





## Content

1-	Definition of LdB and modalities of elaboration .....	2
1.1.	Definition and objectives .....	2
2.	Content of the LDB .....	2
2.1	Objectives .....	2
2.2	Scope of the LDB .....	3
2.2.1	Temporary Scope .....	3
2.2.2	Geographical Scope .....	3
3.	Targets, outcomes and indicators formulated. ....	3
4.	Methodological approach. ....	4
5.	Deliverables .....	4
	<b>5.1 Documentation to be submitted in order to participate in the procurement process</b> .....	4
	<b>5.2 Deliverables of the contracted team for the development of the LDB</b> .....	5
6.	Proposed work plan .....	6
7.	Budget and payments .....	6
8.	Selection criteria .....	6
9.	Deadline and form of submission of proposals .....	7



## 1- Definition of LDB and modalities of elaboration

### 1.1. Definition and objectives

In the Managing for Development Results (MfDR) process, the Baseline, understood as the establishment of indicators of the initial situation from which we start and aim to change, reflects the basis for measuring the achievement of development objectives.

The Baseline is the first measurement of all the indicators contemplated in the design of an action, establishing the starting point or initial situation of the scenario in which a project is to be implemented. Therefore, Baseline studies are a type of applied social research aimed at obtaining the basic references of the "evaluability" of the project and thus contribute to better decision-making.

From the MfDR approach, the Baseline fulfils five complementary functions:

- Validate the technical feasibility of the project, through an analysis of the project's framework of objectives and results, and an examination of the causal sequence proposed in the project to achieve them.
- Validate the evaluability of the intervention, through an early review of the relevance, reliability and usefulness of the indicators proposed in the project planning matrix.
- To carry out a systematic study in order to present, at the highest level of detail, the situation prior to the start of the development intervention, with respect to the established indicators and targets, against which progress can be measured or comparisons can be made, and to determine the baseline situation of the project's outcome and impact indicators by establishing their first value using social research techniques.
- To formulate more precisely the target population of the project or intervention, which allows reformulation in order to achieve greater relevance, effectiveness, efficiency and potential sustainability.

The Project's Logical Framework Indicator Matrix will determine the indicators that are the subject of the Baseline study. The Baseline should provide information in relation to:

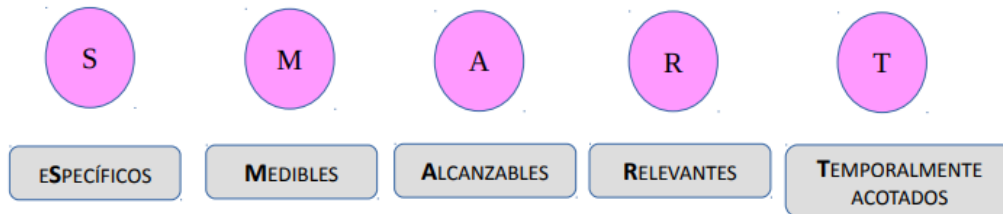
- Baseline data for the indicator for the local level, in the base year.
- Temporal reference data for the base year.

## 2. Content of the LDB

### 2.1 Objectives

These ToR are the planning document that delimits the scope and limits of the Baseline study. They are the reference instrument so that the external consultant who is going to carry out the Baseline has the basic information to be able to present a technical work proposal. From the MfDR approach, the Baseline has to respond to several objectives:

1. Validate the design rationale of the project objectives and outcomes.
2. Ensure the evaluability of the project in terms of MfDR, which implies reviewing the indicators in SMART terms and the sources of verification.



3. Develop the project's baseline at the time of project start-up and set operational targets.

4. Facilitate the key elements for the design of a Monitoring Plan for the project. Although we are going to delegate the management of the LdB to an external consultancy, it is the managing entity that must establish the methodological framework that it wants to guide the entire analysis process, and also define the final products to be delivered.

## 2.2 Scope of the LDB

### 2.2.1 Temporary Scope

The project will be developed over a period of 1 year, starting on 17 June 2024 and ending on 17 June 2025. This timeframe will allow for the full implementation of the planned activities, as well as the monitoring and evaluation of the results and impact generated. It is foreseen that the baseline starting the project will have a duration of 6 weeks, for more information go to point 6 'Work plan'.

