



Request for Proposals / Applications

Contracting Institution	Disability Rights Advocacy Center (DRAC) Plot 690 AKON HOUSE, Idris Gidado Street, Wuye District, Abuja drac.nigeria@gmail.com
Project	Break the Cycle (BTC) Project
Type of Contract	Short – term Consultancy (RFA 003/2019)
Title	Baseline Survey and Needs Assessment on the Socio-Economic Status of Women and Girls with Disabilities
Purpose	<p>The purpose of this assignment is to undertake an in-depth assessment of the socio-economic situation of women and girls with disabilities viz a viz existing opportunities for their educational, social and political empowerment.</p> <p>This assignment is also meant to provide recommendations on how to strengthen socio-economic opportunities for women and girls with disabilities and select beneficiaries for the economic empowerment component of the project</p>
Location	Abuja and Environs (Mararaba, Nasarawa State)
Issue Date	December 27, 2019
Submission Deadline	January 10, 2020
Duration	January 20 – March 9, 2020 (50 days)
Start Date	January 20, 2020
Reporting to	Executive Director, DRAC

Break the Cycle (BTC) Project - empowerment to combat violence against women/girls with disabilities in Nigeria - is a multi-year socio-economic empowerment project addressing the drivers of violence against women and girls with disabilities, funded by UK AID through CBM, and implemented by Disability Rights Advocacy Center (DRAC).

DRAC seeks to conduct a Baseline Survey and Needs Assessment on the Socio-Economic Status of Women and Girls with Disabilities, and therefore, invites applications/technical proposals for the conduct of this research.

The Application/Technical Proposal should include an understanding of the terms of reference, the proposed methodology, an organized work plan with timeframe for deliverables, detailed budget and names and CVs of proposed personnel. Proposals should be sent to BTCProject@drac-ng.org not later than January 10, 2020.

Background:

Globally, intimate partner violence (IPV) is 2-4 times higher for women and girls with disabilities (WGWD). DRAC's 2017 study on violence against women and girls with disabilities in BTC target areas highlighted WGWD's triple marginalization due to the intersection of their gender, disability and poverty, often leading to violence. The study identified the following contributors to VAWGWD:

- a. **SOCIO-ECONOMIC DEPENDENCY:** PWD experience higher levels of socioeconomic disadvantage than non-disabled people, e.g. lack of access to education, and job opportunities. Unemployment in Nigeria is 19% and must be much higher for WWD. None of the WWD from FGDs had ever been employed. Some had tried to access vocational training opportunities and start businesses, but barriers such as transport, stigma and lack of capital prevented meaningful participation or success. Women with poor access to education and work are more likely to suffer IPV. Lacking financial resources for independence, women and girls in poverty are often trapped in violent relationships.
- b. **LACK OF ACCESS TO EDUCATION AND OTHER PUBLIC SERVICES:** More than 85% of disabled primary-age children have never attended school. Consultative FGDs confirmed that WWD in project areas have rarely completed primary school. Only 8 / 41 indicators from Nigeria's 2016 National Policy on Inclusive Education have been achieved. DRAC found many WGWD experience exclusion and abuse from an early age and are often hidden at home with no recognition of their right to education. Without basic education or life skills, GWD are vulnerable to dependency on abusive caregivers. DRAC's recent accessibility audit revealed that access to health, social and justice services in FCT and Nasarawa States is severely limited for WGWD.
- c. **NEGATIVE COMMUNITY ATTITUDES:** PWD in Nigeria are "still widely discriminated against in the areas of education, employment... and social life" and are "often victims of social stigma, exploitation and discrimination". In DRAC's study, 15% of the public thought that a WWD has no right to disagree with her partner.
- d. **INVISIBILITY / LACK OF REPRESENTATION IN GOVERNANCE:** FGD respondents were not aware of any WWD in leadership at all levels. A 2016 DRAC informal assessment found no WWD in parliament, as heads of MDAs (federal or local), or representing Nigeria internationally. WWD are invisible to political processes in Nigeria, with no seat at the table to represent their rights.
- e. **CIVIL SOCIETY WEAKNESSES:** Disability and gender movements function largely separately, despite complementary priorities. The underdevelopment of an intersectional agenda stymies WGWD's political inclusion.

