



TORs for Baseline Survey

National Council of People Living with HIV in Tanzania (NACOPHA)

HEBU TUYAJENGE Project

Request for Proposals to conduct Baseline Survey for HEBU TUYAJENGE Project

Closing Date: 31 July 2020 at 4.30pm

Period: August 4th to 7th September 2020

1. Background

National Council of People Living with HIV in Tanzania (NACOPHA) is a non-governmental a non-partisan, not-for-profit organization Founded in 2003. It was formed with support from the Government of Tanzania in the effort to have One Representative VOICE of PLHIV in Tanzania coordinating efforts and contributions of PLHIV in national HIV response led by the government. NACOPHA leads as a unified voice and umbrella organization of all individuals, groups, organizations and networks of the People Living with HIV (PLHIV) in Tanzania Mainland. NACOPHA's primary Target and beneficiaries are all individuals living with HIV (Men, women, adolescents, youth and children) organized through PLHIV clusters at the district council level. Secondary target includes policy and decision makers (Members of parliament, Cabinet/ Ministers, Councilors, religious leaders, Development Partners, Bilateral/ Multilateral agencies) for advocacy work. NACOPHA is dedicated to have a nation whereby People Living with HIV live a quality life and enjoy all Basic Human Rights.

NACOPHA will be implementing a new five years USAID funded project known as “**HEBU TUYAJENGE**” a Swahili words which literally denotes: an informed conversation between people (friends, family, policy maker or groups) to achieve a certain goal in a positive way. The aim of this project is to contribute to HIV epidemic control by increasing the adoption of higher impact community HIV preventive, care, and treatment services among at-risk adolescents, young women, and PLHIV.

Geographical Coverage

The project is implemented in 65 councils in Tanzania with high-HIV disease burden but with low performance on HIV case identification, treatment and viral suppression.

Project Goal:

The goal of this project is to increase adoption of higher impact community HIV preventive, care, and treatment services among at-risk adolescents, young women and PLHIV in 65 high burden councils in Tanzania.

Project Objectives:

Objective 1: Increased utilization of HTS, ART and FP services among Adolescents and PLHIV

Objective 2: Strengthened capacity of PLHIV organizations and structures

Objective 3: Improved enabling environment for the HIV response

Outcomes and indicators for all three project areas have been formulated. The project has decided to collect baseline values for all indicators on the basis of which the new target will be set. Therefore, NACOPHA through **HEBU TUYAJENGE** project is seeking individual consultant or consulting firm to carry out the baseline survey.

2. Baseline Survey objective

The objective of the Baseline survey is to assess the situation and establish benchmark indicators based on the project targets and indicators to inform its Monitoring and Evaluation plan and form platform for project impact evaluation

3. Scope and focus of the assignment

The consultant will lead the baseline survey process with support from the Director of MEL in selected councils through high quality sampling methods. The study will collect primary data from sample councils based on high and low prevalence, urban and rural and geographical size per zone. The consultant will also develop data collection tools in consultation with NACOPHA – **HEBUTUYAJENGE** project team.

It is intended that the baseline survey will provide:

- baseline data for the project as benchmarks for performance evaluation
- information that will assist in reviewing and improving Monitoring and Evaluation plan
- information for the development of training packages and capacity building interventions and
- information that will assist in identifying relevant policies, guidelines and frameworks for supporting project implementation and advocacy.

The consultant will also suggest for improvement of project monitoring and evaluation framework if any.

4. Approach and Methodology

It is highly anticipated that the consultant will take up both quantitative and qualitative methods for data collection. It will be appreciated if Participatory Tools and Techniques for data collection will be employed and these may include but not be limited to In-depth interview, Key informant interview, Focus Group Discussion with PLHV, empowerment groups, clusters, health facility workers, among other stakeholders.

5. Tasks

1. Hold Inception Meeting with NACOPHA - **HEBU TUYAJENGE** Project team and conduct a review of key relevant documents and understanding Project design and contextual framework
2. Develop and share detailed inception Report and design tools and methodology for data collection
3. Training of enumerators on data collection tools
4. Field test the survey tools
5. Conduct field work for data collection
6. Conduct data entry, analysis and synthesis
7. Prepare the draft report and Present findings for validation and intense review
8. Presentation and or submission of final report

6. Outputs/Deliverables

- An inception report detailing the approach and methodology, workplan and outline of the report
- A comprehensive baseline survey report in both electronic version and signed hard copy including recommendations and implementation strategies
- A report of all findings gathered during the baseline process and review of existing systems/structures and recommendations
- Systematic baseline database produced and delivered with final report.

7. Time frame and estimated working days

The assignment is estimated to be undertaken within 28 working days beginning from the week of August 4, 2020 and to be completed earlier September 2020.

8. Ethical Consideration

The consultant should ensure ethical clearance of the baseline proposal is done through NIMR prior to the exercise. This includes putting a statement in the proposal on how he or she will ensure ethics at the commencement of the assignment and during the field works. Consultant/s should also specify other ethical protocols to be followed during the due course of the assignment. Consultant is expected to take consent of the respondents before taking interview, conduction of focus group discussion and taking photographs and ask if their photographs, verbatim or case stories could be used in report and for public dissemination. Such consent must be documented and submitted to NACOPHA – **HEBU TUYAJENGE** project along with the final report including ethical approval.

9. Qualification and experience of the consultants

- The consultant should have expertise in carrying out baseline survey.
- The consultant should have good experience on participatory research methods and tools.
- S/he should have competency in managing and organizing and interpreting quantitative and qualitative data and information.

The consultant(s) should have the following academic qualification and experiences:

- Team leader should have minimum master's degree in Public Health, social studies or any other relevant field with minimum 10 years experiences in undertaking similar type of studies.
- Team members should have relevant experiences in their respective areas with 5-year experiences including field level data collection quantitative and qualitative research in similar type of studies.
- Consultant(s) should have comprehensive understanding of the tools development and draw the information from the baseline data and analytical report writing skills.
- Ability to be mobile and available for the duration of the survey independently.
- Good written and verbal communication skills.
- Experience with mobile phone technology as well as using voice recorder.
- Language capabilities: excellent in both Swahili and English
- Able to communicate effectively and work in the project areas for the duration of the data collection.

10. Application process and specifications

Interested Consultant must submit the following documents:

- a) Cover letter
- b) CV including reference of previous clients
- c) Sample of previous work in similar consultancy work
- d) Technical proposal not exceeding 5 pages reflecting the understanding and interpretation of the TORs, methodology to be used, time and activity schedule. The proposal should also entail how to conduct the baseline survey based on the project Logic with the following information
 - i. What baseline information should be collected
 - ii. What sources are needed for the information needed

- iii. What methodologies are appropriate given the objective of the assessment
- iv. Financial proposal not exceeding 5 pages based on the activities of the consultant
- e) Proposals must be received by NACOPHA at the following address no later than **July 31, 2020 04.30 pm.**
- f) Submission of the application with the attachment should be directed to the **Chief Executive Officer** through deogratiusp@nacopha.or.tz copying the **Deputy Chief of party** through annamagrethm@nacopha.or.tz Should you require evaluation criteria and additional information, please use the same contact.