



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
OIM Organización Internacional para las Migraciones

Invitation for submission of expression of interest for a stabilization baseline study in North-Kivu and Ituri, DRC

Consortium for the Integrated Stabilization and Peace of Eastern DRC (CISPE)

IOM, Cordaid, PAX, VNG-International

Programme “Pamoja Inawezekana” (Together, it is possible)

| | |
|-----------------------------------|---|
| Organization: | International Organization for Migration (IOM) |
| Location field research: | North-Kivu (Masisi, Ruthsuru, Nyirangongo) and Ituri (Aru, Mahagi, Djugu & Irumu) |
| Overall research planning: | 1 October 2016 – 31 December 2016 |

Table of contents

- Invitation for submission of expression of interest for a stabilization baseline study in North-Kivu and Ituri, DRC 1
- Consortium for the Integrated Stabilization and Peace of Eastern DRC (CISPE)..... 1
- Programme “Pamoja Inawezekana” (Together, it is possible)..... 1
 - Summary of the Programme 3
 - 1. Introduction..... 4
 - The assignment 4
 - The project 4
 - 2. Objective and scope of the baseline study..... 6
 - 3. Methodology and scope of work 6
 - 4. Process and timeline 8
 - 5. Research areas 8
 - 6. Deliverables 9
 - 7. Roles and responsibilities 10
 - 8. Qualifications consultancy team 11
 - 9. Submitting an expression of interest 11
 - 10. Evaluation Criteria 12

| SUMMARY OF THE PROGRAMME | |
|---------------------------------|---|
| Programme title | “Pamoja Inawezekana” (Together, it is possible) |
| Consortium name | Consortium for the Integrated Stabilization and Peace of Eastern Democratic Republic of Congo (DRC) (CISPE) |
| Consortium lead | <ul style="list-style-type: none"> • International Organization for Migration (IOM) |
| Project partners | <ul style="list-style-type: none"> • Catholic Organization for Relief and Development Aid (CORDAID) • Peace Organization PAX • International Cooperation Agency of the Association of Netherlands Municipalities (VNG-I) |
| Project location | North-Kivu and Ituri provinces, Eastern Congo, DRC |
| Project duration | 42 months : November 2015 to April 2019 |
| Project budget | € 12,4 million |
| Donor | Embassy of the Netherlands in Kigali |

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

1. INTRODUCTION

| | |
|----------------------------------|--|
| Consultancy title | A (group) of consultants for the baseline study carried out under the CISPE project |
| Contract type | Individual contract(s) |
| Job level | International |
| Duration of consultancy | Approximately 60 days |
| Type of work and location | Desk review, orientation sessions in Goma and Bunia, field work in 3 territories in North-Kivu and 4 territories in Ituri and restitution sessions |

Women are strongly encouraged to apply

The assignment

Within the framework of the CISPE stabilization programme in North-Kivu and Ituri provinces in DRC, IOM is recruiting a consultancy team to develop the project's baseline study. This research involves measuring and verifying both **quantitative** and **qualitative** data in order to assess the baseline values at output level (and where necessary at outcome level). These results are expected to be delivered per territory (7 in total) from early November 2016 till end December 2016.

On the basis of the study's results, the consultancy team will need to host "restitution sessions" with project beneficiaries in all seven researched territories.

This consultancy involves significant travel in the field, as well as desk research in the home station.

If successful, the consultancy team will be retained for the two subsequent monitoring studies in early 2018 and early 2019.

Selection Process

The selection procedure will consist of two phases. Based on these terms of reference, the qualified applicants will first of all submit their expression of interest containing the technical and financial elements outlined in section 9 of this document. Upon positive review by the selection panel, the applicants will be interviewed by Skype and will then be asked to develop a more detailed and specific methodological framework based on internal project documents which will be provided by IOM.

The project

Within the context of the revised International Stabilization and Security Support Strategy (ISSSS), IOM, CORDAID, PAX and VNG-I, have developed a joint stabilization programme for selected intervention zones in North-Kivu and Ituri. The programme will contribute to two ISSSS pillar objectives, being "Democratic Dialogue" and the "Restoration of State Authority".