Clearly this quick sketch of the issues confronting women with disabilities gives us a clear indication of the critical need to adopt an inclusive approach when providing GBV and socio-economic services.

The projected 2016 population of BTC's seven target Area Councils is 3.9 million (49% female) (14). 22% of Nigeria's female population have a disability so the estimated number of WGWD in BTC's target areas is 409,526. BTC will work in two communities in each Area Council, directly supporting 786 WGWD.

BTC will empower women and girls with disabilities in FCT and Nasarawa to take control of their lives, reducing poverty and abuse. It will also improve civil society and community support, and pathways to inclusive education, for many more WGWD both within and beyond the project.

It is therefore against this back drop that DRAC is proposing to conduct a Baseline Survey as part of deepening contextual knowledge about experiences of women and girls with disabilities in accessing socio-economic opportunities and programs.

DRAC intends to use these findings from the study to tailor series of actions and interventions that will break the cycle of poverty and violence for 786 women and girls with disabilities (WGWD) in FCT and Nasarawa State through social, economic and political empowerment. By the end of the project, WGWD will have more voice, choice and control. 820 others will benefit from caregiver support groups, training or savings groups, from which increased income will indirectly benefit 3712 household members. The disability and women's movements and 14 communities will be more inclusive.

Purpose/Objectives:

Purpose:

The purpose of this assignment to undertake an in-depth assessment of the socio-economic situation of women and girls with disabilities viz a viz existing structures for their educational, social and political empowerment.

This assignment is also meant to provide recommendations on how to strengthen socio-economic opportunities for women and girls with disabilities and select beneficiaries for the economic empowerment component of the project.

Objectives:

The specific objectives of this assignment include the following:

1. Undertake a situation analysis (demographic and socio-economic characteristics) of the target group.
2. Identify critical issues and barriers faced by the target group in terms of restricting their participation in activities and access to services particularly economic empowerment.
3. Assess the extent to which state and national social protection programs and policies promote and contribute to economic empowerment
4. Identify/Assess gaps and opportunities for the socio-economic empowerment of the target group
Provide technically effective and feasible recommendations aimed at strengthening identified gaps and improving the socio-economic opportunities of women and girls with disabilities
5. Identify potential beneficiaries for the economic empowerment component of the project

Methodology and Scope of Work:

This consultancy will be implemented in the 6 Area councils of the FCT and in Mararaba in Nasarawa State.

The consultancy will cover the educational, social and economic issues facing the target group, and incorporate a needs assessment and a skills audit of over 1000 WGWD many of whom will also be direct beneficiaries of the project.

An appropriate mix of qualitative and quantitative methods will be used for data collection and analysis to provide diverse perspectives to the baseline.

Consultant is to develop and provide final detailed methodology in consultation with DRAC team. Appropriate data triangulation will be required to ensure accuracy and integrity of data collected through various tools.

All quantitative research will capture data on type of disability, with results disaggregated wherever possible.

The consultancy will also examine the existing national and state social protection frameworks in a bid to determine sustainable ways of empowering the target group.

The Washington Group Short Set of disability questions will be used in addition to other tools.

Tasks, Deliverables and Timeframe:

The Study will be required to be completed by March 9, 2020. Below is a tentative timescales/table of dates to be revised as appropriate.

