

Farm Radio International

Consultancy - Terms of Reference

March 8, 2022

Position title:	Consultant (iHEARD Baseline study)
Location:	Malawi
Supervisor:	Alexandra Therien, Knowledge Translation Specialist
Application deadline:	03/21/2022

1. Background Information

Farm Radio International (FRI) and CODE have recently co-signed a contribution agreement with Global Affairs Canada (GAC) to implement a multi-year project in Malawi focusing on addressing barriers to access to information and services on sexual and reproductive health and rights among adolescent girls and young women.

Farm Radio International (FRI) is a non-profit organization specializing in ICT-based extension and communication to reach rural and isolated communities in local languages in Sub-Saharan Africa. FRI's core expertise is the collaborative and user-driven co-creation of quality information and advisory services, combining radio and mobile phones, other ICTs and face-to-face interaction. FRI is committed to gender equality and strives to design communication solutions that are gender transformative and inclusive. FRI helps radio stations set up and evaluate interactive, radio-based, gender-responsive communication approaches tailored to promoting increased awareness, knowledge, and adoption of behaviors and practices.

CODE believes that good books brought to life by excellent teachers help learners understand and thrive in the world around them. CODE programs work with teachers, librarians, writers, and publishers to support and sustain the development of literate environments in low-income countries.

FRI and CODE are looking for a Consultant with a passion for education and literacy, communications for social and behavior change, and Sexual and Reproductive Health and Rights (SRHR) to conduct a baseline study for the Innovations in Health, Rights and Development (iHEARD) project which is a 5-year project funded by Global Affairs Canada (GAC). Several international and national non-profit organizations are working together in the project to dismantle barriers to sexual and reproductive health and rights (SRHR) for adolescent girls and young women (AGYW) in Malawi, who are particularly vulnerable in terms of SRH and human rights violations. Improving the SRHR of AGYW (10-25) will contribute directly to poverty reduction by improving the ability of AGYW to make informed SRHR decisions about their lives and bodies. Evidence shows that improving the health and rights of AGYW also improves the health and wellbeing of their families, communities, and nation. The ultimate outcome of iHEARD is "Increased realization of sexual and

reproductive health-related human rights (SRHR) by the most marginalized and vulnerable rights-holders in Malawi, particularly adolescent girls and young women (AGYW) (aged 10-25).”

iHEARD will be implemented in Malawi at scale nationally, and intensively in the Central Region (Dowa, Ntchisi and Lilongwe Districts) by a consortium of health, education and communication partners co-led by CODE and Farm Radio International (FRI). There are two components of the iHEARD project, namely i. Education and Health, and ii. Communication. The project is currently at the stage of developing the Project Implementation Plan (PIP).

2. Purpose and Objective of the Consultancy

The main objective of this consultancy is to conduct a baseline study for the iHEARD Project aimed at assessing the existing conditions and challenges to education and SRHR in Malawi based on the identified indicators of the project.

The consultant is expected to conduct a robust baseline data collection and analysis in order to measure indicators within the project Performance Measurement Framework (PMF). Collecting baseline measurements will enable the project team to set benchmarks and programmatic targets to facilitate tracking the progress and achievement of results through data collected. CODE and FRI staff, the local NGO partners and the donor will be the major users of the baseline results. In addition, key stakeholders in the country such as government line ministries/departments, local authorities, and communities could be interested parties of the findings.

Specifically, the main objectives of the consultancy are to:

1. Conduct a baseline and develop tools and guidelines for data collection, analysis of all data, and draft and final baseline report. Report must be gender and age disaggregated with tables, tools, and meeting/discussion minutes in annexes.
2. Provide benchmark information for measuring project achievements and impact at the outputs, immediate outcomes, intermediate outcomes, and ultimate outcomes levels.
3. Support local researchers or work in country to implement data collection as well as ensure quality control is maintained during data collection and entry.

3. Consultant Responsibilities

The consultant will be required to lead on all the tasks below, in consultation and collaboration with the Project team:

- Review project documents and organizational policies, related (but not limited) to gender equality, safeguarding, and ethical standards to ensure meaningful participation and prevent harm to young participants. Ensure the data collection team abides by policies and principles.

