Consultancy for conducting a Baseline survey for the implementation of a SRHR, HIV and AIDS and Governance Project
1. Organizational Context

The SADC Parliamentary Forum is a regional Inter-Parliamentary body which was established by the SADC Summit of Heads of State and Government on 8th September 1997, in Blantyre, Malawi. The constitutive mandate of the Forum was to provide a parliamentary consultative platform on matters of regional importance with the ultimate objective of transforming it into a SADC Regional Parliamentary Framework. As asserted in its Constitution, the organization was established to advance development, democracy, human rights and good governance in the SADC Region.

2. Introduction

SADC PF will implement a five year Sexual Reproductive Health and Rights (SHRR), HIV and AIDS and Governance Programme, through the support of the Embassy of Sweden. As such, SADC PF and the Embassy of Sweden have agreed that the implementation of the Programme must be preceded by a Baseline survey that will further strengthen the formulation, implementation, results framework and future evaluation of the programme.

The programme will be implemented in seven priority countries being; Angola, Lesotho, Zambia, Zimbabwe, Mauritius, Seychelles, and Tanzania. The project is designed such that it can contribute to increasing the capacity of women Parliamentarians intervention and advocacy for essential sexual and reproductive health services and impact on current policy environment in their countries as well as facilitating an atmosphere that is supportive of human rights and sexual and reproductive rights.

3. Qualifications and experience of consultant;

SADC PF is looking for a competent consultant(s)/firm with the following minimum qualifications:

a) Educated to Master’s level in Public Health, Social Sciences or related. PHD is an advantage;

b) At least 8 years of proven experience in conducting survey's or studies, -Planning, design and management of both qualitative and quantitative surveys;

c) Development of survey tools;
d) Excellent Report writing skills;

e) M&E systems development and implementation;

f) Knowledge of Sexual and Reproductive Health Rights, HIV and AIDS and governance issues;

g) Experience on the workings of parliaments, ministries and CSO’s;

h) Strong management, organizational, and communication skills;

i) Proficiency in data analysis software and other computer processing applications; and

j) Strong evaluation experience and capacity to independently manage the assignment and work in the 7 selected SADC countries.

4. Purpose of Baseline Survey

The baseline survey is meant to assist the Implementation team at SADC PF with designing, establishing and implementing a comprehensive monitoring strategy, including a data collection strategy, to identify baseline indicators, set project targets and to develop a cycle for mid-term and summative evaluation.

5. The objective of the Baseline Survey

The overall objective of the Baseline survey is to assess the situation of SRHR and the responses by national parliaments and establish benchmark indicators to inform the monitoring and Evaluation plan to form platform for the impact evaluation.

Therefore, SADC PF seeks to procure the services of a qualified and independent, external consultant(s)/firm to design, plan and conduct a baseline study for the proposed program. The baseline study is anticipated to start second week of August 2014 and the final and end in October 2014.

6. Project description

The project's Vision: Equitable universal access to SRHR and HIV and AIDS services, including improved health and respect for human rights is enjoyed by women and girls in the SADC region.

6.1 Impact objective:
The capacity of parliamentarians (MPs), especially women MPs, is used to promote, intervene and advocate for comprehensive and essential sexual and reproductive health, HIV and AIDS services and impact on relevant current policy environment in their countries in order to ensure that it is supportive of human rights and sexual and reproductive rights.

6.2 Long term outcomes:

a) (RWPC) MPs are lobbying and advocating for integrated SRHR, HIV and AIDS, and governance issues in their respective standing committees and policy organs within SADC PF;

b) SADC PF are lobbying and advocating for political leadership on SRHR, HIV and Aids and governance at regional and national level;

c) National Women’s Parliamentary Caucus (NWPC) MPs demonstrate leadership and advocate for commitment of parliament to facilitate specific SRHR actions;

d) Parliamentary Committees incorporate SRHR issues in their work programmes in relation to oversight, legislation and budgetary mandates in line with national priorities;

e) Outcome statement: National Working Groups are coordinated and operational to provide technical support to MPs and Parliamentary Committees on SRHR issues; and

f) Boundary partners: Regional Women’s Parliamentary Caucus, National Women’s Parliamentary Caucus, Parliamentary Committees, and National working groups composed of CSO’s working on Sexual and Reproductive health and political leadership in the seven selected countries.