Key Tasks	Key deliverables	Description	Timing
1. Inception and scoping meetings	Draft Inception Report and baseline survey / needs assessment / skills audit tools and analysis plan	The inception report should identify the key assessment criteria and breakdown of target groups. The report should also include a detailed methodology and activity plan for the survey / assessment / audit including draft tools and plans for collating and analyzing data	Jan 20
2. Stakeholder consultations on the draft inception report	Final Inception Report	A Final Inception report that has been thoroughly consulted and approved by BTC Project Coordination Group (PCG)	Jan 24
3. Review and finalization of the inception report			
4. Training of research assistants	Pre-tested and fine-tuned tools ready to be deployed	Data collectors understand the tools and mode of data collection	Jan 27 - 29
5. Pre-test of tools			
6. Field Work	Progress update of field work and major findings	A PowerPoint presentation with details of the field activities undertaken and preliminary findings	Feb 14
7. Data analysis and report writing	Draft baseline survey / needs assessment report PowerPoint Presentation with major findings and recommendations	A report that presents major findings and recommendations of the study	Feb 28
8. Stakeholder consultations on the draft research report	Final assessment report and PowerPoint Presentation with finalized major findings and recommendations	A full technical report with detailed activities, key lessons and next steps/plans resulting from lessons learnt	March 9
9. Review, finalization and validation of the report			

Institutional Arrangements

The assignment will be implemented under overall guidance of the Executive Director, DRAC. The consultant is expected to regularly liaise with the ED and the BTC PCG throughout the process, starting with the identification of learning objectives and learning destinations. These will need to be approved by the BTC PCG throughout the process.

DRAC E.D. will among other things, facilitate the consultant's contacts with key actors and access to relevant documents.

DRAC shall provide the workspace, office equipment, supplies, etc. for the consultant's use where and when necessary. Expected expenses should be part of the submitted quotation/estimates.

No contract may commence unless the contract is signed by both DRAC and the Consultant.

Person Specifications:

- At least 10 years' experience / Expertise in Social Protection, gender, disability and social inclusion.
- Minimum of 5 years of hands on experience in conducting baseline surveys, needs assessments and evaluation for development projects in the Nigerian context.
- Strong research (qualitative and quantitative) and analysis background.
- Previous institutional experience undertaking similar assignments.
- Good Knowledge of SGBV, Social Protection and Disability Inclusion in Nigeria
- Knowledge of the specific situation of women and girls with disabilities in Nigerian context, especially issues regarding their human rights and gender equality and social inclusion;
- Excellent communication and report writing skills are required.
- Good facilitation skills for internal and external consultations;
- Strong analytical and good inter-personal communication skills; experience in participatory processes;
- Professional command of English, both oral and written, good report writing skills.
- Working knowledge and experience in gender equality work in Nigeria are an added advantage
- Knowledge/skills in disability programming is added advantage
- Knowledge of and affinity for the Washington Group Short Set disability questions is added advantage

Selection/Evaluation criteria:

Individual consultants will be evaluated based on the methodology outlined below:

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable, and;
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Only candidates obtaining a minimum score of 70% of the criteria laid out in Parts A – D would be considered for the Financial Evaluation in Part E.

Beyond a review of documentation, shortlisted candidates could be invited to do a brief PowerPoint presentation of their methodology for further assessment.

Assessment Area	Average Total Score
<p>A) General Understanding of TORs</p> <p>The proposal demonstrates clearly the way in which the consultant understands the expectations expressed in the terms of reference.</p> <p>The proposal demonstrates the consultant’s understanding of the context, purpose and objectives and intended users of the Baseline and Needs Assessment Report. The consultant makes an effort to interpret the baseline objectives/themes to be examined and does not simply just “cut and paste” or paraphrase from the TORs, demonstrating an understanding of the separateness yet collectiveness of the 3 proposed studies.</p> <p>The proposal provides sound analysis of available information with a view to answering research questions/assumptions. The reasoning is explicit and well- founded.</p> <p>The proposal describes the baseline central scope as regards its temporal, geographic and regulatory dimensions (especially accountability and other ethical considerations). It justifies the choices made for selecting the scope.</p>	<p>20%</p>
<p>B) Technical Feasibility of Proposed Indicative Methodological Design</p> <p>The proposal describes the data collection and analysis methods (for both quantitative and qualitative) to be applied in the process. The methods should be feasible within the baseline context. Clearly specify foreseeable difficulties and limitations and possible solutions if any.</p> <p>The proposal shows how the selected methods will allow all the baseline objectives to be addressed appropriately. The choices of the methods are discussed and reasons for selection are coherent. The methodology presents a sound sampling approach – indicate how the sample size will be determined – how respondents/households will be selected (if applicable).</p> <p>Possible sources of qualitative and quantitative data are also stated and a self- assessment of the reliability of data is provided. Possible limitations to validity of data sources are clearly stated and how they might be handled.</p> <p>The methodology presents a credible quality assurance plan – how the consultant will ensure quality is maximized at all levels (checks and balances proposed).</p> <p>The proposed methodology presents a clear detailed work plan and realistic time schedule for completing the assignment</p>	<p>30%</p>

