



## **TERMS OF REFERENCE: CONSULTANT FOR BASELINE & ENDLINE STUDIES IN BURUNDI**

### **I. CRID Overview**

Communities Richer in Diversity (CRID) is a project initiated by a consortium of faith organisations and networks, namely, the Faith to Action Network (F2A), the Council of Anglican Provinces of Africa (CAPA), the African Council of Religious Leaders-Religion for Peace (ACRL-RfP), and the All Africa Conference of Churches (AACC). The project is funded by the European Union (EU) and aims at leveraging on the influence of faith leaders and institutions to promote cultural diversity and respect for equal dignity of all men and women in six African countries, Uganda, Kenya, Tanzania, Burundi, South Sudan and Egypt.

CRID plans to achieve its aims through interfaith and intercultural dialogue and cooperation. It plans to scale up interfaith and intercultural interventions that enhance the understanding, tolerance and respect for cultural and religious diversity among 12,200 young men and 12,200 young women at risk of radicalisation. The project will be implemented by six partners in the six countries.

CRID has already implemented technical assistance missions in all the six countries and the partners in the six countries have already been contracted and are implementing their projects. The proposed baseline surveys will be conducted as the grantees are implementing their projects.

The Inter Religious Council of Burundi (IRC-B) has been implementing the project in Muyinga, Rumonge, Bujumbura Rural and Bujumbura Mairie Provinces since November 2018.



## II. Project Profile

Project Name	Communities Richer in Diversity (CRID)
Implementing Partner	Inter Religious Council of Burundi (IRC-B)
Partner's Project in Burundi	Combatting Political and Religious Violence, Radicalisation and Extremism through Multi Religious Collaboration in Burundi
Project Location	Muyinga, Rumonge, Bujumbura Rural and Bujumbura Mairie Provinces
Project Period	1 November 2018 – 31 October 2019
Funder	European Union (EU)
Title of consultancy	Baseline survey on cultural diversity, pluralism, extremism, tolerance, norms and drivers of intolerance
Type of contract	Consultancy
Duration of the work	15 days in February 2019
Line management	Knowledge Management Adviser, F2A

## III. Purpose of the Baseline

The purpose of the baseline study is to determine qualitatively and quantitatively the current situation in relation to the main elements of the project amongst the stakeholders and beneficiaries in Muyinga, Rumonge, Bujumbura Rural and Bujumbura Mairie Provinces in Burundi. The survey will establish the baseline for the project's key indicators and will provide the benchmarks to measure the project performance. The baseline survey is primarily intended to generate knowledge on interfaith approaches to promote pluralism and counter radicalisation of young people, and will be the basis for case studies and knowledge generation. Additionally, the baseline survey will be conducted while the partner is implementing the project and will be used to facilitate monitoring and evaluation (M&E) of the project. Most aspects of its findings will be published and disseminated in different forms of knowledge products.

## IV. Methodology and Scope of Work

The baseline study design and methodology will be discussed and agreed with the project team and with the implementing partners at the beginning of the consultancy. The



consultant will use different data collecting methods: desk review, direct observation, quantitative survey, interviews, and focus group discussions, to establish a baseline for the project's key indicators. There are two categories of indicators. Standard indicators have been developed by the CRID team and will cut across all six countries. Specific indicators will be tailored for each project location in each country. The study's methodology will be as follows:

- ❖ *Preparatory phase:* The consultant will receive the key documents of the project. S/he will adapt standard questionnaires developed centrally by Faith to Action Network (F2A) for the quantitative surveys, interviews and focus groups discussions. The consultant will then develop context-specific questions in collaboration with the partner and the baseline supervisor. The consultant will do a desk review of all documentation and prepare a work plan in consultation with the baseline supervisor.
  
- ❖ *Finalise methodology of the study:* The consultant will finalise plans including
  - (a) Choice of the sample size;
  - (b) Adapt the questionnaires for the focus group discussions;
  - (c) Adapt questionnaire for qualitative survey;
  - (d) Adapt questionnaire for quantitative survey;
  - (e) Plan for data coding, entry and analysis;
  - (f) Validation of the methodology by CRID team;
  - (g) Submit study design for ethical approval
  
- ❖ *Field work:* Field work will take place in Muyinga, Rumonge, Bujumbura Rural and Bujumbura Mairie Provinces. During the field work, and with the support of the project team and IRC-B, the consultant will pre-test the questionnaire, collect data, collate and enter data.
  
- ❖ *Data entry & Analysis:* The consultant will analyse the collected data, using an agreed format.
  
- ❖ *Draft report:* The consultant will produce the first draft of the report using F2A's format. The report must be submitted in English within seven days after completion of field work.
  
- ❖ *Final report:* The consultant will produce the final draft of the report, taking into consideration two rounds of comments from CRID team and the partner. In addition, to the written report, CRID will encourage creative ways to present the findings, including using audio visual materials.



