



REQUEST FOR PROPOSAL

CONSULTANCY BASELINE STUDY-COMMUNITY BASED ADAPTATION: SCALING UP COMMUNITY ACTION FOR LIVELIHOODS AND ECOSYSTEMS IN SOUTHERN AFRICA AND BEYOND(CBA-SCALE SOUTHERN AFRICA+)PROJECT

RFP DOCUMENT # ZMB03 -2609

RFP ISSUE DATE: MARCH 29, 2024

PROPOSAL SUBMISSION DEADLINE : APRIL 8, 2024

**CARE ZAMBIA
9 CHITEMWIKO CLOSE
KABULONGA,LUSAKA**

CONFIDENTIAL DOCUMENT



PROPERTY OF CARE®

*REQUEST FOR PROPOSAL
CONFIDENTIAL*

*PREPARED BY
CARE®*



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1. ABOUT CARE

At CARE, we seek a world of hope, inclusion, and social justice, where poverty has been overcome and people live with dignity and security.

This has been our vision since 1945, when we were founded to send lifesaving CARE Packages® to survivors of World War II. Today, CARE is a leader in the global movement to end poverty. We put women and girls in the center because we know we cannot overcome poverty until all people have equal rights and opportunities. In 2019, CARE worked in 100 countries and reached 70 million people with an incredible range of life-saving programs.

To know more about CARE, visit: <https://www.care.org/our-work/>

2. GENERAL CONDITIONS AND CLAUSES

2.1. CARE'S GENERAL CONDITIONS

The enclosed document is not an offer to contract, but a solicitation of a vendor's proposed intent. Acceptance of a proposal in no way commits CARE to award a contract for any or all products and services to any vendor.

CARE reserves the right to make the following decisions and actions based on its business interests and for reasons known only to CARE:

- To determine whether the information provided does or does not substantially comply with the requirements of the RFP
- To contact any bidder after proposal submittal for clarification of any information provided.
- To waive any or all formalities of bidding
- To accept or reject a proposal in whole or part without justification to the bidder
- To not accept the lowest bid
- To negotiate with one or more bidders in respect to any aspect of submitted proposal
- To award another type of contract other than that described herein, or to award no contract;
- To enter into a contract or agreement for purchase with parties not responding to this RFP
- To request, at its sole discretion, selected Vendors to provide a more detailed presentation of the proposal
- To not share the results of the bids with other bidders and to award contracts based on whatever is in the best interest of CARE.



Any material statements made orally or in writing in response to this RFP or in response to requests for additional information will be considered offers to contract and should be included by vendor in any final contract.

2.2. CONFIDENTIALITY/ NON-DISCLOSURE

All information gained by any vendor concerning CARE work practices is not to be disclosed to anyone outside those responsible for the preparation of this proposal. Any discussion by the vendor of CARE's business practices could be reason for disqualification. CARE, at their discretion, reserves the right to require a non-disclosure agreement.

Reciprocally, CARE commits that information received in response to this RFP will be held in strict confidence and not disclosed to any party, other than those persons directly responsible for the evaluation of the responses, without the express consent of the responding vendor.

Finally, the information contained within this RFP is confidential and is not to be disclosed or used for any other purpose by the vendor.

2.3. PUBLICITY

Any publicity referring to this project, whether in the form of press releases, brochures, or photographic coverage will not be permitted without prior written approval from CARE.

2.4. LIABILITY

The selected vendor(s) will be required to show proof of adequate insurance at such time as CARE is prepared to procure the services. The participating vendor will also be required to indemnify and hold harmless CARE for, among other things, any third-party claims arising from the selected vendor's acts or omissions, and will be liable for any damage caused by its employees, agents or subcontractors.