### 2.2.2 Geographical Scope

The geographical area of intervention will focus on Nairobi County, specifically Kamukunji and Kasarani sub-counties, where FM and HESED have had a sustained collaboration for over 15 years. This region has been selected as the area of intervention due to the identified need in the areas of health and rights protection, as well as the presence of existing infrastructure and community networks that can facilitate effective implementation of the project.

## 3. Targets, outcomes and indicators formulated.

The overall objective of the contract is to provide the project "Promoting the right to biopsychosocial health among the refugee, internally displaced and local population in the informal settlements of Eastleigh and Kasarani (Nairobi) by strengthening protection and rights restitution mechanisms", with an LdB that improves its monitoring and facilitates the in-process assessment of the achievements in its specific thematic areas, according to the evaluation criteria defined in its formulation.

Consequently, the LdB report should focus on:

- Show evidence that characterises the target population at the start of the intervention.
- Analyse the dynamics of the context and, in particular, those external factors that would affect the achievement of project results for subsequent monitoring.
- Redefine the standards associated with each of the indicators proposed to be achieved by the intervention.
- Determine the baseline situation of the project's outcome and impact indicators, by establishing their first value using social research techniques.
- Organise a database according to information needs.
- Design the instrument for measuring and monitoring the evolution of the Baseline indicators.



- g) To constitute an input for a possible reformulation of the project according to the data collected.

To see the objectives, results and indicators of the formulated project see logframe attached.

#### 4. Methodological approach.

The process of designing the LdB will include the coordination of actions in consultation with the different direct and indirect project stakeholders in order to identify the logic of the work on the ground. In this sense, it is proposed to consider the following methodological steps:

- **Identification and consultation:** with project staff (HESED and FARMAMUNDI) and local partners in order to identify the application in practice of the implementation mechanisms and to obtain suggestions relevant to the design of the Baseline methodology.
- **Documentary review:** review of reference documentation, including the planning matrix, operational plans, databases, monitoring system and other reference documents of the intervention logic and methodology.
- **Methodological design:** Establish the baseline sample, methodology and tools based on interviews with key contacts, aligning project results, targets and indicators. The tools should facilitate the collection of gender-disaggregated data for analysis and presentation in the final report.
- **Data collection:** application of the instruments designed, incorporating the suggestions received in the first stages of the development of the process, including the validation of the method for constructing the indicators, taking into account the local context, the quality and formality of the data sources, as well as the capacity to replicate the methodology for obtaining the information.
- **Data analysis:** presenting the results in the form of indicators, with their respective analysis of the usefulness for monitoring the implementation of project activities, as well as the analysis of the quality of the baseline, and the overall usefulness for contextualising the problem of access to and rational use of quality medicines in Kenyan society.
- **Report preparation:** presenting the information in a user-friendly way in order to obtain detailed information to be able to replicate the elaboration of the indicators for monitoring during implementation, but also for use when comparing with a final external evaluation.

#### 5. Deliverables

##### 5.1 Documentation to be submitted in order to participate in the procurement process

In order to be considered for the elaboration of the LdB we propose, a methodological proposal must be submitted in addition to the curriculum of the whole team that opts for the contract. This is the basic planning instrument for the preparation of the LdB, and its main purpose is to establish the technical, methodological, instrumental, temporal and human and material resources elements with which the fieldwork and the presentation of the report will be carried out.

Thus, the person applying for the recruitment process shall submit the following documents:

1. **Technical and methodological proposal**, with the following minimum content:
  - Objectives of the LdB.
  - Scope (temporal, geographical, etc.)
  - Typology and quantification of the estimated beneficiary population.



- Formulated objectives, results and indicators.
- Methodology to be used.

The design and implementation of the Baseline should take into account the following methodological considerations:

- Define the scope in order to elaborate a consistent matrix between the logical framework and the Project Baseline, which allows corroborating the data obtained in the diagnosis.
- Identify the different sources of information, both primary and secondary, in order to develop instruments and participatory methods for its collection, as well as to triangulate the information in order to have a greater rigor in the collection of information.
- Provide updated information about the project intervention territory, its main actors and beneficiary population.
- Tools and actors involved depending on the tool.

Techniques for data collection should be considered:

- Documentary analysis.
- Direct observation: systematic and planned observation of the reality in which the action is planned to be carried out.
- In-depth interviews
- Semi-structured and open-ended interview.
- Consultation process: focus groups and key informants.
- Work plan.
- Budget.
- Team profile.

