



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 012/2020)
Title	Midline Data collection
Purpose	The purpose of this assignment is to carry a midline data collection of the break the cycle project activities.
Location	Abuja and Nasarawa State
Issue Date	March 12, 2021
Submission Deadline	March 30, 2021
Duration	March 30- 15 th April 2021
Start Date	March 31st, 2021
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 midline review of the project to ensure that project objectives are being achieved and targets met.

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 and drac.nigeria@gmail.com not later than March 30, 2021.

Purpose/Objectives:

Purpose:

The purpose of this assignment is to carry out data collection from the beneficiaries of the BTC Project in 6 area councils in FCT and Karu in Nasarawa state.

The study will focus on collecting data from beneficiaries of the BTC project through quantitative and qualitative survey techniques.

Methodology and Scope of Work:

This data collection will be conducted in the 14 communities within FCT and Nasarawa where Village savings and loan Associations were formed by the BTC Project.

1. Review the record of the VSLA in the communities.
2. Document the number of Women with disabilities with changes in decision making power in the household.
3. Conduct in-depth interviews with 35 BTC beneficiaries from the VSLA.
4. Conduct in-depth interviews with OPDs / women's groups who have benefitted from BTC Trainings.
5. Collect any other data as required by the log frame.

Tasks, Deliverables and Timeframe:

The Study will be required to be completed by 15th April 2021.

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 throughout the process, starting with the identification of study objectives and study destinations. These will need to be approved by the ED throughout the process.

DRAC ED 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 data collection and analysis.
- Minimum of 5 years of hands-on experience in conducting surveys.
- Strong research (qualitative and quantitative) and analysis background
- Previous institutional experience undertaking similar assignments.
- 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.

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 provides sound analysis of available information with a view to answering research questions/assumptions. The reasoning is explicit and well-founded.</p>	<p>20%</p>
<p>B) Technical Feasibility of Proposed Indicative Methodological Design</p> <p>The proposal describes the data collection and analysis methods to be applied in the process. The methods should be feasible within the study context.</p> <p>The proposed methodology presents a clear detailed work plan and realistic time schedule for completing the assignment</p>	<p>40%</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 midline survey. .</p>	<p>30%</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. and drac.nigeria@gmail.com

This should include but not limited to the following:

- Details on understanding of the ToR, scope of work, draft methodology to be used.
- 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.

