



INTERNATIONAL RESCUE COMMITTEE - SOMALIA PROGRAM

Terms of Reference for qualitative coverage nutrition survey and assessment for targeted locations in Puntland, Galmudug and Banadir

Location: Nugal, Banadir, Mudug and Galgadud regions

Job Title: Qualitative Coverage nutrition Puntland and Galmudug and Banadir

Duration: 26 days

Background

The International Rescue Committee (IRC) founded in 1933 at the request of Albert Einstein, works with people forced to flee from war, conflict and disaster and the host communities that support them, as well as with those who remain within their homes and communities. At work today in over 40 countries and 22 U.S. cities, we aim to deliver high-quality, client-centered, cost-effective programs – on our own and with local partners. We combine the best available research with client-driven insights. We want empowerment and lasting change to be the norm not just for the people we serve, but for all those who are caught in crisis.

In nutrition, the IRC aims to strengthen health services and food systems to ensure women and children are well-nourished and protected from all forms of undernutrition. We increase access to, and continuity of, treatment for acute malnutrition through scaling up the community-based management of acute malnutrition (CMAM) and through the uptake of our cutting-edge research, whereby we're simplifying the diagnosis and treatment of malnutrition to improve access, coverage and cost-effectiveness of services.

The Give Well CMAM Cost-Effectiveness Project

The Give Well program in Burkina Faso, Chad, Niger, Somalia, and DRC aims at increasing the coverage of malnutrition treatment in a cost-effective way. Coverage estimates will thus be important in informing the cost-efficiency of programs and the reasons for sub-optimal coverage will be important for orienting the program during its 3 years of life to better address any barriers to maximize the coverage.

Coverage of the malnutrition treatment program will be estimated through a 2-stage cluster sampling survey deployed in each district. The surveys aim at estimating the percent of malnourished children currently being treated and identifying the key barriers to seeking treatment among cases not currently in treatment. The quantitative treatment coverage survey is followed by a qualitative investigation on the key barriers and enablers identified in the quantitative survey.

The objective of the qualitative research piece is to gain further understanding in the key barriers to coverage, local perceptions on malnutrition, its seasonality and treatment seeking behavior in general. In addition, potential solutions to increasing coverage will be explored.

Scope of work:

With support of the IRC HQ and Somalia nutrition, GRIP and MEAL teams, the consultancy firm will carry out qualitative research into the barriers and enablers of high malnutrition treatment coverage. Specifically, the consultancy firm will perform a desk review of past work relevant to the study objectives in the study zone, adapt an in-depth qualitative guide to understand barriers to seeking treatment for

acute malnutrition in the study zone (Banadir(Wadajir and Xamar Jajab),Galgadud(Dhusamareb),Mudug(Galkacyo) and Nugal regions(Burtinle and Dongoranyo)) This guide will be based on the findings of a first-stage quantitative survey, conducted in the month of November. The consultancy firm will propose a sampling methodology and recruit and train any additional research staff needed. The consultant will lead the in-depth qualitative investigation in different communities and among representatives of the health district catchment area. The consultant will document data collected in a database. They will synthesize the findings from field work daily and adapt the methods if needed or requested. They will analyze the data and synthesize the findings as well as participate in debriefings, results presentations and triangulation. The consultant will contribute to final report writing and actively participate in coverage dissemination.

The consultancy firm's specific responsibilities include:

Objective 1: Conduct a desk review on enablers and barriers to high malnutrition treatment coverage in the study context or relevant neighboring/similar other contexts

- Search for relevant reports available from coverage surveys or other relevant surveys and program reports,
- conduct a brief literature review on the enablers and barriers to high malnutrition treatment coverage
- Identify key barriers and enablers of high treatment coverage according to the quantitative survey
- Define key enablers and barriers to be studied in the qualitative study on malnutrition treatment coverage based on the quantitative survey results and other relevant information

Objective 2: Revise the interview guides and propose a sampling methodology for the qualitative coverage study

- With support from the IRC HQ and national team and based on findings from the desk review and the quantitative coverage survey, adapt the qualitative methodology (including questionnaires and guides) to include detailed discussion guides/plan, various approaches to eliciting qualitative information among other qualitative instruments that will be used during the enquiry.
- Pre- test qualitative tools before the start of the community-level qualitative fieldwork
- With help of the IRC local team, identify suitable sites, individual profiles and recruitment strategies for conducting the qualitative research work
- Validate the qualitative research plan by the IRC HQ and national team
- Recruit a qualified research team to conduct field work

