



Terms of Reference for Assessment Consultancy

Introduction

Centre for Behaviour Change and Communication (CBCC) is an organisation that was established in 2011. We are committed to achieving transformation of communities by providing comprehensive Social and Behaviour Change (SBC) solutions for the public and private sectors. We do this through innovative and evidence-based interventions that address change at multiple levels and contribute towards SBC policy development and practice in Kenya and beyond.

In our quest to bring about lasting and impactful societal change we always take human centred approaches to ensure we develop solutions that meet the needs of our audiences. We have demonstrated expertise in programmes design, planning, implementation, evaluation, training, capacity strengthening and research.

Background

Kenya is encountering higher-than-usual rainfall during its March-April-May (MAM) long rains season, leading to flooding and landslides in 41 out of the 47 counties. Heavy rains and floods continue to wreak havoc across Kenya, resulting in loss of lives, property, and service disruption. Transport, housing, education, health, and agriculture are the most affected sectors by the floods, according to the authorities. An estimated 267 people have been killed, 188 injured, 75 missing, while 281,835 people (56,367 families) have been displaced and 380,573 (76,114 families) affected by persistent heavy rains and flooding as of 9 May, according to the National Disaster Operations Centre (NDOC). At least 9,973 livestock have been lost, 41,562 acres of croplands and 61 roads damaged, 886 businesses, 1,967 schools and 62 health facilities affected as of 9 May, according to the authorities and the KRCS.

A total of 115 camps for internally displaced persons (IDPs) across 19 counties following a flood crisis that has hit the country have been set up. The camps are accommodating a total of 27,586 people, and the government, supported by various agencies has made specific interventions to meet their essential food supplies. In Nairobi County, the heavy rains and resultant floods continue to pose health risks, the Ministry of Health continues to take steps to ensure essential services are available to displaced people living in the Internally Displaced Persons' camps. The Ministry aims to ensure essential healthcare services are provided and that the necessary preventive and promotional measures are undertaken for the public's health and safety. These services include water chlorination, waste disposal, and immunization via the dispatch of teams to the affected areas.

CBCC Africa, through UNICEF Kenya support intends to co implement an effective community engagement strategy through incorporation of Accountability to Affected Populations practices and pillars to the humanitarian response in 5 Internally Displaced Persons' camps in Nairobi, Garissa, Tana River, Migori and Homabay Counties. The Social and Behaviour Change approaches are aimed at ensuring that affected communities have access to life-saving information, access to life saving information and have increased service accessibility in response to the floods.

Geographical Coverage

The activity will be rolled out 5 camps across 5 counties, Garissa (County: KE007), Homa Bay (County: KE043), Migori (County: KE044), Nairobi (County: KE047) and Tana River (County: KE004)

Purpose and Scope of work

The main purpose of this consultancy is to conduct a Qualitative **Situation Analysis** to understand the overall context, needs and conditions in the camps (including the camps catchment areas) and to perform **Service Mapping** to identify and document the available services and resources for the affected populations.

You will work closely with the Monitoring and Evaluation (*Tathmini*) team to perform these, and other roles.

Scope of work and deliverables.

1. Developing Research Protocol:
 - Develop a research protocol tailored to the requirements of the research, including methodologies for qualitative assessments through Key Informant Interviews (KIIs), Focus Group Discussions (FGDs), and transect walks.
 - Submit the finalized research protocol for approval by CBCC Africa and relevant partners.
2. Designing Data Collection Tools:
 - Develop qualitative data collection tools for Key Informant Interviews (KIIs), Focus Group Discussions (FGDs), and transect walks.
 - Collaborate with CBCC Africa to finalize and approve the data collection tools before field implementation.
3. Data Collection:
 - Lead the qualitative data collection process in the 5 counties (with support from CBCC M&E team), including conducting Key Informant Interviews (KIIs), facilitating Focus Group Discussions (FGDs), and conducting transect walks.
 - Provide virtual training to CBCC Africa's research assistants, emphasizing the methodologies and intricacies required for conducting this specific assessment, ensuring alignment with research ethics and data quality standards.
 - Monitor data collection activities, ensure data quality checks, and address any issues that arise during fieldwork.
 - Data will be collected simultaneously in the 5 counties within 2 days.
4. Data Analysis:
 - Conduct rigorous and robust analysis of qualitative data collected using appropriate qualitative analysis techniques.
 - Synthesize findings to develop key insights and themes relevant to the study objectives.
5. Report Writing:
 - Draft a comprehensive qualitative assessment report presenting detailed findings from Key Informant Interviews (KIIs), Focus Group Discussions (FGDs), and transect walks.
 - Incorporate specific recommendations on targeted Social and Behaviour Change (SBC) interventions related to the identified priority behaviours.
 - Submit a draft report for feedback and approval by CBCC Africa and relevant partners.