The programme's goal is "to contribute to the improved mutual accountability and capacity between Congolese state institutions and civil society to address and mitigate the main drivers of conflict in selected intervention zones in Ituri and North-Kivu, and to reinforce the legitimacy of

these institutions and its agents, who are perceived as enabling security actors by men, women, boys and girls.”

This programme goal can then be split up into two pillar objectives:

1. Contribute to peaceful conflict resolution, improved security, and reinforced social cohesion through the promotion of inclusive dialogue between selected communities in targeted areas (Territories, Chefferies, Groupements), and security, justice and administration authorities.
2. Contribute to improved state services, including security, justice, and administrative services, and enhanced perception of these services in the targeted areas.

The joint and integrated approach directly addresses identified drivers of conflict and aims to support existing dialogue and security structures to bring about stabilization.

During Year 1, the programme will set-up the basic structures necessary for the programme, including setting up the dialogue structures; prepare the “Conseils de Securite” (CdS) and prepare the roll-out of the Results Based Financing (RBF) mechanism.

The democratic dialogue will be supported through the Cellule Provinciale d’Appui à la Pacification (CPAP) in North Kivu by IOM, and the Initiatives Locales de Paix (ILPs) in Ituri by PAX. This dialogue addresses the link between a lack of confidence and accountability between the ‘governing’ and the ‘governed’.

In order to reinforce accountability of local security actors in particular, the CdS will be reviewed on their inclusivity and their ability to transform the concerns of the communities into action through the establishment of Security Action Plans. The dialogue structures will support the inclusiveness of the CdS, while the RBF approach will review the effectiveness of security actors’ interventions.

In order to contribute to the delivery of improved state services, the consortium will use CORDAID’s Results Based Financing (RBF) approach. This approach encourages the establishment of a transparent “social contract” between communities and their public service providers and enforces accountability of government services and the population. Based on the identified and diverse needs of the community, a contract with the authorities is established. This will be done separately for four different service providers at territorial level (Territory administration, police, Tripaix and Parquet) and seven regulatory bodies at provincial level. Conditional on a positive quarterly evaluation of these services, the authorities will receive subsequent funding.

On the basis of the establishment of the CdS, the first outcomes of the dialogue mechanisms, as well as the results observed through the RBF, IOM will launch specific training activities for the Police Nationale Congolaise (PNC) in Year 2 of the programme.

The consortium will implement activities in the provinces of North-Kivu (Nyiragongo, Rutshuru and Masisi Territories) and Ituri (Aru, Mahagi, Irumu and Djugu Territories).

During the Inception Phase of the project (from November 2015 till May 2016), a “needs assessment” was carried out in each province. These two studies provided an in-depth

understanding of the human security situation in both provinces, as perceived by the local population and State authorities. Indeed, the outcomes have informed all project stakeholders (ISSSS, STAREC, civil society, local peace initiatives, security services...) about the current security situation and the drivers of conflicts in Ituri and North-Kivu. The assessment outcomes have furthermore guided project implementation and the selection of intervention areas, and have prioritized the activities and strategies of the project by creating a common point of departure for the consortium partners. By discussing the security situation with the local population and State authorities, the assessments were also conducted to ensure the legitimacy / ownership of the project by the people for whom it is meant. These studies were used as a basis for the elaboration of the results framework of the CISPE project and for the formulation of a gender strategy.

At the end of July 2016, the CISPE Consortium finalised its monitoring and evaluation (M&E) strategy as well as its results framework. The latter will be used as a basis to monitor the progress of CISPE interventions between August 2016 and April 2019. The collection of baseline data for the CISPE framework will thus be imperative and is the starting point of the project. The terms of reference related to the conduct of the baseline study in both North-Kivu and Ituri are further elaborated in this document.

2. OBJECTIVE AND SCOPE OF THE BASELINE STUDY

The baseline study is intended to provide the Consortium partners with detailed baseline data on the current situation of key project indicators and to enable outputs (and outcomes where relevant) to be measured over the course of the Project.