2.5. FORCE MAJEURE

- a. Neither Party shall be responsible for a performance that is delayed, hindered, or is rendered inadvisable, commercially impracticable, illegal, or impossible by a "Force Majeure Event." A Force Majeure event includes, without limitation, an act of nature, a pandemic, emergency, civil unrest or disorder, actual or threatened terrorism, war, fire, governmental action or interference of any kind, power or utility failures, strikes or other labor disturbances, a health warning issued by the Center for Disease Control (or similar agency), any other civil or governmental emergency and/or any other similar event beyond a Party's reasonable control.
- b. The Party that seeks to invoke this Force Majeure provision (the "Affected Party") shall provide the other Party (the "Unaffected Party") with a written notice within ten (10) days of the date the Affected Party determines a Force Majeure Event has occurred.



2.6. ERRORS AND OMISSIONS

CARE expects the vendor will provide all labor, coordination, support, and resources required based on the vendor's proposal and corresponding final SOW. No additional compensation will be available to the vendor for any error or omission from the proposal made to CARE. The only exclusions are add-ons, deletions, and/or optional services for which the vendor has received written authorization from CARE.

2.7. OWNERSHIP OF WORK

All work created during this evaluation must be original work, and no third party should hold any rights in or to the work. All rights, title and interest in the work shall be vested in CARE.

2.8. CONFLICT OF INTEREST

CARE encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to CARE if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFP.



3. COMPANY PROFILE & BIDDER'S DECLARATION

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of your proposal. No alterations to its format shall be permitted and no substitutions shall be accepted.

3.1. COMPANY PROFILE

Table 4.1.A Previous Work with CARE

Have you already had previous transactions with CARE?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
If marked "Yes", please provide the year of the latest transaction with CARE and the requirement that was delivered. (This is to inform everyone that this information is for system checking only. This will not be part of any evaluation process.)		
If you marked, "No" on the table above, please answer the Table 4.1.A. below:		

Table 4.1.B Other Information

Item Description	Detail(s)
Legal name of bidder	
Legal Address, City, Country	
Website	
Year of Registration	
Company Expertise	
Bank Information (Please answer below)	
Bank Name:	
Bank Address:	
IBAN:	
SWIFT/BIC:	
Account Currency:	
Bank Account Number:	

Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details	Contract Value	Period of activity	Types of activities undertaken



3.2. BIDDER'S DECLARATION

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: By submitting this Proposal/Quote, I/we guarantee that the bidder has not engaged in any improper, illegal, collusive, or anti-competitive arrangements with any competitors; has not directly or indirectly contacted any buyer representative (aside from the point of contact) or gather information regarding the RFP; and has not attempted to influence or offer any type of personal inducement, reward, or benefit to any buyer representative.
<input type="checkbox"/>	<input type="checkbox"/>	I/We affirm that we will not engage in prohibited behavior or any other unethical behavior with CARE or any other party. We also affirm that we have read the general clause and conditions included in this RFP and that we will conduct business in a way that avoids any financial, operational, reputational, or other undue risk to CARE.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential or perceived Conflict of Interest in submitting this Proposal/Quote; or entering into a Contract to deliver the Requirements. CARE Procurement's Point of Contact will be notified right away by the bidder if a conflict of interest occurs during the RFP process.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal issues that could hinder the ability to conduct business.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Proposal/Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any proposal you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorized by the Organization/s to make this declaration on its/their behalf

Supplier Name:	
Title/Designation:	
Company Name:	
Date:	
Signature	



4. CONDITIONS AND GUIDELINES FOR SUBMISSION OF PROPOSAL

4.1. PROPOSOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process.

Proposals will be accepted until **3:00 PM APRIL 8, 2024, delivered via email solely to ZMB.Procurement@care.org**, no later than the above specified date.

Any proposals received after this date and time will not be accepted. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the CARE legal department, and will include scope, budget, schedule, and other necessary items pertaining to the project.

You must respond to every subsection including statement, question, and/or instruction without exception.

Any verbal information obtained from, or statements made by representatives of CARE shall not be construed as in any way amending this RFP. Only such corrections or addenda as are issued in writing by CARE to all RFP participants shall be official. CARE will not be responsible for verbal instructions.

