

## TERMS OF REFERENCE

### BASELINE STUDY ON IMPROVING FOOD AND NUTRITION SECURITY IN DODOMA REGION

#### SAVE THE CHILDREN IN TANZANIA

<b>Name of Project:</b>	Improving Food and Nutrition Security in Dodoma Region
<b>Duration of</b>	4 weeks
<b>Assignment:</b>	
<b>Location of</b>	<i>Tanzania Mainland – Dodoma Region (Bahi and Chamwino)</i>
<b>Assignment:</b>	
<b>Expected Start</b>	7 <sup>th</sup> August 2023
<b>Date:</b>	

#### (A) INTRODUCTION

In 2016, Save the Children launched its 15-year strategy *Ambition for Children 2030*. In this global strategy, the organization committed to inspiring three specific breakthroughs for children:

- **Survive:** No child dies of preventable causes before their fifth birthday
- **Learn:** All children learn from a quality basic education
- **Be protected:** Violence against children is no longer tolerated

To inspire these three breakthroughs for all children, Save the Children focuses on the most deprived and marginalized children to ensure no child is left behind. Globally, Save the Children tackles these three breakthroughs through five thematic areas of work: Child Protection, Education, Health and Nutrition, Child Poverty and Child Rights Governance. Save The Children in Tanzania is in the second year of implementing a three-years Country Strategic Plan (2022-2024). Save the Children has been present in Tanzania since 1994 and prior to that in Pemba since 1986. Since its institutionalization in Tanzania, Save the Children has been working to promote children's rights by influencing policy and legal frameworks that has impact on children's rights.

#### (B) BACKGROUND AND CONTEXT

In the Eastern Africa sub-region, there has been progress towards achieving global nutrition targets. Tanzania is a low-middle-income country with a population of 61 million (NBS, 2022) and the country has experienced steady economic growth in recent years, with a gross domestic product growth rate of 5% in 2022 (World Bank). Poverty remains significant with 27% of the population living below the poverty line and an additional 8% living in extreme poverty. The triple burden of malnutrition is a growing concern, with high stunting rates coexisting with increasing rates of overweight, obesity, and micronutrient deficiency.

Tanzania has high levels of malnutrition, with 30% of children, under five have stunting and 45% of women of reproductive age have anaemia (TDHS, 2022). Multiple forms of

malnutrition remain one of the most serious public health problems affecting infants, children, and women of reproductive age in Tanzania. Gaps in the food system hinder access to and availability of safe and nutritious foods throughout the year, particularly for women and children Tanzania National Nutrition Survey (TNNS 2018). Despite the efforts made by the government, the prevalence of malnutrition is still high, and the feeding practices are poor, hence necessitating the need to invest more in nutrition.

According to the Tanzania Poverty Assessment report 2020, drought in Tanzania and more so Dodoma region has significantly worsened food insecurity, livestock and crop losses, and transmission of infectious diseases. The main crops produced in Dodoma include cereals such as sorghum and maize, pulses, varieties of vegetables, grapes, and other varieties of tropical fruits and the main livestock kept are cattle, goat, sheep, pig, donkey, and poultry for purposes of providing beef, milk, draught power, production of farmyard manure, source of income and cultural functions. Food and nutrition insecurity in Dodoma, driven by factors related to food availability, accessibility, diversity as well as consumption and utilization. The vegetation cover is poor due to drought, and mainly comprises bush, thickets and scattered trees in some areas leading to accelerated soil erosion and surface sealing with hardpan formation in some locations. These conditions limit crop production and diversity. Therefore, these conditions will be improved using manure from goats and the capacity building on good agricultural practices that will be delivered to the model farmers.

On the other hand, there are several health systems challenges that are hindering increased coverage of nutrition services at community and facility level, particularly inadequate adherence to nutrition guidelines and standards during service provision, low capacity of health care providers to provide nutrition and counselling services, and lack of appropriate staffing. Barriers exist for Tanzania Local Government Authorities (LGAs) to plan and execute nutrition commitments, among them being the low capacity for budgeting, planning, and monitoring of activities. To contribute to enhanced nutrition in the Dodoma region, the proposed project will work directly with local government authorities and other stakeholders through multi-sectoral actions to address these barriers, with focus on Bahi and Chamwino Districts.

