

TERMS OF REFERENCE FOR CONDUCTING A BASELINE SURVEY REGARDING THE LAND RIGHTS AND FARMER INPUT SUPPORT PROGRAMME IN MOS' PROJECT SELECTED AREAS

1.0 Background

The Non-Governmental Organisations' Coordinating Council (NGOCC) is an umbrella organization of 98 NGOs and CBOs active in the field of Gender and Development in Zambia. Since its establishment in 1985, the organisation has played a leading role in the empowerment of women in Zambia and continues to be active at national, regional and global levels in advocating for the advancement of women. The attainment of gender equity and equality takes centre stage in all of NGOCC's programs with the aim of uplifting the standard of living of the general citizenry and women in particular.

NGOCC's mandate includes the coordination and strengthening of links among and between member organisations, the Government and donor agencies. It also endeavours to stimulate the collection and dissemination of relevant information with the goal of facilitating the work of member organizations. Apart from being the voice and pressure group for member organisations (MOs) on gender and development issues, NGOCC enhances its members' capacities through various training programmes.

In 2016, NGOCC signed an agreement with the European Union to implement the action entitled: ***To contribute to the socio-economic empowerment of women especially in the rural areas of Zambia for gender equity and equality.*** Under this action, NGOCC will undertake a baseline survey on women's access to national developmental programs particularly the Farmer Input Support Programme (FISP). The action will also focus on Land Policy and Act. NGOCC will undertake a baseline survey on women access to land in the project areas.

The key strategy is to engender national development programs in order to secure economic empowerment for women. In that regard, the focus will be on securing that the national development programs in the Seventh National Development Plan which are meant to economically and socially empower Zambian citizens, such as the Farmer Input

Support Programme (FISP), are gender sensitive and responsive; to support increased levels of income for sustainable livelihoods of members and their families.

On the other hand, it has been noted that the Land Policy is still in draft form, while the Land Act requires review. The current land allocation practices and processes discriminate against women. The focus is, therefore, to reshape these issues, advocate for review and finalization of the Land Act and policy, and secure gender equity and equality with respect to access to land.

It is against this background that NGOCC has taken on board the issues of socio-economic empowerment of women in its strategic plan to implement activities focusing on Farmer Input Support Programme (FISP) and the Land Policy and Act and advocacy activities to mitigate these problems. In order to ascertain NGOCC's contribution to the improvement in access to the Farmers Input Support Programme and Land, there is need to conduct a baseline survey in project areas in selected districts. The baseline survey will bring out the current data before NGOCC's intervention. The areas chosen are those where NGOCC members will implement the projects and these are:

Kabwe
Chisamba
Mumbwa
Kaoma
Lumpa
Kapirimposhi
Mporokoso
Mufubwe

2.0 Objective of the Baseline Survey

The overall objective of the baseline survey is to assess the current situation in the above listed areas specifically on the following:

- To assess the availability of and accessibility to FISP services and land by women in comparison with men in the project areas.
- To further assess how many women have title to the land that they are currently using

- To gather information in relation to Knowledge, Attitudes and Practices (KAP) towards such services
- To assess the structures available to provide administration of FISP and Land
- To assess what factors inhibit women from accessing Land and FISP
- To establish how FISP has contributed to improved livelihoods among women who have accessed it.

3.0 Focus of Work

The consultant is expected to lead the baseline survey process in the selected project areas.

NGOCC envisages that consultants will further probe the following:

a. Farmer Input Support Programme(FISP)

- How many women have access to FISP compared to men?
- How many women with disabilities compared to their male folk have access to FISP?
- How the FISP programme is being administered in the project areas?
- What factors inhibit women from accessing FISP?
- Are there equal opportunities for both women and men to access the FISP?
- How has the FISP improved the livelihoods of the women that have accessed it?

b. Land Policy and Act

- Are women aware of their entitlement to land?
- How many women own land?
- How many women with disabilities own land compared to men with disabilities?
- How many women own land jointly with their spouses?
- What documentation do they have that entitles them to that land?
- How did they acquire the land?
- Are women aware of the Land Policy and Act?
- Collect data on Traditional leaders and Councils in their role in land administration

4.0 Applying Organizations'/Individual Contact Details

Name of Organisation	
Postal address	
Physical address	
Telephone numbers	
E-mail address	
Name of contact person	
Email of contact/Email	

5.0 Brief on the organisation

5.1 Summary/Description

[Provide a summary description of your organisation indicating year of establishment / registration, main mission or purpose, your organisation's role in research and development, current activities, and recent achievements - maximum 3 pages]

5.2. Staffing levels (key management positions) and their qualifications and experiences related to the proposed work (Max 1.5 Page)

5.3. How your organisation meets the requirements of the consultancy

5.3.1. *[Describe how your organisation proposes to undertake the work (Max 3 pages).*

5.3.2 *Methodological approach to data collection (Max 3pages)*

The proposed methodology regarding data collection and the subsequent qualitative and quantitative data analysis should be clear and systematic. Types of research tools to be used for data collection should be clearly stated including the advantages, disadvantages and how you can mitigate such challenges to ensure quality of data.