4.2. PROJECT PURPOSE AND DESCRIPTION

CARE is issuing this RFP (Request for Proposal) soliciting qualified bidders to submit proposals intended for the CBA SCALE BASELINE STUDY.

This RFP is an invitation to bid, not an offer of contract. Bidders must submit a response that complies with the minimum requirements contained herein.

4.3. PROJECT OVERVIEW

CARE is seeking a consultant to submit proposals intended for the Community Based Adaptation: Scaling Up Community Action For Livelihoods and Ecosystems in Southern Africa and Beyond.



Requirement & Specs	Qty.	Unit of Measurement	Required Delivery Lead Time	Delivery Address	Contract Period

[Refer to Terms of Reference Provided below this Request for Proposal.]

1.	Payment Terms	30 Days upon Receipt of services or as will be stated in the signed consultancy contract.
2.	Quotation Validity	The quote needs to be valid for 90 days to cover all the days from bidding up to the award process. However, once the contract has been released, it shall be valid for the same coverage as reflected in the requirement above.

4.4. PROJECT TIMELINE

All bidders are advised to strictly follow the below timeline as noted.

Any technical questions arising during the preparation of your response to this RFP should be submitted in writing via email to ZMB.Procurement@care.org no later than **April 7, 2024**.

Schedule of Activities/ To-do	Date of the Activity/ Deadline of Submission	Responsible	Remarks
RFP Issued	[MARCH 29, 2024]	CARE	
Supplier to notify CARE of intention to participate in bidding	N/A	Supplier	Deadlines must be strictly observed.
Deadline for submission of clarification questions to CARE	[APRIL 05, 2024]	Supplier	Deadlines must be strictly observed.
CARE to answer all clarifications	[APRIL 06, 2024]	CARE	
Supplier's Deadline of Submission of Proposal	[APRIL 8, 2024]	Supplier	Deadlines must be strictly observed.
Evaluation of Proposal	From [APRIL 9, 2024] to [APRIL 12, 2024]	CARE	
Vendor presentation (if required)	TBA	Supplier	
Finalists selected	[APRIL 12, 2024]	CARE	Upon notification, the contract negotiation with the winning bidder will begin immediately.



4.5. PROJECT REQUIREMENTS

a. Technical Requirements
a.1 Technical Proposal of the Product

REQUIREMENTS		Provide the necessary details. Attach document or provide separate sheet if needed.
A. Overall Proposal Suitability		
1	Please see the Scope of Work and any other required specifications for this project.	
2	Provide Delivery Lead Time	
3	Provide after-sales service (if applicable)	
4	Ability to provide sample (if applicable)	
5	Provide Warranty Period	N/A
	(Any additional requirement that is deemed necessary for "Previous Works & Awards" Category)	

REQUIREMENTS		Provide the necessary details. Attach document or provide separate sheet if needed.
B. Previous Works and Awards		
1	Provide 3 or more client experiences or testimonials (References whose environment, size, and scope are most similar to CARE. Include a summary of the work completed for each account. Include reference contact names, with telephone numbers and email addresses.)	
2	Provide previous records of performance and service.	
3	Provide citations and awards. This encompasses reviewing the citations and awards a vendor has received from other customers and award-giving bodies.	
4	Provide any testimonials, survey response/s from previous buyers and/or partners.	
5	(Any additional requirement that is deemed necessary for "Previous Works & Awards" Category.)	



REQUIREMENTS		Provide the necessary details. Attach document or provide separate sheet if needed.
C. Technical Expertise and Organizational Experience		
1	Provide 5 Availability of vendor's representatives to call upon and consult with.	
2	Any proof that the vendor has the Ability to render satisfactory service in this instance.	
3	Provide Years of experience in providing the same requirement to other companies.	
4	Provide the latest audited Financial Statement	
5	(Any additional requirement that is deemed necessary for "Technical Expertise and Organizational Experience.	

REQUIREMENTS		Provide the necessary details. Attach document or provide separate sheet if needed.
D. Others		
1	Provide any relative requirements which were not mentioned above.	N/A

b. VALUE & COST (Financial Requirements)

(Provide below requirements, payment terms, etc., if there's any) (in Excel File) to be used for your financial bid.