The project will support activities in the period of July 2023 June 2026 with the **overall objective** “*To contribute on improving secure access to nutritious and safe food for agropastoral households in Dodoma Region*”. The project will promote the production, availability and accessibility of diverse nutritious food in the implementation area through introduction of improved resilient varieties of crop and dairy goats, good husbandry and agricultural practices as well as proper harvest and post-harvest handling practices such as the use of improved solar drying techniques and zero energy storage chambers.

The proposed project will work directly with local government authorities and other stakeholders such as farmers, producers, processors, and livestock keepers.

### **(C) SCOPE AND OBJECTIVES OF BASELINE STUDY**

The outcomes of this study will be used for decision making in course of project implementation and as source of reference for other studies both internally and externally

particularly on project beneficiaries, namely – women (lactating mothers), men and children under five, other community members and government officials.

### **Expectations**

The Consultant is expected to initially review the terms of reference and available data as well as discuss the purpose of the assessment with the Save the Children Monitoring Evaluation Accountability and Learning (MEAL) team and Food Security and Livelihood Specialist, to identify gaps and propose appropriate sources or methods for data collection.

The final baseline design, data collection tools and analysis methodologies will be agreed between the consultant and Save the Children during the planning phase of the consultancy.

The baseline study process must address ethical considerations including safeguarding, informed consent, confidentiality issues, age-appropriate questioning, interviewer skills, and a reporting mechanism for the research.

### **(D) ETHICAL CONSIDERATIONS AND SAFEGUARDING**

As the consultant(s) will be working on behalf of Save the Children, they will be required to adhere to the Child Safeguarding Policy and ethical guidelines. The consultant (s) will receive training on and sign the Save the Children’s Safeguarding Policy. Background checks will be undertaken on all applicants.

Ethical and safeguarding considerations must be considered during all stages of data collection and analysis, avoiding causing further harm to children and their caretakers. Particular attention must be paid to the potential to cause harm during interactions with children and their families as well as during the storing, handling, sharing and analysis of data.

The consultant(s) will make clear to all participating stakeholders especially children of all ages that they are under no obligation to participate in the study. All participants will be assured that there will be no negative consequences if they choose not to participate. The consultant must obtain informed consent from all participants, including children and their caregiver if a child is to be interviewed. The consultant will assure the participants the anonymity, confidentiality and will assure them that the data collected is protected and will be used for agreed purposes only.

### **(E) OUTPUTS AND TIMELINE**

The consultant shall work for 30 days level of effort (LOE) as indicated in table below, including travel time. Under no circumstances should the consultancy exceed this timeline (7th August to 5th September). The time allocated to a preliminary desk study for revision/analysis of existing documents, visits to relevant authorities and agencies including field trips, analysis, preparation of draft and final reports, debriefing and discussions with stakeholders for feedback on draft and preparation of the final report.

## MAIN TASKS AND DELIVERABLES

<b>TASKS</b>	<b>DELIVERABLES</b>	<b>TIMELINE (Days)</b>
<b>Briefing</b> with Save the Children Tanzania project team	Key Questions/Issues for Program Team Review	1
<b>Document review</b> to familiarize with project, the existing data including all possible available sources	Comments provided to ensure that all the researchable Indicators in the project results framework are included in the baseline study	2
<b>Develop baseline tools</b> , including field work plan, data collection tools, research methodology and sampling strategy; refined in accordance with the feedback received from Save the Children team	Detailed plan for stakeholder sampling and other local officials  Tools for data collection for selected indicators	5
<b>Training</b> of the research team, including safeguarding and disclosure procedures including testing of tools	Well trained enumerators, clear data collection and entry plan	1
<b>Pretesting of tools</b>	Pretesting all developed tools and provision of feedback and incorporation of feedback	2
Conducting of baseline including data collection and data analysis, and draft report skeleton writing	Complete, cleaned and fully coded dataset	8
Holding <b>debriefing meetings</b> and present draft report skeleton to Save the Children team	Debriefing presentation of findings  Draft report skeleton, including outline of chapters, headings, sub-headings of report	1
<b>Draft baseline report</b> as per Save the Children standard (30 – 40 pages with Annexes)	Draft report, including summary of findings and recommendations	5
<b>Finalise baseline report</b> based on feedback received from Save The Children team and final edit to enable publication without further edits.	Final report in English and not exceeding 30 pages with completed indicator table, excluding annexes	5
<b>Total days (LOE)</b>		<b>30</b>

### (F) MANAGEMENT, ROLES AND RESPONSIBILITIES

A Consultant or a team of consultants will be working closely in the design, planning and implementation phase of the study with Save the Children Tanzania, FSL Specialist and the Monitoring, Evaluation, Accountability and Learning (MEAL) Specialist and with support from Save the Children Sweden.