- Ensure that the standards and values of the communities targeted by the study are respected.
- Determine methodology and sampling approach, including sample size for intervention and comparison areas.
- Develop protocols and guidelines for data collection and data entry/capture to ensure data quality and ensure data is collected in accordance with data protocols & guidelines.
- Develop baseline data collection tools in consultation with project team.
- Lead the logistical planning and coordination of the fieldwork, including determining a schedule and ensuring the availability of all needed equipment.
- Prepare the enumerator training in collaboration with the Country team and lead the training of the enumerators, including the piloting or pre-testing of tools.
- Supervise enumerators and oversee the data collection to ensure that data is collected as per the targeted sample and schedule.
- Maintain regular communication with CODE and FRI to share updates on progress/challenges and integrate feedback, as needed.
- Ensure the confidentiality of participants and securely store data and fieldwork documents. All files to be shared with CODE and FRI.
- Review initial data entry/capture to ensure data quality and consistency (preliminary checks conducted before data entry/capture is completed).
- Verify, process, and analyze all raw data.
- Write draft and final reports, incorporating feedback from CODE, FRI and partners, and applying an intersectional lens with an emphasis on age and gender to all information and analysis for the report.
- Prepare the draft baseline report based on the findings.
- Present the findings to the project team for comments.
- Finalize the baseline report based on comments.

4. Duration

The assignment is expected to take a total of 20 consultancy days as stated in the table below.

No	Activity	Indicative Time
1	Briefing, desk review and submission of work plan/methodology	4 days

2.	Field work for data collection (Interviews, consultations, and meetings)	10 days
3.	Analysis of data and write-up of report	8 days
4.	Presentation of reports and recommendations for comments	1 day
5.	Finalization and submission of reports	2 days
	Total	25 days

5. Deliverable Results

- Baseline data collection tools including: questionnaire/survey, focus group discussion questions, photos, and any other relevant pieces of documentation.
- Raw data and other fieldwork documents.
- Presentation of the preliminary findings to CODE and FRI team for comments.
- Presentation of the findings to all implementing partners.
- A succinct and concise baseline report.
- Filled project baseline indicators in the Performance Measurement Framework.

6. Qualifications, Required Skills and Experience

- Commitment to CODE and FRI's values and vision and have a passion for what we do;
- Relevant advanced training or education; a master's degree in relevant discipline (education, statistics, social sciences, etc.) is an advantage
- Significant knowledge of and experience in gender equality and inclusion, especially in relevant geographic contexts; experience with SRHR and SBCC preferred
- Extensive experience in Qualitative & Quantitative data-collection and analysis, using intersectional and inclusive approaches and methodologies
- Proven experience in baseline-report drafting (attach example of similar previous work)
- Experience in working with children, adolescents and youth, and developing/applying safeguarding protocols
- Extensive knowledge on the education and health systems in Malawi, knowledge on inclusive education mechanisms is an advantage

- Excellent understanding of and commitment to Sexual and Reproductive Health and Rights
- Extensive knowledge in collaboration, learning, and adapting concepts for education and health projects
- Proven experience in using mobile platforms such as the Kobo toolbox for data collection
- Exceptional communications and presentation skills in English
- Strong teamwork and effective cross-cultural interpersonal skills
- Experience working in countries in Sub-Saharan Africa; Malawi strongly preferred
- Willingness and ability to travel within Malawi
- Demonstrated high level of professionalism and an ability to work independently and under pressure with tight deadlines
- Fluency in English, and major languages spoken in Malawi's Central Region, e.g. Chichewa and Yao (spoken and written)

7. Applications

Interested candidates are invited to submit their application package to CODE and FRI to jobapps@farmradio.org by 03/21/2022. Complete applications will be assessed on a rolling basis and must have the following:

- Cover letter outlining relevant experience in response to the criteria as set for evaluation
- Technical proposal including a draft of methodology
- A detailed Curriculum Vitae with relevant experience
- Contact information from two professional references related to similar pieces of work
- Financial proposal including offer in gross amount in Canadian dollars for each working day including transport to and from the locations for 25 days
- Written sample of similar work conducted previously

Farm Radio is an affirmative action employer. Women, people of colour and members of equity-seeking communities are strongly encouraged to apply. We welcome and encourage applications from people with disabilities and accommodations are available on request for candidates taking part in all aspects of the selection process.