Objective 3: Qualitative research training, selection of participants and conducting qualitative enquiry

- Select respondents for the qualitative research with support from IRC local teams and community mobilisers
- Ensure truly informed consent of all research participants is obtained before any data collection
- Lead in the in-depth qualitative investigation
- Record/document all discussions collected from various qualitative sources for analysis and share with the IRC team
- Debrief among his/her survey team, directly after each day of data collection
- Share daily the key findings to the IRC team to support in possible direction of enquiry.
- Adapt the qualitative research approach and methodology as needed and if requested by IRC staff

Objective 4: Qualitative data analysis and report writing

- Conduct data analysis applying the most appropriate analysis method and writing a summary report
- Together with the IRC team, triangulate all the pieces of information collected during the qualitative research to evaluate whether the information is reliable and coherent with what was reported in the quantitative survey
- Contribute to the narrative of barriers and enablers of treatment coverage put forward in the quantitative report with quotes and other data points from the qualitative research

DURATION OF THE ASSIGNMENT

The duration of the assessment will be **26** days including travel days. This is excluded number of off days (Friday)

Activity	No. days	Dates
Review coverage survey results, define key barriers to focus the qualitative work on, revise interview guides accordingly and propose a sampling framework.	3 days	
Lead training of qualitative enumerators	4 days	
Conduct the field qualitative data collection	12 days	
Compile a qualitative database.	3 days	
Analyse the qualitative data and write the final report- qualitative narrative.	4 days	

QUALIFICATION AND EXPERTISE REQUIRED

- Advanced University Degree (Master's) in Nutrition, Behaviour or Social Sciences.
- Professional experience in qualitative research applied in the fields of health, nutrition, food security, water, sanitation and hygiene
- Strong background and experience in data collection and analysis.
- At least four years of professional experience in leading qualitative research, especially in coverage methodologies. SQUEAC/ SLEAC an asset. Research team management and training experience.
- Experience working in rural areas with regular field trips. Experience in humanitarian or social impact innovation, field-testing or prototyping, design approaches is an asset.
- Ability to work effectively and respectfully on diverse teams and across diverse contexts. Good technical acumen, takes initiative and produces results, ability to accept feedback and integrate it, strong communication skills and ability to uphold a positive work environment.
- Good level interpersonal skills with a high level of English or Somali oral and written skills. Willingness to travel to field up to 70% per the organization's security protocols. Committed to upholding diversity, equality and inclusion principles both professionally and personally. Computer literacy and competency in use of Microsoft office software, especially Excel.
- Competency in qualitative data analysis software (e.g. NVivo, ATLAS.ti, Quirkos, Dedoose) required and presentation software experience preferred. Willingness to learn new approaches to qualitative research and ways of working with clients. Highly developed conceptual, analytical and innovative problem-solving ability. Good time management and communication skills. Ability to independently and proactively work as a team member
- Excellent communication and report writing skills.

7. APPLICATION PROCEDURE AND REQUIREMENTS

The qualified consultancy firm is required to provide the following

1. Legal registration with the Galmudug and Federal authorities
2. A technical proposal with detailed response to the TOR, with specific focus on the scope of work, methodology to be used and key selection criteria for respondents.
3. A financial proposal detailing the daily rate expected (use price sheet in **annex 1**)
4. Vendor Information Form completed and stamped (**annex 2**)
5. Bank Statement for the last one year
6. Proof of previous similar consultancy assignments
7. Initial work plan based on methodology outlined, and indication of availability.
8. Company profile or CV including a minimum of 3 references.

How to apply

Qualified consultancy firms are invited submit bid documents as per above requirement, to:

International Rescue Committee (IRC) Somalia

Email address SO-procurement@rescue.org.

Deadline for submission of bids is **2nd December 2021** by **4.00pm East African Time**. Late submission of bids will not be accepted.

Any clarification shall be sought through the same email

INTERNATIONAL RESCUE COMMITTEE

Vendor Information Form

The information provided will be used to evaluate the Company before contracting with the IRC.