Compliance with Requirements

	Yes, we will comply	No, we cannot comply	If marked as "No", please provide counter proposal
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	
Warranty Period (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	
Payment Terms (30 Days)	<input type="checkbox"/>	<input type="checkbox"/>	
Other Requirements (Please specify)	<input type="checkbox"/>	<input type="checkbox"/>	

4.6. EVALUATION CRITERIA

CARE will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:



- **Overall Proposal Suitability:** proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- **Previous Work and Awards:** Bidders will be evaluated on examples of their work pertaining to the requirement as well as client testimonials and references
- **Technical Expertise and Organizational Experience:** Bidders must provide descriptions and documentation of staff technical expertise and experience. Bidders also need to provide their experiences as an organization which include but not limited to years of experiences, financial stability, expertise, and edge to other competitors.
- **Value and Cost:** Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project.

CARE will review proposed budgets and pricing after the initial review of the criteria above.*

COMMUNITY-BASED ADAPTATION: SCALING UP COMMUNITY ACTION FOR LIVELIHOODS AND ECOSYSTEMS IN SOUTHERN AFRICA AND BEYOND (CBA-SCALE SOUTHERN AFRICA+) PROJECT

TERMS OF REFERENCE – CONSULTANT FOR BASELINE STUDY IN ZIMBA DISTRICT.

Lead: PROGRAM QUALITY UNIT (CARE ZAMBIA)
Location: Zimba district of Southern Province -Zambia
Duration: 18 days
Start Date: 15th April 2024

BACKGROUND

Currently working in 104 countries across the globe, CARE International works to save lives, defeat poverty and achieve social justice. CARE aims to tackle underlying causes of poverty and injustice. Gender inequality is a key driver of poverty and one of the widespread forms of injustice, galvanizing CARE's resolve to put gender at the centre of our work. This understanding has inspired CARE's 2030 vision which aims to contribute to lasting impact at scale in poverty eradication and social justice with a focus on the following impact areas: Health; Water, food, and nutrition; Women's economic justice; Climate justice; Gender Equality; and Humanitarian Action. We work in partnership with communities, local government authorities, central government, civil society, funding agencies and like-minded international NGOs to implement innovative and scalable interventions as well as to influence strategic decisions that strengthen programme effectiveness and policy.

IMPLEMENTING PARTNERS

CARE's longstanding presence and active involvement in development efforts in Zambia since 1992 has afforded it a unique position in the delivery of development programs among them health, nutrition, early childhood development, OVC programming and other developmental

interventions. To achieve sustainability of its interventions and ensure true ownership in communities of the processes supported by our work, CARE Zambia works with existing community structures and engages participating communities to increase their capacities to be responsive to their developmental challenges, throughout the cycle of project identification, implementation, and evaluation.

The sub-partner, **NUTRI-AID TRUST (NAT)** – is a Zambian company limited by guarantee - is a recognized organization with expertise in agribusiness development and supply/value chain approaches for small-scale rural entrepreneurs in Zambia. Nutri Aid Trust envisions a leading local organization sustainably providing enterprise development to agricultural SMEs in the region. They exist to develop, strengthen, and build the capacity of the agriculturally based SMEs to feed into a sustainable climate-smart agricultural production and improve food and nutrition security impacting the farming community.

The sub-partner, **Alliance for Nutrition and Reconstruction (ANR)** is a local organization based in Southern Province, Zambia. We have partnered with ANR to work towards a shared vision of improving livelihood and food security in the local community. ANR has been in operation for over 10 years. They work in Choma, Kalomo and Namuswa districts of Zambia, facilitating the small-scale development of processed food products (including wild mushrooms, dried bananas, and mangoes) at the village level.