7. Scope and focus of the assignment

The consultant will lead the baseline survey process for the SRHR project in each of the 7 Participating countries namely; Angola, Lesotho, Zambia, Zimbabwe, Mauritius, Seychelles, and Tanzania. It is intended that the baseline assessment will provide: a) baseline data for the project as benchmarks for performance evaluation; b) information that will assist in designing the project’s Monitoring and Evaluation plan c) developing training modules and capacity building interventions and d) information that will assist in identifying relevant policies, guidelines and frameworks for supporting project implementation and advocacy.
8. Tasks
The consultant will be required to lead on all the tasks below, in consultation with the Director of programs at the SADC parliamentary Forum.

I. Review of project documents and understanding the project design and contextual framework

II. Design tools and methodology projection for data collection of both qualitative and quantitative data.

8.1 The baseline tool should be able to capture country-level data in the following key areas:
   a) Relevant national policies and plans, on SRHR including SADC regional protocols on SRHR, HIV and AIDS;
      a) Audit of national legislation impeding successful implementation of SRHR programmes in the selected 7 countries;
      b) Status of key highlighted SRHR, HIV and AIDS indicators in the project proposal;
      c) Key social, political, cultural, gender and behavioural issues relating to SRHR project implementation;
      d) Project related services and interventions available to women and girls including barriers, issues and best practice;
      e) Number, type, geographical spread and activities related to SRHR programme in target countries;
      f) Current capacity of women parliamentarians and parliamentary committees to undertake advocacy and resource mobilisation for SRHR, HIV and AIDS and governance;
      g) Availability of government and other partner sources of funding for SRHR, HIV and AIDS for capacitating parliamentary committees;
      h) Presence, type and number or CSO’s, Government or any entities that have sustained training interventions with Parliamentarians on SRHR, HIV and AIDS and governance; and
      i) Potential opportunities and ‘quick wins’ for supporting legislation before parliament, advocacy activities for MP’s and CSO’s in the selected countries.

8.2 Field testing the baseline survey tools
   a) Train parliament staff and working group members to ensure that standardised methodology and application of the tools are fully understood by all.
   b) Implement field data collection, data input and cleaning:
   c) Notification to parliamentarians and partners prior to conducting baseline survey;
d) Organise calendar for conducting survey and deployment of research assistants to the field;

e) Conduct data processing: (1) primary processing, comparison and validation of files, clean files, tabulations; and

f) Analyse and synthesize data; and prepare report and Program Indicator Tracking

8.3 Preparation of initial report:

a) Develop country specific briefs on findings that will be used for advocacy and knowledge sharing with countries;

b) Revision of impact indicators as per feedback from the 7 countries and SADC PF;

c) Submit 4 hard copies of well bound final report and electronic copy 2 in English and 2 in Portuguese; and

d) Disseminate findings of the report in English and Portuguese at a regional seminar to be organised by SADC PF one to two weeks after finalisation.

9. Approach and Methodology

The approach will be mixed, including the consultant's personal experience, review of similar tools and frameworks, interaction and interviews with SADC PF staff and other stakeholders. Angola being a Portuguese speaking country consultants will be expected to cater for translation of the final tools, and all documents for the survey.

10. Fees and costs estimate

The total charge to be paid for the consulting assignment will depend on the technical proposal. A technical and financial proposal based on the Terms of Reference outlined above must be provided.

11. Application process

The consultant will be answerable to the Secretary General Dr Esau Chiviya through the Director of Programs.

CVs and letters of application should be submitted by email to Director Human Resources and Administration- Mrs Yapoka Mungandi ymungandi@sadcpf.org and copied to skauvee@sadcpf.org. All interested should briefly describe how they intend to undertake this assignment for the SRHR project, and possible sources of information/data. Applicants should also explain how their professional experience matches the skills and qualifications. Closing date for application is 4th August 2014.