Please complete all fields.

Fields marked (*) are mandatory.

Vendor Information

*Company\Organization Name *For individual vendors, provide legal first and last name	
*Any other names company is operating under (Acronyms, Abbreviations, Aliases) if any	
*Previous names of the company	
*Address	
*Website	
*Phone/Fax Numbers	Phone: _____ Fax: _____
*Primary Contact	First Name: _____ Last Name: _____ Phone Number: _____ Email Address: _____
*Number of Staff	
Number of Locations	
Avg. \$ Value of Stock on Hand	
*Name(s) of Company Owner(s) or Board of Directors or CEO	

*Parent companies, if any	
*Subsidiary or affiliate companies, if any	

Financial Information

*Bank Name and Address	
*Name under which company is registered at bank	<u>This field is mandatory if Wire Transfer is the selected payment method</u>
*Specify Standard Payment Terms (Net, 15, 30 days etc.)	
*Payment Method (select all that applies)	Payment By: <u>Check</u> Yes No <u>Wire Transfer</u> Yes No <u>Cash</u> Yes No
*Name under which company is registered at bank	
*Bank account number	<u>This field is to be completed upon notification of awarding of order\contract</u>
Routing Number	<u>This field is to be completed upon notification of awarding of order\contract</u>
Swift code (if applicable)	<u>This field is to be completed upon notification of awarding of order\contract</u>

Product/Service Information

List Range of Products/Services Offered	
Basis For Pricing (Catalog, List, etc.)	

Documentations as applicable:

*Registration	Provided _____ Not provided: _____ Reasons: _____
*Tax ID (W9, Tax exempt certificate. etc.)	Provided _____
US Vendors only *Do you require a Form 1099?	Yes_____ No_____

References (optional)

Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>

Vendor Self-Certification of Eligibility

Company certifies that:

1. They are not debarred, suspended, or otherwise precluded from participating in major donor (e.g. European Union, European and United States Government, United Nations) competitive bid opportunities.
2. They are not bankrupt or being wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
3. They have not been convicted of an offense concerning their professional conduct.
4. They have not been guilty of grave professional misconduct proven by any means that the contracting authority can justify, or been declared to be in serious breach of contract for failure to comply with their contractual obligations towards any contracts awarded in the normal course of business.
5. They have fulfilled obligations related to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country where the contract is to be performed.

6. They have not been the subject of a judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity.
7. They maintain high ethical and social operating standards, including:
 - Working conditions and social rights: Avoidance of Child Labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and the IRC's beneficiaries.
 - Environmental aspects: Provision of goods and services with the least negative impact on the environment.
 - Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.
 - Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.
8. Company warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Company's business activities, nor is any IRC employee related to principals or owners of the company. Discovery of an undisclosed Conflict of Interest situation will result in immediate revocation of the Company's Authorized Vendor status and disqualification of Company from participation in future IRC procurement.
9. Vendor hereby confirms that the organization is not conducting business under other names or alias's that have not been declared to IRC.
10. Vendor hereby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.

By signing the Vendor Information Form you certify that your Company is eligible to supply goods and services to major donor funded organizations and that all of the above statements are accurate and factual.

IRC Conflict of Interest and Vendor Code of Conduct

Vendor hereby agrees that Vendor and Vendor's employees and subcontractors, if any, shall abide by and follow all established written policies of IRC related to work conduct, including, but not limited to, The IRC Way: Standards for Professional Conduct ("The IRC Way"), the IRC's code of conduct, which can be found at: <https://www.rescue.org/page/our-code-conduct> and IRC's Combating Trafficking in Persons Policy, which can be found here: <https://rescue.app.box.com/s/h6dv915b72o1rnapxg3vczbqxjtbovel>.

The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings. Vendor acknowledges that all IRC employees and independent contractors are expected to apply these core values and follow these undertakings in carrying out work on behalf of IRC. It is a point of pride for IRC to apply these behavioral standards in IRC's everyday operations.

Integrity - At IRC, we are open, honest and trustworthy in dealing with beneficiaries, partners, co-workers, donors, funders, and the communities we affect.