Save the Children will:

- Provide a consolidated literature review upon contract signature.
- Facilitate and coordinate the study process with field offices to assist in the collection of the required data.
- Pay the professional fee to consultant(s)
- Review/comment on methods and other outputs of the study in line with the timeline above

**(G) BUDGET AND RESOURCES**

The Consultant is expected to submit a technical and financial proposal for the work as highlighted in the application instruction. The payment schedule of the consultancy fee and data collection costs is expected to be as follows:

NO	DELIVERABLE	PAYMENT
1	Inception report articulating research methodology, field work plan and sampling strategy	60% of consultancy fee
2	Final Report of the baseline with executive summary of the major findings (including initial baseline values), power point presentation of the findings, summary of the Focus Group Discussions/Key informers, photos, Complete excel data set	40% of consultancy fee

**(H) PROPOSALS BASELINE STUDY CRITERIA**

Save the Children will form a Baseline study committee whose roles will be to review and score all the proposals submitted by consulting firms/firms. The selection committee will evaluate the bidders based on the criteria set below. The consulting firm/firm is expected to provide detailed information based on the given framework to ensure fair and effective comparison. The best Value for Money will be determined based on the technical and financial proposal. The proposals submitted will be reviewed based on the following criteria.

Segment/content	Rating
<b>Technical Proposal</b>	<b>70%</b>
Appropriateness of the study design and rationale for choosing the specified study design	20%
Rigor and soundness of sampling strategy, data collection methods (including the data collection tools), data analysis plan, and data quality assurance plan	24%
Required expertise (skills) and experience of the personnel of consulting firm/firm to conduct the study. Testimonials will be considered while evaluating the firm.	8%
Experience undertaking similar studies	10%

Capacity of the consulting firm/firm (management and technical)	8%
<b>Financial Proposal</b>	<b>30%</b>
Cost efficiency (budget versus proposed output)	10%
Financial capacity of the firm	5%
Overall budget limit	5%
Consultancy rate	5%
Allocated time for the whole process of the study	5%
<b>Total</b>	<b>100%</b>

## **(I) DESIRABLE QUALIFICATIONS AND HOW TO APPLY**

### **Functional and personal competencies**

- Post graduate degree in Public health /Food science and Technology/Human Nutrition / Agriculture economics / Agronomy or other related areas
- Expert knowledge and practical experience in Nutrition specific and Nutrition Sensitive interventions in Tanzania
- Knowledge and experience of carrying out research in integrated Nutrition and Livelihood programming in Tanzania
- Extensive experience in study design including sampling, and data management and analysis, both qualitative and quantitative
- Experience of coordinating diverse teams and communicating with individuals/groups at all levels
- Proven training and facilitation skills
- Strong analytical skills
- Excellent report writing and good communication skills in English; and
- Verbal and written communication skills in Swahili.

### **How to apply**

A consultant shall submit an expression of interest which should include:

- (1) Cover letter: A short (maximum two pages) letter expressing his/her interest and related experience;
- (2) Technical Proposal (maximum eight pages) including:
  - a. Profile(s) of the Consultant(s) or curriculum vitae of the individual(s) (3 pages).
  - b. Understanding of the task to be accomplished (1 page);
  - c. Draft study framework (methodology & methods, rationale, data analysis plan, data quality assurance plan, and work plan) (3 to 4 pages).
- (3) Financial Proposal:

The financial proposal should provide a preliminary budget of cost estimates for services rendered including:

- a. Daily consultancy fees;
- b. Costs related to field travel (between Dar Es Salaam and field sites (2));
- c. Enumerator(s) per diem;
- d. Accommodation and living costs.
- e. Stationaries.
- f. other miscellaneous supplies needed for data collection;
- g. Data collection and data processing costs are on the account of the Consultant.

The Consultant should also use his/her own computer.

For all enquiries, please contact [Emmanuel.Bunzari@savethechildren.org](mailto:Emmanuel.Bunzari@savethechildren.org)

Please note in the cover of your application the following reference:

**CONSULTANCY FOR 'IMPROVING FOOD AND NUTRITION SECURITY IN  
DODOMA REGION' PROJECT**

All applications should be submitted to the email address below not later than **24<sup>th</sup> July 2023 at 2.00pm EAT.**

Send your bids to email: [Tanzania.Tenders@savethechildren.org](mailto:Tanzania.Tenders@savethechildren.org)