The theory of change highlighted in CISPE's framework link the objectives, outcomes and outputs of the Project according to two pillars. As the CISPE Project is implemented within the framework of the International Security and Stabilization Support Strategy (ISSSS or I4S) - the CISPE consortium has aligned its results framework on ISSSS's monitoring and evaluation strategy. This means that some of the outcomes and outputs of CISPE's results framework originate directly from ISSSS's monitoring and evaluation framework.

The monitoring of the programme will be performed in support and contributing to the broader monitoring of the ISSSS by l'Equipe d'Evaluation pour la Stabilisation (EEST), an independent M&E unit which is currently based inside MONUSCO's Stabilization Support Unit (SSU).

The ISSSS is supported by a joint secretariat of SSU and the government's STAREC (Programme pour la Stabilisation et la Reconstruction des zones sortant des Conflits Armés à l'Est du Congo) programme. This strategy has been endorsed at the national level by the DRC's government and receives support from the broader international community.

The main objective of this baseline study is to collect baseline data on output (and outcome where relevant) level in the results framework of the CISPE program. In this baseline study, the consultant(s) will be focusing on the output level for Pillars 1 and 2 (and outcome where relevant) but will measure both outcomes and outputs for Pillar 3.

3. METHODOLOGY AND SCOPE OF WORK

The methodology of the baseline study needs to be developed in a way that it is repeatable, as two other monitoring studies will be conducted before the end of the programme (in January 2018 and

February 2019). In addition, the methodology needs to be comparable between the two provinces and needs to be complementary to other stabilization monitoring efforts as managed by EEST.

The study design and methodology will be discussed and agreed upon with the Consortium partners before the start of the data collection process. The consultant(s) will use different data collecting methods: desk review, direct observation, quantitative surveys, (semi-)structured interviews, focus groups... to establish a baseline for the project's key indicators at output (and outcome where relevant) level.

In order to collect the necessary baseline data for the CISPE indicators, a detailed monitoring tool (framework) needs to be developed. This monitoring tool needs to identify for each indicator:

- Which consortium member(s) is/are related to this indicator?
- Which activities are related to this indicator?
- Is this indicator applicable to both Ituri and North-Kivu?
- Is this indicator applicable to all chefferies/secteurs/groupements of the CISPE intervention areas, or a selected number only?
- Which structures/key actors are linked to this indicator? How?
- Which specific data should be collected to measure this indicator?

The development of the monitoring tool will be based on the M&E framework produced by the project partners. The framework consists of 36 indicators (some originate from the ISSSS M&E strategy) that are used to measure the outcomes and outputs of the project.

- The first pillar has 14 indicators, of which 7 stem from ISSSS
- The second pillar has 7 indicators, of which 4 stem from ISSSS
- The third pillar has 15 indicators.

Please note that the data related to some outcomes and outputs will be collected through the Harvard Humanitarian Initiative (HHI) and analyzed by ISSSS's partner, EEST.

Furthermore, the monitoring tool will identify:

- a) Which monitoring data will be collected by the four consortium members themselves and how this information links with the outputs/indicators of the results framework (e.g. RBF indicators)
- b) If any additional data needs to be collected (and/or if more indicators needs to be added) in order to monitor the CISPE outputs and outcomes in the results framework.

Based on this monitoring tool, a detailed questionnaire (per territory) and tools for data collection (and consolidation) will be developed.

The methodology process will follow the below-mentioned steps:

1. Preparatory phase: perform a desk review of all relevant documentation (provided by the Consortium partners and desk research), prepare a work plan, finalize methodology of the study and set up a team. (A team will be set up based on the level of professional experience, knowledge of the context, knowledge of the local languages, ability to conduct interviews and focus groups as well as other types of data collection methods)

2. Field work in the intervention areas: recruit and train data collectors, field test the questionnaires, supervise data collection.
3. Data analysis and report writing
4. Restitution sessions with key stakeholders in all territories

4. PROCESS AND TIMELINE

The consultancy duration will be of approximately 60 working days. A detailed calendar covering this period will be defined after the recruitment of the consultants.

