference prior to commencement of the survey. The consultant shall to this effect produce and deliver an inception report to NUDIPU/AMFIU. The report shall include draft methodology and sampling approach for quantitative data collection, quantitative and qualitative tools.

##### 6.2 Submission of draft and final report

- A preliminary draft report will be submitted to NUDIPU/AMFIU and NAD for comments.
- Feedback by NUDIPU/AMFIU and NAD shall be sent to the consultant.
- The final baseline report will then be delivered in both hard and electronic copies to NUDIPU/AMFIU and NAD.

- The final written report will be submitted in English and will not exceed 20 pages, excluding annexes. Specifically, the report will include the following:-
  - An executive summary of not more than 2 pages with key findings and recommendations
  - A description of the methodological approach (es) undertaken by the survey and any limitations of the study.
  - Main section with relevant findings, conclusions and recommendations
  - Annexes

## **7.0 Budget**

The consultant will submit a budget with a breakdown of expected costs along with their baseline survey proposal.

## **8.0. Consultant Responsibilities**

The consultant is responsible for performing the following activities: The consultant will be required to lead on all the tasks below, in consultation and collaboration with NUDIPU:

1. Develop baseline survey action plan and proposed methodologies for submitting to NUDIPU
2. Review the programme proposal and other relevant documents to increase awareness and understanding of the project and gender situation in the programme target areas;
3. Hold meetings with beneficiary groups, stakeholders, government officials, NUDIPU, AMFIU, NAD, staff and District union to obtain key information for designing the baseline survey framework and methodology
4. Develop baseline survey framework and questionnaires for the survey in consultation with NUDIPU AMFIU and NAD Team for validation and pretest
5. Conduct and lead field data collection;
6. Apply gender perspectives into all information analysis for the report;
7. Prepare the draft baseline report based on the findings;
8. Present the findings to the programme teams for comments/validation
9. Finalize the baseline report based on comments from programme team;
10. Submit final report to NUDIPU

## **9.1. Deliverable Results**

- i. Baseline survey tools including: questionnaire/survey, format for focus group discussions, and interviews and seek comment from the relevant stakeholders.
- ii. A baseline report (20-25 pages, English) with critical analysis of gender and economic empowerment and recommendations.
- iii. Presentation of the findings.
- iv. Filled project indicator tracking table

## **10. The Roles of AMFIU/NUDIPU/NAD**

- a) Pay the Consultant an agreed consultancy fee.
- b) Provide the necessary information (literature) available at AMFIU/NUDIPU/NAD.
- c) Provide transport and other logistics necessary for the inception, validation workshop and field work activities.
- d) Link the consultant to relevant respondents and stakeholders.
- e) Share the baseline survey findings

## 11. Time frame

The study will be carried out in march 2021. The anticipated total number of workdays is 20 days

Task/ output	Suggested time frame
○ Literature review of relevant documents	1
○ Develop survey instruments and pre-test of the instruments; sharing inception report	5
○ Recruitment and training of additional data collectors /enumerators	2
○ Data collection	6
○ Data analysis and writing of draft baseline report	5
○ Submission of final report	1

## 12. Professional qualification and experience:

The required consultant shall possess the following qualifications and experience:

- Demonstrable wealth of experience in programme baseline surveys
- At least an advanced degree in relevant field
- Familiar with / knowledgeable about disability issues.
- Skilled in conducting surveys, data analysis and reporting
- Good writing, communication and presentation skills

### **13.0. How to Apply;**

We invite interested individuals and companies to submit the following application documents:

- A proposal outlining how the consultant(s) meets the selection criteria and their understanding of the ToR and methodology;
- A proposed activities schedule/work plan with time frame;
- Copy of CV of the consultant(s) who will undertake the evaluation;
- One recent example of similar evaluation report written by the applicant;
- Financial proposal detailing consultant(s) itemized fees, data collection and costs of logistics

#### **How to apply:**

Qualified applicants should submit their applications, copies of academic transcripts and detailed CVs including contact addresses of 3 referees not later than 1<sup>st</sup> March 2021 either electronically to; [nudipu12@gmail.com](mailto:nudipu12@gmail.com) , [Info@nudipu.org](mailto:Info@nudipu.org) or hand delivered to NUDIPU head office along Bukoto Kisaasi Road. Hard copies can also be sent through the organizational postal address P.O. Box 8567 Kampala not later than addressed to the **Chief Executive Officer NUDIPU**

**Note: Qualified Persons with Disabilities are encouraged to apply.**