CBA (COMMUNITY-BASED ADAPTATION) SCALE PROJECT DESCRIPTION

CARE International in Zambia and its programme partners will implement a BMU-IKI-funded project: Community-Based Adaptation: Scaling up Community Action for Livelihoods and Ecosystems in Southern Africa and Beyond (CBA-SCALE Southern Africa+) between 2023 and 2028. The overall objective of the intervention is to build climate resilience, including the integration of adaptation (incl. disaster risk reduction) in policies, planning and budgets at different levels; promote actions to build climate resilience and address climate risks in key sectors such as water, agriculture, fisheries; strengthening climate information, early warning, and disaster management systems; and ecosystem and biodiversity protection; among others. The expected outcome of the project is increased resilience to climate change, for all genders and social groups, in all 12 wards of the Zimba district. Inclusive, gender-responsive and nature-based planning and implementation of CBA actions will target all the 12 wards of the Zimba district in managing climate-related risks to human security, livelihoods, and food security.

The project intervenes at multiple levels to scale up CBA implementation, an effective strategy for building resilience to climate change in an inclusive, gender-responsive, and nature-based manner. We aim that 100 communities in Mozambique, Zambia and Zimbabwe are actively

managing climate-related risks related to human security, livelihoods, and food security (Outcome). We will work with communities to support CBA planning and implementation, with a strong emphasis on building local capacities beyond the life of the project. Alongside direct engagement of communities and local organisations in CBA planning and implementation (Output 1), we will work with national and sub-national decision-makers to ensure that policies, plans, and resources are in place for implementation of CBA actions at scale over the longer term (Output 2). The impact in the three countries will be amplified by documentation and dissemination of learning through a variety of channels, including media, knowledge products, peer learning processes and outreach at national, regional, and international events (Output 3).

PROJECT GOAL

The overall goal of the CBA SCALE+ project is to ensure that People of all genders and social groups in Southern Africa are resilient to the impacts of climate change.

PROJECT OBJECTIVES

The following are the specific objectives of the CBA-SCALE+ project.

- Integrate adaptation and disaster risk reduction measures into policies, planning, and budgets at various administrative levels within Zimba District.
- Promote and support actions that build climate resilience and address climate risks in key sectors such as water, agriculture, and fisheries.
- Strengthen climate information, early warning, and disaster management systems within Zimba District.
- Enhance ecosystem and biodiversity protection initiatives to mitigate the impact of climate change on the environment.

THE PURPOSE AND SCOPE OF BASELINE STUDY

The purpose of the baseline study is to provide a comprehensive understanding of the current climatic resilience, adaptation, disaster risk reduction, and gender dynamics in Zimba District, as part of the "Community-Based Adaptation: Scaling up Community Action for Livelihoods and Ecosystems in Southern Africa and Beyond (CBA-SCALE Southern Africa+)" project. This study aims to establish baseline values, offering key insights into the existing conditions and challenges faced by the communities in Zimba District in the context of climate change. By assessing the integration of adaptation measures, disaster risk reduction efforts, and gender-specific impacts, the baseline study will inform the development and implementation of targeted strategies, policies, and interventions. Additionally, the study will play a crucial role in measuring the project's impact over time, providing a baseline against which future progress and success can be measured.

The scope of the baseline study encompasses a multidimensional analysis, including a gender analysis, an examination of current socio-economic conditions, existing infrastructure, and available resources in Zimba District. Key components include assessing gender dynamics about climate change impacts and adaptation strategies, evaluating the integration of adaptation and disaster risk reduction in policies and planning, and understanding the status of climate information systems and ecosystem protection initiatives. The study will engage diverse stakeholders, including community members, local authorities, and project partners, ensuring a holistic understanding of the current state of climatic resilience in the district. The findings will guide the development of targeted interventions and contribute to the overarching goal of enhancing resilience to climate change for all genders and social groups in Zimba District.

SPECIFIC OBJECTIVES OF THE BASELINE STUDY:

- Assess the current state of climatic resilience, adaptation, and disaster risk reduction in the Zimba district.
- Examine gender dynamics related to climate change impacts, adaptation strategies, and disaster risk reduction.
- Establish baseline data for key indicators related to the integration of adaptation in policies, planning, and budgets.
- Identify existing climate information, early warning, and disaster management systems in the district.
- Understand the status of ecosystem and biodiversity protection initiatives.
- Make recommendations of key programmatic priorities and approaches through key informant interviews with stakeholders such as government staff and community leaders.

APPROACH AND METHODOLOGY

The study will employ a cross-sectional mixed methods approach to collect data. The study will take into consideration the following key aspects:

1. **Desk Review:** Conduct an extensive desk review.
2. existing literature, reports, and relevant documents related to climatic conditions, adaptation strategies, disaster risk reduction, and gender dynamics in Zimba District. This initial review will provide a foundation for understanding the historical context and existing knowledge.
3. **Quantitative Data Collection:**



- **Surveys:** Administer surveys to a representative sample of the population in Zimba District to gather quantitative data on socio-economic factors, climate change impacts, and existing adaptation measures.
 - **Climate Data Analysis:** Analyze historical climate data to identify trends and patterns, helping to understand the impact of climate change on the district.
4. **QUALITATIVE DATA COLLECTION:**
- **Key Informant Interviews:** Conduct interviews with key stakeholders, including community leaders, local authorities, and representatives from CARE, Nutri-Aid Trust, and other relevant organizations. These interviews will provide qualitative insights into community perspectives, challenges, and opportunities.
 - **Focus Group Discussions:** Organize focus group discussions with community members to explore in-depth perspectives on gender dynamics, community-level adaptation strategies, and perceived vulnerabilities.
5. **Gender and Power Analysis:** Integrate a gender-responsive approach throughout the study, ensuring that data collection methods consider the distinct roles, needs, and vulnerabilities of men, women, and other gender groups. Analyze the data through a gender lens to provide insights into gender-specific impacts and opportunities.
6. **Policy and Planning Assessment:** Evaluate existing policies, plans, and budgets at different administrative levels within Zimba District to understand the integration of adaptation and disaster risk reduction. This will involve document analysis and, where possible, interviews with relevant policymakers and planners.
7. **Field Visits and Observations:** Conduct field visits to observe firsthand the local context, community infrastructure, and ongoing adaptation initiatives. These visits will complement survey and interview data with direct observations and community engagement.

KEY DELIVERABLES AND ESTIMATED TIMEFRAME:

The Consultant will be responsible for the following deliverables:

Activity	Deliverable	Responsible	Approximate number of days
Development of study protocols for Ethics Review including sampling strategy.	Study protocols	Consultant	3 Days
Quantitative Data Analysis and Verbatim Transcription of Qualitative Data	Qualitative Transcripts, and quantitative data analysis	Consultant	5 Days

Preparation of the Baseline Evaluation Report and GPA report	Baseline & GPA Reports	Consultant	8 Days
Develop findings presentation	Presentations	Consultant	1 Day
Facilitate results' sense-making, validation, and dissemination meetings			1 Day
Total Number of Days			18 Days

QUALITATIVE GENDER DATA COLLECTION:

- Focus group discussions guided by semi-structured open-ended questions will examine knowledge, attitudes and practices regarding climate resilience, natural resources management, eco-systems, and gender-related factors. The Consultant will conduct FGDs (focus group discussions), IDIs and KIIs (Key Informant Interviews) in the Zimba district.

DELIVERABLES:

- FGD/KII/IDI guides in English and translated into local language.
- Selection and training of facilitators on do no harm, obtaining consent, confidentiality, FGD/KII methodology and FGD/KII guides
- Conduct and supervise FGDs/KII/IDI
- Taped/recorded voice conversations of the FGDs/KII/IDI

Verbatim transcription and translation of documents/files of the FGDs/KII/IDI .

The rest of the activities will be undertaken internally by CARE International, i.e.; development of data collection tools among others, and field data collection while the consultant will provide services on the following;

- **Study protocol development, including sampling strategy for Ethics Review**
- **Quantitative Data Analysis and Verbatim Transcription of qualitative data**
- **Preparation of the Baseline Evaluation Report and Gender Power Analysis report**
- **Facilitate results' sense-making, validation, and dissemination meetings.**

KEY DATA REQUIRED

- Socio-economic Indicators: Demographic data, income levels, and educational attainment of the population in Zimba District.
- Infrastructure and Resources: Assessment of existing infrastructure, natural resources, and community assets.

- **Climate Change Impacts:** Identification of current climate change impacts on the community, including extreme weather events, temperature changes, and precipitation patterns.
- **Gender Dynamics:** In-depth analysis of gender-specific vulnerabilities, roles, and adaptive capacities related to climate change.
- **Policy and Planning Integration:** Evaluation of the extent to which adaptation and disaster risk reduction are integrated into policies, planning, and budgets at different administrative levels.
- **Climate Information Systems:** Assessment of the effectiveness of existing climate information, early warning, and disaster management systems.
- **Ecosystem and Biodiversity Protection:** Evaluation of ongoing initiatives and challenges related to the protection of ecosystems and biodiversity in the district.

Collecting this key data will provide a robust foundation for understanding the current climate-related landscape in Zimba District, enabling targeted and evidence-based interventions to enhance community resilience.

The results of the study will be used for several purposes; of these three key purposes are as follows:

1. **Informed Decision-Making:** The data collected will provide stakeholders, including project implementers, local authorities, and community leaders, with a comprehensive understanding of the current state of climatic resilience, adaptation, disaster risk reduction, and gender dynamics in Zimba District. Informed decision-making will be essential for designing and implementing effective interventions, allocating resources strategically, and tailoring policies and plans to address the specific needs and challenges identified in the study. The study results will serve as a critical resource for decision-makers to make evidence-based choices that contribute to the overall success and sustainability of the "Community-Based Adaptation: Scaling up Community Action for Livelihoods and Ecosystems in Southern Africa and Beyond (CBA-SCALE Southern Africa+)" project.
2. **Performance Monitoring and Evaluation:** The baseline study results will serve as a benchmark for ongoing monitoring and evaluation throughout the project's lifecycle. By establishing a baseline against which future progress can be measured, the study results will enable project implementers and stakeholders to assess the effectiveness of interventions over time. Performance indicators related to climatic resilience, adaptation measures, disaster risk reduction, and gender dynamics will be regularly monitored, allowing for adjustments and refinements to project strategies based on the evolving needs and circumstances in Zimba District. This continuous monitoring

and evaluation process will contribute to the project's adaptability and its ability to achieve its intended outcomes.

- 3. Evidence-Based Advocacy and Reporting:** The baseline study results will be instrumental in supporting evidence-based advocacy efforts and reporting. Stakeholders, including CARE International, Nutri-Aid Trust, and other project partners, can use the findings to advocate for policy changes, increased resource allocation, and broader community engagement. The evidence generated from the study will be a powerful tool for raising awareness about the challenges and opportunities related to climatic resilience and adaptation in Zimba District. Additionally, the results will contribute to transparent and accountable reporting to funders, government entities, and the wider public, demonstrating the impact of the project and the prudent use of resources in addressing climate-related issues in the community.

ROLES AND RESPONSIBILITIES

The baseline study will be conducted in the Zimba district of Zambia managed by the Program Quality & Impact unit at CARE Zambia Head Office. The PQ Unit will manage and oversee the Consultant involved in daily evaluation activities assigned. The specific roles and responsibilities are outlined below:

1. Planning:

- **Coordinate Ethics Approval Process:** CARE International takes a lead role in coordinating the ethics approval process for the baseline study. Facilitate the submission of necessary documentation for ethics approval and coordinate with relevant ethics review boards or committees to obtain approval.
- **Review and Understand the Project Context:** Gain a thorough understanding of the project's goals, objectives, and the context of Zimba District.
- **Review Terms of Reference (ToR):** Familiarize yourself with the detailed terms of reference, including the scope, objectives, and expected deliverables of the baseline study.
- **Develop a Work Plan:** Create a detailed work plan outlining the tasks, milestones, and timelines for the baseline study. Ensure alignment with the project's overall timeline.