6.0 Capacity and Record of Accomplishment

[List the typical research/activities you have undertaken in the last three years that demonstrate your organisation's experience in baseline surveys and research and what it has been able to achieve.] – (Max 3 pages)

NB: Remember to attach photocopies of contracts that you have been awarded so far. (Attach as appendices).

7.0 Curricula vitae (CVs)

Curricula vitae (CVs) of the experts designated for the project. The CVs should cover the following points in the given order:

Name, date of birth, nationality, professional training / higher education, professional experience specifying the employer, duration of employment, scope of duties, management experience and scope, particular professional skills as well as publications by the candidates if applicable.

8.0 Tasks

The consultant will be required to undertake the following tasks;

- i. Avail the Inception Report which is to include a detailed work plan, background of the survey, policies and legal framework, stakeholders/institutions in service provisions, the proposed methodology and also indicators for survey upon which the data collection tools will be based.
- ii. Review the NGOCC 2013- 2017 Strategic Plan, EU Project document and relevant national documents on FISP, Land Policy and Act
- iii. Design tools for data collection. The tools should be able to capture the relevant information regarding the baseline survey
- iv. Following data at district level :
 - Factors which contributes to women access to FISP and Land

- The availability, accessibility of FISP and Land
 - Information gathering in relation to Knowledge and access to FISP and Land
- v. Carry out a baseline survey in the project selected areas using the developed data-collection tools
 - vi. Write and submit hard and soft copies of the Final Report
 - vii. Disseminate the collected data to NGOCC member organizations and other stakeholders

9.0 Scope of work of the Consultant

1.	Finalise the design of the baseline study in close cooperation with NGOCC staff (agree on sample size, development of questionnaires, final methodology for data collection and analysis)
2.	Desk review of existing data and information on FISP and Land including Land policy and Act
3.	Design of research tools for data collection at area level on FISP and Land and subsequent presentation to NGOCC
4.	Data collection in selected project areas
5.	Analyse the data
6.	Preparation of Preliminary Report
7.	Revision and preparation of Draft Report
8.	Compilation and submission of Final Report
9.	Disseminate findings to NGOCC, its members and other stakeholders

10.0 Consultancy Deliverables/Output

The consultant is requested to produce a report in relation to the status quo of the above stated objective of the baseline survey.

- ✓ A well designed survey questionnaire to capture data on Women access to FISP and Land

- ✓ Additionally the consultant is requested to provide the raw data, meaning the filled-out questionnaires and interview records as well as the data record by 30th March 2017
- ✓ The draft report is to be submitted to the Executive Director-NGOCC by the consultant not later than (15th April 2017)
- ✓ The final report has to be submitted by 30th April 2017, 2 hard copies and electronic copies (CD) of Final Report outlining required quantitative and qualitative data in a clear and structured manner

11.0. Duration of the Consultancy

The consultancy will take place in the period of April to June 2017 as the final report is due on 1st July 2017.

The amount of working days depends on the number of team members working on the survey (especially concerning the data collection).

12.0 Timeframe and work plan (2pages)

The Consultants must develop proposed research proposals and work-plan, state time frame that will be agreed upon with NGOCC

13.0 Budget (Fees and Cost Estimates)

The consultant must provide a detailed technical and financial proposal based on the Terms of Reference. (This is a draft budget and should be clear and simple). It is important to assign specific responsibilities to all expertise to be involved and their costs.

14.0 Qualification Required

- ✓ Master's Degree in Agriculture, Statistics, Social Sciences, Demography,
- ✓ Knowledge in Gender and Development, M&E and/or related subjects is an added advantage

- ✓ Significant experience in undertaking baseline surveys, rapid assessments and evaluations in national programs related issues especially FISP and Land administration
- ✓ Significant experience in collecting and analyzing qualitative and quantitative data
- ✓ Proven evidence of producing high quality assessment or evaluation reports within tight Timeframes