## V. Final Report

The final report will be written in English and will be maximum 40 pages long (excluding the annexes). It must include the following sections:

- (a) Title page
- (b) Acknowledgement
- (c) Table of contents
- (d) Glossary/ Acronyms
- (e) Executive summary (2 pages)
- (f) Introduction
- (g) Objectives & rationale of the baseline study
- (h) Methodology and limits to the methodology
- (i) Findings & Analysis of the main results
- (j) An updated project monitoring and evaluation matrix with a summary of each indicator's baseline data.
- (k) Conclusions
- (l) Recommendations
- (m) Annexes

## VI. Time Frame

The consultancy will be completed within 15 days within the month of February 2019. The consultant must ensure that the whole process of the survey work that includes preparation, development of the survey tools, testing and reviewing of the tools, actual field work, data analysis, dissemination of the key findings to CRID and reviewing of the final report can be completed within this time frame. The consultant will submit a work plan and specific dates will be agreed at the beginning of the consultancy. A draft report will be submitted at the end of data collection and CRID will have a maximum of 2 weeks to submit two rounds of comments on the baseline report. The final report must take into consideration the comments made by CRID.

## VII. Consultant Management



The consultant will report to CRID's Knowledge Management Adviser. At the field level, the consultant will also report to the Knowledge Management Adviser.

### **VIII. Confidentiality and Authorship**

Ownership and copyright of all data, drafts and final products of the survey will be the sole and exclusive property of CRID. The consultant will submit all original documents, materials and data to CRID. Therefore, all the outputs of the survey will not be disseminated in part or whole without express authority from CRID's Knowledge Management Adviser. The consultant shall not produce information in these materials in any form (electronic, hard copies, etc.) to a third party without a written permission from CRID.

### **IX. Required Skills, Experiences and Competences**

We are looking for a consultant who has the following requirements:

- ❖ A PhD or a masters' degree qualification from recognised universities in any of the following areas: peace studies, conflict resolution/peacebuilding, international relations, political science, gender studies, development studies, and sociology.
- ❖ For PhD, a minimum of 3 years of overall experience conducting baseline assessment for initiatives on radicalisation, violent extremism, terrorism, armed conflicts, peacebuilding and post-conflict fragility and resilience in Eastern Africa and the Great Lakes region. For masters' degree, a minimum of 8 years' experience is required.
- ❖ Demonstrated experience of working in donor funded projects under NGOs.
- ❖ Must have good understanding of post-conflict peacebuilding, fragility and resilience programs, as well as de-radicalisation and counter violent extremism (CVE) programs.
- ❖ Good knowledge of faith based approaches to conflict resolution, peacebuilding, de-radicalisation and counter violent extremism (CVE).
- ❖ Solid methodological and research skills, demonstrated through a list of research pieces and evaluations.
- ❖ Report writing skills, demonstrated by a list of published articles and reports.
- ❖ Excellent analytical, interpersonal, and communication skills.
- ❖ Knowledge and experience of gender and human rights sensitive approaches.



- ❖ Proficiency in written and spoken English and French. Proficiency in Kirundi language will be a plus.
- ❖ In-depth knowledge of the socio-cultural, economic and political context of Burundi.
- ❖ Ability to work collaboratively with multiple individuals and groups.
- ❖ Ability to produce high quality work under tight timeframes

Note: Applicants who do NOT meet the minimum eligibility criteria will NOT be contacted.

## **X. Payment Method**

Applicants are expected to submit their financial proposals, inclusive of withholding tax, for the entire exercise. All withholding tax amounts will be deducted from the total amount at source (i.e. CRID) as per the Government of Burundi regulations. Payment will be in phases as follows:

- ❖ 30% of the contract sum will be paid at the start of the consultancy.
- ❖ 30% of the contract sum will be paid upon completion and submission of the first draft report.
- ❖ 40% of the contract sum will be paid upon submission and acceptance of the final comprehensive report.

## **XI. Application Procedure**

Interested individual consultants or Consultant Firms are invited to submit an Expression of Interest (EOI) for delivery of the assignment. The EOI should include:

- ❖ Both technical and financial proposals
- ❖ Detailed technical proposal will include proposed methodology indicating the overall process including sampling, quality assurance, time frame, etc.
- ❖ Clear work plan including outputs/deliverables and detailed time frames.
- ❖ The financial proposal will include detailed budget containing total costs as per man-day rates, work plan and any other costs anticipated in undertaking process of the assignment.
- ❖ Detailed CV of the consultant with full description of the profile and experience, including a list of previous research and evaluations.



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Religions for Peace



- ❖ Sample of 2 relevant studies previously produced.
- ❖ A cover letter outlining the suitability of consultant for the assignment, motivation and summarising relevant experience.
- ❖ Contact details from at least two independent referees with in-depth and proven knowledge of the applicant's expertise and relevant work experience.

## **XII. Deadline**

The application in English should reach CRID before 05.00 PM, Sunday, 3 February 2019.  
Applications should be addressed to:

Procurement Officer  
Faith to Action Network  
Hatheru Court/Hatheru Road (Lavington)  
Off Gitanga Road/ Nairobi-Kenya  
P.O. Box 2438-00202  
Email: [HR@faithtoactionnetwork.org](mailto:HR@faithtoactionnetwork.org)

## **XIII. Disclaimer**

CRID reserves the right to accept or reject any or all proposals without any explanation whatsoever.