2. **Curriculum Vitae** of the persons who will carry out the LdB survey, with information that allows verifying compliance with the experience and training requirements set out in this Guide.

## 5.2 Deliverables of the contracted team for the development of the LDB

The LdB report shall contain at least the following sections:

- → Cover page (including project title, NGDO, report completion date, funders).
- → Executive summary.
- → Brief presentation of the work team. If internal to the entity, position held and profile.
- → Description and objectives of the consultancy service.
- → Scope of the consultancy
- → Work plan.
- → Activities carried out and techniques used in the data collection stage.
- → Information processing and analysis.
- → Conditions to the work carried out.
- → Baseline results.
- → Review of the project planning matrix (objectives and results) and its evaluability (indicators).
- → The database generated for the development of the study.
- → Conclusions.
- → Recommendations.
- → Annexes.

The presentation of the final report will be carried out following the guidelines established in the "Guide for the monitoring and evaluation of projects financed by the Generalitat Valenciana in the field of Development Cooperation, 2018" shared with the signature of the contract.



The annexes to be submitted together with the Baseline report should include the following documents:

1. Data collection form for the monitoring of the evaluation indicators of the IV Master Plan of the Valencia Cooperation according to the official model that will be provided by the HESED-FM team.
2. Project monitoring plan
3. Final development report of the MEAL workshop

In line with these annexes, it is foreseen that the contracted team will develop after the finalisation of the LDB final report, a **Monitoring, Evaluation, Accountability and Learning (MEAL) workshop** with the members of the FM-HESED team that will be part of the project. In this workshop, among others, tools for the correct measurement of the project indicators will be reviewed/developed.

## 6. Proposed work plan

## 7. Budget and payments

### **a. Payment**

The consulting team, natural or legal person, will receive a payment appropriate to the offer submitted. It will be paid in KESH by HESED-Africa. Any taxes that may affect the contracting will be the responsibility of the consultant person or team, as well as any subcontracting expenses, materials and supplies, travel, accommodation and per diem necessary for the preparation of the final report foreseen; including all expenses for the deliverables and the payment transfer commissions in the country.

### **b. Terms of payment**

- 50% Upon signature of the contract, after the delivery of the final methodological design.
- 35% on submission of first draft report
- 15% on completion of the contracted service, after the delivery of the final versions of the documents set out in point 5.2 of this document.

## 8. Selection criteria

The person or persons who make up the technical team of consultants must meet a series of requirements:

- Demonstrable experience in the design and elaboration of baseline, mid-term and/or impact studies of development projects (at least 5 studies elaborated, of which 3 must be related to the country of intervention and/or in the sector of action).
- One member of the consultancy team or the consultant must have specific training in methodologies and application of social research techniques.
- As far as possible, the inclusion of professionals from the country where the intervention takes place and gender balance will be promoted.

FM-HESED undertake to review them and adjust to the offer that best suits them.



## 9. Deadline and form of submission of proposals

The deadline for the submission of applications by interested persons or evaluation entities is **June 12th, 2023**.

Technical and Financial Proposals should be sent to the e-mail addresses [hasedafrica@gmail.com](mailto:hasedafrica@gmail.com) and [ahe7@farmamundi.org](mailto:ahe7@farmamundi.org) indicating in the subject line "**Technical baseline bid-...**" followed by the name of the consultant or professional responsible for the bid.

The **deadline for the award will end on June 15th, 2023**, after which there will be interviews for the shortlisted consultants. Only those who make it to the shortlist will be contacted.

The total duration of the baseline process, excluding the phase of dissemination of its results, shall not exceed **2 months from the date of signature of the corresponding contract**.

However, the provision of the service will not end until the Baseline Report is accepted by the donor. According to it, the LdB report may be refused for the following reasons:

- Low technical quality.
- Non-compliance with the commitments made in the ToR and/or in the methodological proposal.
- The criteria established in the present TORs and in the aforementioned Guide for the Monitoring and Evaluation of Projects Financed by the donor in the Field of Development Cooperation have not been followed.

Once the final LdB report has been approved, its use will be monitored by the entity in the presentation of the six-monthly monitoring reports and in the elaboration of the ToR and/or the methodological proposal for the final evaluation of the project.

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