<p>C) Participation and Learning by Stakeholders including Target Communities</p> <p>The proposal clearly indicates how the different stakeholders including marginalized and under-represented rights holders and disability clusters and duty bearers will participate and learn from the entire process.</p> <p>The proposal also clearly articulates the roles of DRAC, implementing Partners and community. The proposal demonstrates how the presented methodology will enable DRAC and Partners to participate and learn.</p>	<p>20%</p>
<p>D) Consultant Competencies</p> <p>The consultant and or proposed team have the necessary competencies (as described in the TORs) to carry out the baseline survey.</p> <p>The proposal demonstrates clear understanding of social protection, disability and sexual and gender-based violence issues by the Consultant. Knowledge of rights-based approaches and disability programming is key.</p> <p>Knowledge of the Washington Group short set of disability questions is key.</p> <p>The proposal includes the core baseline team, their field of expertise and their role. CVs are written in the standard format and declarations of absence of conflict of interest included accordingly.</p> <p>The experiences of the consultants are sound with clear references (<i>This will be verified as part of assessment</i>)</p>	<p>20%</p>
<p>E) Financial Proposal</p> <p>The consultant presents a clear and adequate cost and financing plan (budget) in Nigerian Naira (NGN) ONLY for the entire process broken down in their specifics.</p> <p>The budget clearly aligns with the detailed work plan</p>	<p>10%</p>

Adherence to DRAC Values and Policies:

DRAC is committed to the principles of equality and equity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply.

DRAC does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination.

Consultants and their Agents (and their teams where applicable), contracting with Disability Rights Advocacy Center (DRAC) are required to observe and adhere to, the following values of the organization in the form of policies, statements and forms.

It is the Consultants' or Agents' responsibility to familiarize themselves with and adhere to the policies, including the standards, behaviors and principles.

Child Protection and Adult Safeguarding:

DRAC recognizes that we have a fundamental duty of care towards all children and adults we engage with, including a duty to protect them from abuse.

Anti-fraud and Corruption:

In line with the Corrupt Practices and other related offences Act 2000 and the EFCC Establishment Act 2004 DRAC has a 'zero tolerance' policy towards fraud, bribery, corruption and money-laundering.

Confidentiality:

The documents produced during the period of this consultancy will be treated as strictly confidential, and the rights of distribution and/ or publication will reside solely with DRAC

The contract signed with the consultant will include other general terms defined by DRAC.

Method of Application:

Persons Interested in this assignment should submit a detailed proposal to: BTCProject@drac-ng.org. This should include but not limited to the following:

- Details on understanding of the ToR, scope of work, draft methodology to be used and key criteria for beneficiary selection.
- Understanding of the subject area and recent developments on the topic in Nigeria.
- Demonstrating your approach to delivering the study that has representation and credibility with details on how you propose to effectively execute this at community level
- Timeline, with specific dates from commencement to final submission of all deliverables
- Detailed budget breakdown with work plan based on expected daily rates and all likely expenses with clear distinction on cost of delivery at all levels. The consultant should submit necessary documents pertaining to licenses; a Tax Identification Number (TIN) or Value-added Tax (VAT) certificate is mandatory.
- CV of the lead researcher and other contributing individuals (if planning to work in a team)
- Cover letter
- Names, Organizations, and Contact details of three Referees whom we may contact
- Sample of previous work done