- We work to build the trust of the communities in which we work and sustain the trust earned by our reputation in serving our beneficiaries.
- We recognize that our talented and dedicated staff are our greatest asset and we conduct ourselves in ways that reflect the highest standards of organizational and individual conduct.
- Throughout our work, IRC respects the dignity, values, history, religion, and culture of those we serve.

- We respect equally the rights of women and men and we do not support practices that undermine the human rights of anyone.
- We refrain from all practices that undermine the integrity of the organization including any form of exploitation, discrimination, harassment, retaliation or abuse of colleagues, beneficiaries, and the communities in which we work.
- We do not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.
- We accept funds and donations only from sources whose aims are consistent with our mission, objectives, and capacity, and which do not undermine our independence and identity.
- We support human rights consistent with the UN Universal Declaration of Human Rights and The Convention on the Rights of the Child.
- We rigorously enforce the UN Secretary General's Bulletin on the Protection from Sexual Exploitation and Abuse of Beneficiaries.
- IRC recognizes its obligation of care for all IRC staff and assumes their loyalty and cooperation.

Service - At IRC, our primary responsibility is to the people we serve.

- As a guiding principle of our work, IRC encourages self-reliance and supports the right of people to fully participate in decisions that affect their lives.
- We create durable solutions and conditions that foster peace, stability and social, economic, and political development in communities where we work.
- We design programs to respond to beneficiaries' needs including emergency relief, rehabilitation, and protection of human rights, post-conflict development, resettlement, and advocacy on their behalf.
- We seek to adopt best practices and evidence-based indicators that demonstrate the quality of our work.
- We endorse the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief.

Accountability - At IRC, we are accountable – individually and collectively – for our behaviors, actions and results.

- We are accountable and transparent in our dealings with colleagues, beneficiaries, partners, donors, and the communities we affect.
- We strive to comply with the laws of the governing institutions where we work.
- We maintain and disseminate accurate financial information and information on our goals and activities to interested parties.
- We are responsible stewards of funds entrusted to our use.
- We integrate individual accountability of staff through the use of performance evaluations.
- We utilize the resources available to our organization in order to pursue our mission and strategic objectives in cost effective ways.
- We strive to eliminate waste and unnecessary expense, and to direct all possible resources to the people we serve

Conflict of Interest and Legal Compliance

- Vendor hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Vendor's business activities.
- Vendor hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a family relationship with the vendor's owners.
- Discovery of an undisclosed conflict of interest will result in immediate termination of any Agreement and disqualification of Vendor from participation in current and future IRC activities.

- Vendor hereby warrants that the organization is not conducting business under other names or alias's that have not been declared to IRC.
- Vendor hereby warrants that it does not engage in theft, corrupt practices, collusion, nepotism, bribery, trade in illicit substances, or terrorism or support of terrorism.
- Vendor hereby warrants that it complies with all applicable laws, statutes and regulations, including, but not limited to, export controls, import controls, customs regulations, trade embargoes and other trade sanctions and laws governing unlawful boycotts and payments to foreign government officials.

Vendor hereby agrees to maintain high ethical and social standards:

- Working conditions and social rights: Avoidance of child labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and IRC's beneficiaries; prohibition of trafficking in persons.
- Environmental aspects: Provision of goods and services with the least negative impact on the environment.
- Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.
- Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

Disclosures of conflict of interest shall be made in writing to the IRC Supply Chain Coordinator or Deputy Director of Operations in your country. For global procurement, please write to GSCQA. Email: GSCQA@rescue.org.

These IRC officials shall then determine whether a conflict exists and is material, and whether the contemplated transaction may be authorized as just, fair, and reasonable. If conflict exists, then the vendor with such a conflict shall be prohibited from participating in the transaction.

If you believe that any IRC employee, volunteer or intern is acting in a manner that is inconsistent with these Standards, please notify a supervisor or the confidential helpline Ethicspoint, irc.ethicspoint.com or call Ethicspoint toll-free (866) 654-6461 in the U.S./call collect (503) 352-8177 outside the U.S. There will be no retaliation against any person who raises concerns that are based on good faith belief of improper conduct. An intentionally false report or a failure to report conduct that is known to violate these standards may result in disciplinary action.

By signing this statement vendor acknowledges any violation of the above IRC policies will result in immediate termination of any agreement in place and disqualification from participation in future IRC activities.

Vendor Name:
Signature:
Title:
Print Name:
Date: