



HOUSEHOLD SURVEY FOR THE EKNA PROJECT
REQUEST FOR PROPOSAL

Issue Date: 5th September, 2023

Closing date and time: 12th September 2023, 17:00 PM CAT

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I. GENERAL INFORMATION

I.1. Background

The Eastern Kafue Nature Alliance Project is a five-year (2021-2026), USAID-funded Cooperative Agreement, implemented by The Nature Conservancy (TNC) and leveraged by an additional private company, Kashikoto Conservancy Limited. This project is implemented on the eastern boundary of the Kafue National Park. Across the landscape, poverty-driven threats to biodiversity, combined with under-resourced area management, have resulted in high poaching rates, forest clearing, overfishing, and destructive wildfires. To tackle these challenges, an alliance of private and non-profit organizations is working with the USAID and the Government of Zambia (GRZ) to address systemic challenges to prosperity and biodiversity conservation in and around Mumbwa, Namwala, Nkala, and Lunga Luswishi GMAs.

The objectives are to improve the protection and management of wildlife, forests, and fisheries and increase the incomes and well-being of local communities by addressing constraints to the development of inclusive agriculture and ecosystem-based markets. This will be achieved, through among others, the development and strengthening of community resource management governance structures, the enhancement of community tenure and rights over natural resources, and the use of these rights to engage and partner with the private sector in the development of a 'conservation economy' in the biodiversity-rich, eastern Kafue landscape.

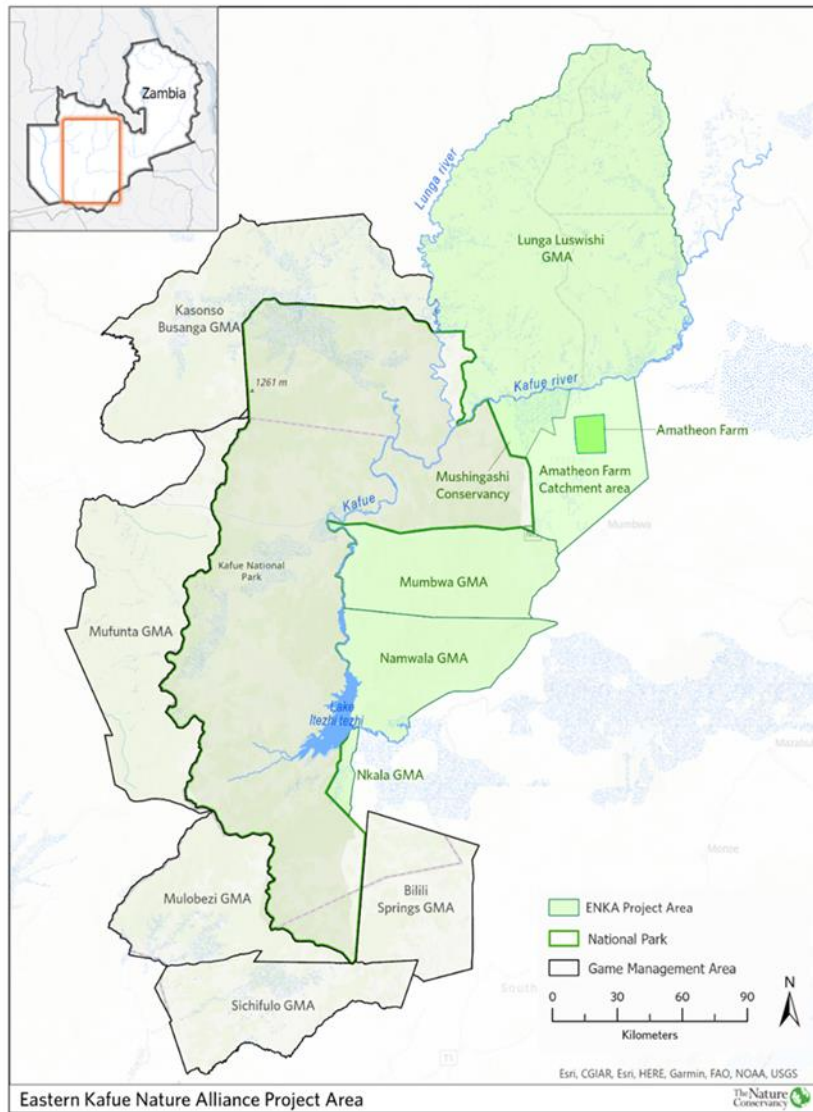
I.2. Purpose of the assignment

The household survey aims to establish baselines for the project indicators. EKNA will use the baseline survey findings to assess progress toward the achievement of the project's outcomes. For project indicators please refer to Annex I.

I.3. Scope

The geographic scope is the GMAs on Eastern side of the Kafue National Park i.e Lunga Luswishi, Mumbwa, Namwala, and Nkala. Within the 4 GMAs, the survey will target all the households that have been registered under the EKNA agriculture and enterprise initiatives.

The target is 6500 farmer households (2000 mumbwa, 1814 Namwala, 386 Nkala and 2500 in Ngabwe) with the randomized selection of only 2000 farmer households to be interviewed. The survey instrument will be developed in partnership with TNC and will take not more than 30 minutes to be administered.



1.4. Procurement process

Procurement activities will be conducted in a nondiscriminatory manner with fair treatment given to all consultants. The Nature Conservancy (TNC) reserves the right to reject any and all offers for any reason whatsoever, to waive technicalities, and to pursue purchasing in a manner that is in the best interest of the organization.

1.5. Tasks

Lists tasks here

1.6. Milestones and expected deliverables

	Milestone	Task	Deliverable	Timeline (Days)
1	Inception Report	Develop a detailed methodology and timeline for the household baseline survey, including sampling plans, the data collection tools to be used, and a work plan	Approved Inception report	10
2	Stakeholder/partner engagement	Identify key stakeholders and convene a kick-off meeting with project partners to present the proposed work plan and seek feedback	Meeting summary and participants list	3
3	Baseline household income, and food security	a) Conduct household survey activities and collect baseline data on project indicators (see Annex)	Approved survey report	45
4	Draft Survey Report	b) Analyse the collected dataset including raw and clean data. The dataset must include GPS coordinates and start and end timestamp of the observations. The collection of data shall be through a reliable electronic device recording both the GPS coordinates of the households and villages.	Reviewed report, inclusive of: <ul style="list-style-type: none"> • outcomes of the survey • Photos taken • Sample Weights (if any) 	14
5	Final Survey Report	c) Submit the final survey report. The report shall include, among others, a detailed description of all pre-survey and survey activities	Approved final Household Survey Report	8

		including issues that arose during the survey, and provide the means used to resolve the issues in addition to the data findings.		
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1.7. Contractual Commitment of Proposal

The contents of submitted Proposals will be considered obligations of the successful Consultant. No information should be submitted that is not intended to be incorporated into the Proposal and any contract which may result from such Proposal. If there is any inconsistency between the terms herein and any of the other contract documents, the terms in the other contract documents shall prevail

1.8. Duration of the assignment

The assignment will be carried out within a period of ninety (80) calendar days from the date of the contract signing.

1.9. Confidentiality

Any data, documentation, or other business information furnished by or disclosed to the consultant shall be deemed the property of TNC.

1.10. Qualification and work experience

The Consultant(s) should have:

- Bachelor’s degree and five years related experience or equivalent combination.
- Thorough understanding of the household context in Zambia, and experience working with local communities and remote areas.
- Background in demography or statistics.
- Experience with mixed methodologies and designing, collecting, and analyzing qualitative and quantitative data.

- Cultural awareness and sensitivity working with local communities, mostly related to engaging vulnerable groups.
- Proficiency in English both written and spoken

1.11. Reporting arrangements

The channel of communication between the consultant and the project will be through the Chief of Party for the EKNA project, who will be responsible for communicating reports to key stakeholders.

The selected Consultant/s shall:

- Report directly to the EKNA project Chief of Party and indirectly to the MERL Specialist.
- Collaborate with the wider team members from TNC and other partners.
- Send TNC all data, information, and files pertaining to the assignment.
- Share all literature and resources that underpin his/her analysis.
- Meet biweekly via Zoom or any other platform with the TNC team and provide fortnightly updates on the progress.

1.12. Proposal information

Qualified consultants are invited to submit the following information, as a minimum, for this assignment:

- A full technical proposal
- A full financial proposal
- CV(s) with full details of relevant professional background(s) applicable to the assignment
- A letter detailing specific experience and suitability for the consultancy, as well as availability

The technical and financial proposals need to be submitted as a combined document. All price proposals shall be in US dollars.

Due Date: Electronic submissions should be sent to nabeene.kambaila@tnc.org no later than **17h00 Central Africa Time on 12th September, 2023**. The subject heading of the email should be 'ToRs for EKNA household survey by [organizational name].' Electronic copies are to be submitted in PDF, MS Word, or MS Excel formats. Proposals must be in English.

1.13. **Conflict of interest disclosure**

It is the policy of The Nature Conservancy (TNC) to identify actual, potential or perceived conflicts of interest in any situation in which TNC has a significant business interest. To assist TNC in complying with this policy, we request that all individuals and/or organizations that will be involved in a proposed transaction with TNC complete our Conflict of Interest Disclosure Form. This relates to people who will be working, directly or indirectly, to respond to this RFP, as well as may be doing the resultant work if the consultant receives the contract.

Please complete the attached Conflict of Interest Disclosure Form and send with your RFP response.

(<https://connect.tnc.org/sites/legal/Lists/resources/DispForm.aspx?ID=60>)

[The Nature Conservancy's Conflict of Interest Disclosure Form](#)

2. ANNEX: INDICATIVE LIST OF INDICATORS FOR THE SURVEY

Household-level indicators

1. Household demographics (household size, age, education level, literacy level, ethnic group, religion, and main livelihoods)
2. Household assets
3. Household incomes (farm and non-farm)
4. Household plots used for agriculture and forestry (number, size, and tenure arrangements)
5. Crops produced by season
6. Use of irrigation, improved seed varieties, fertilizer, and pesticides (if any)
7. Non-timber forest products collected (if any)
8. Food security

3. CONSULTANT QUESTIONNAIRE

Please answer each of the following questions in the space provided. If additional space is required, please continue on a separate sheet and attach it to this form.

General Information:

Company Name: _____

Company Address: _____

Contact Name: _____

Phone: _____

Email: _____

Federal ID or SSN #: _____

Years in Business: _____

Customer Information:

Please indicate if you have done business with TNC in the past and provide contact information below.