Timelines

This consultancy will take place in the month of June 2024 with the final report submitted within a timeframe of 30 days.

#	Activity	# of days
1.	Planning the survey Meetings with CBCC team Review of secondary information and literature review	
2.	Development of a research protocol (including data collection tools) and submission for approval Submission of approved Research Protocol and qualitative tools	
3.	Training survey team and pretesting of survey tools 1-day virtual training facilitation	
4.	Data collection and management 2-Day data collection process Data collection quality checks	
5.	Data analysis and compilation of preliminary findings Data analysis and draft report	
6.	Finalisation of the report and submission Dissemination of findings Finalisation of the endline report and submission	
	Total	10 days

Other tasks/specific deliverables of the Consultancy

In addition to the above deliverables, the consultants are expected to also undertake the following tasks:

1. Lead the collection and analysis and synthesis of evidence to develop key findings.
2. Prepare and submit to CBCC, a soft copy (through email) of the final acceptable report in English of no more than 50 pages (excluding references and annexes) utilising the below format:
 - A front page with title of the assessment, date, and authors of the report
 - Executive summary that presents the key points of the different sections
 - Objectives and the intended use of the assessment
 - Methodology and limitations of the assessment
 - Description of the project
 - Findings and discussions
 - Conclusions and recommendations
 - Relevant annexes which as a minimum must include:
 - i. List of people/organizations interviewed and consulted.
 - ii. All full versions of the data collection tools.
 - iii. Bibliography of the documents reviewed (using APA format)
 - iv. Assessment work-plan
 - v. These Terms of Reference for the assessment
3. Summary of the findings in (MS PowerPoint) to be used for subsequent dissemination.
4. The final cleaned data set used for analysis and production of the final report in an acceptable electronic format. All raw data (transcripts from In- depth Interviews, FGDs etc.) should also be submitted to CBCC offices in Nairobi for reference and future use. CBCC Africa has the sole



ownership of all final data, and any findings shall only be shared or reproduced with the permission of stated organizations.

5. A 2-pager policy brief from the assessment report.

Supervision and overall responsibility

You will work under the direct supervision of the CBCC Partnerships Director and in close coordination with the Monitoring & Evaluation team.

CBCC will also provide the following:

- All necessary program documents required.
- Facilitate your meals and accommodation while in the field if required.

Application procedures

Qualifications:

- The consultant should possess an advanced degree in social sciences, public health, development studies, or related fields.
- Proven experience in social and behaviour change (SBC) programming and humanitarian responses.
- Specific experience in child protection issues, particularly in emergency or disaster contexts
- Strong background in qualitative data collection and analysis

The following documentation should be submitted with the application:

- Cover letter clearly summarizing the experience as it pertains to this assignment, daily rate and contact details of three professional referees
- Curriculum Vitae (CV)
- A high-level technical proposal detailing the consultant's understanding of the TOR and the proposed Methodology.
- Provide samples of previous qualitative research work - reports (2) of previous related work completed.

How to Apply

Interested and qualified candidates should send the above documentation to the Human Resource Manager at the email address: hr@centreforbcc.com by **9th June 2024**.

Please note that applications will be reviewed on a rolling basis, and we may fill the position before the deadline if we receive a sufficient number of qualified applicants.

While we value every person applying for this consultancy, only the shortlisted candidates will be contacted.