2. Preparatory Phase:

- **Engage Stakeholders:** Establish communication with relevant stakeholders, including CARE International, Nutri-Aid Trust, local authorities, and community representatives.
- **Coordinate with Field Teams:** Collaborate with field teams, enumerators, and local coordinators to ensure everyone is well-informed and prepared for data collection.

3. Analysis and Synthesis:

- **Data Analysis:** Conduct both quantitative and qualitative data analysis, applying appropriate methodologies and statistical techniques.
- **Synthesize Findings:** Synthesize key findings, identify patterns and trends, and draw connections between different aspects of the study.

4. Reporting:

- **Prepare Baseline Study Report:** Compile a comprehensive report summarizing key findings, challenges, and recommendations. Ensure the report aligns with the terms of reference and is presented in a clear and accessible format.
- **Gender-Analysis report:** Integrate a gender-responsive analysis, highlighting specific vulnerabilities, strengths, and recommendations for gender-inclusive strategies.

5. Stakeholder Communication:

- **Regular Updates:** Provide regular updates to project coordinators and relevant stakeholders on the progress of the baseline study.
- **Communication of Findings:** Communicate study findings to stakeholders, ensuring that the results are understandable and actionable.

6. Ethical Considerations:

- **Ensure Ethical Practices:** Uphold ethical considerations throughout the study, including maintaining confidentiality, and respecting cultural norms.
- **Address Ethical Challenges:** Proactively address and navigate any ethical challenges that may arise during the study.

7. Finalization and Presentation:

- **Finalize Deliverables:** Ensure all deliverables, including the baseline study report and raw data, are finalized, and submitted according to the agreed-upon timeline.
- **Presentation of Findings:** Present key findings to stakeholders, providing an opportunity for questions and discussions.

OWNERSHIP AND DISCLOSURE OF DATA/INFORMATION

All documents, project designs, drawings, data, and information shall be treated as confidential and shall not be shared without the written approval of CARE or be made available to any third party. In addition, the consultant(s) formally undertakes not to disclose any parts of the confidential information and shall not, without the written approval of CARE, be made available to any third party. The utilization of the reports, training materials and protocols is solely at the decision and discretion of CARE. All the documents containing both raw data/materials provided by CARE and the final report, both soft and hard copies, are to be returned to CARE upon completion of the assignment. All documentation and reports written

as, and because of the research or otherwise related to it, shall remain the property of CARE. No part of the report shall be reproduced except with the prior, expressed, and specific written permission of CARE.

CONSULTANT QUALIFICATIONS

The interested Consultant should have a long history of experience in a mix of natural sciences and social sciences with preferred background and experience in gender. He/ She must have the following skills and qualifications:

- PhD/MSc level
- Expertise in quantitative and qualitative data collection and analysis
- Sound knowledge and practical experience in fields of social sciences and gender
- Proven ability to manage large teams of Enumerators
- Experience with using digital data collection for similar surveys
- Experience designing databases, performing data entry and data analysis
- Experience in Gender programming in agriculture and climate will be an added advantage.
- Ability to supervise and manage data entry for quality control
- Practical experience of using statistical methods with SPSS or STATA
- Desired experience with qualitative software such as NVivo or Atlasti.

PROPOSAL SUBMISSION REQUIREMENTS

A technical and financial proposal based on these Terms of Reference (ToR) is requested from individual Consultants or Consulting firms. The proposal should contain:

- A technical proposal with a detailed plan of action for fieldwork indicating staff days required.
- Specific roles and responsibilities of the team leader, supervisory chain, and other core members of the evaluation team
- Schedule of key activities
- Detailed budget in local currency
- Updated CV of Team Leader and other core members of the Evaluation Team
- Sample of past works / reports

PROPOSAL SUBMISSION TIMELINE

Interested applicants should electronically submit both Technical and Financial proposals by **Monday 8th April 2024 at 5 pm** Zambia time through email to **ZMB.Procurement@care.org**



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