The first baseline results will need to be presented per territory, from mid-November 2016 onwards. The final report and the final results framework needs to be available before 31 December 2016.

| Timeline | # of days | Duty station |
|--|-----------|--------------|
| Desk study | 3 | Home |
| Development of M&E tools | 5 | Home |
| Recruitment of additional data collectors and training | 4 | Goma / Bunia |
| Orientation session in Goma | 1 | Goma |
| Field study in North-Kivu's three designated territories | 10 | North-Kivu |
| Orientation session in Ituri | 1 | Bunia |
| Field study in Ituri's four designated territories | 10 | Ituri |
| Final report | 5 | Home |
| Presentation of results | 1 | Goma |
| Restitution sessions | 20 | Goma |
| TOTAL | | 60 |

5. RESEARCH AREAS

The baseline study will be carried out in the following intervention areas set out by the project:

Table n°1: Priority groupements as intervention zones in North Kivu

| North Kivu Province | | |
|---------------------|----------------|----------------|
| Territoire | Chefferie | Groupements |
| <u>Masisi</u> | <u>Bashali</u> | BASHALI MOKOTO |
| | | BASHALI KAEMBE |
| | | BANYUNGU |
| | <u>Bahunde</u> | UFAMANDU I |
| | | MUPFUNI SHANGA |
| <u>Rutshuru</u> | <u>Bwisha</u> | JOMBA |
| | | KISIGARI |
| | | BINZA |
| | <u>Bwito</u> | MUTANDA |
| | | BISHUSHA |
| <u>Nyirangongo</u> | <u>Bukumu</u> | BUHUMBA |
| | | KIBUMBA |

Table n°2: Chefferies/secteurs selected as areas of intervention in Ituri Province

| Ituri Province | |
|-----------------------|---------------------------|
| Territoire | Chefferie/Secteurs |
| <u>Aru</u> | <u>Chefferie Zaki</u> |
| | Chefferie Kakwa |
| <u>Mahagi</u> | Chefferie War-Palara |
| | Secteur Walendu Watsi |
| <u>Djugu</u> | Secteur Walendu Pitsi |
| | Secteur Walendu Tatsi |
| <u>Irumu</u> | Chefferie Walese-Vonkutu |
| | Chefferie Andisoma |

6. DELIVERABLES

The expected outputs of this assignment are:

- **A detailed monitoring tool** to measure the CISPE indicators of the results framework at output (and outcome where relevant) level(s) (to be used for future CISPE M&E studies)
- **Questionnaires per territory** (to be used for future CISPE M&E studies)
- **Fiches for data collection**, including **consolidation matrixes** (to be used for future CISPE M&E studies)
- **PowerPoint presentation/methodology for the instruction training(s)** of the data collectors
- **The CISPE Results Framework with baseline data for the CISPE indicators on output (and outcome where relevant) level(s)**
- **The establishment of control group(s)** so that, at later stages of the project, a comparison can be made of the impact achieved.
- **A draft- and final baseline report** (English) of maximum 30 pages (without annexes) which includes :
 - a. Executive summary (in French and English)
 - b. Introduction
 - c. Context (description of project and the intervention areas)
 - d. Objectives of the baseline study
 - e. Methodology used and its limits
 - f. Analysis of the main results
 - g. Analysis of gender-sensitivity of the programme

- h. An M&E framework that CISPE will be able to use (with a summary of each indicator's baseline data)
- i. Conclusion and recommendations

- **Presentation of study results per territory** (to be used for the restitution of results to all stakeholders in the intervention zones (seven territories in two provinces)

The first draft report (format to be suggested by consultant and commented upon and approved by CISPE) will be ready by 5 December 2016. Consortium members (and other relevant stakeholders) will provide feedback. The provision of feedback to the consultant is coordinated by IOM.

The final report will be submitted by 31 December 2016. This will be done in a nicely shaped document that can be used for publication. The logo of CISPE is part of the lay-out, as well as the four underlying organisations.

7. ROLES AND RESPONSIBILITIES

IOM, in close collaboration with **PAX**, will be responsible for the following activities:

- Recruitment of consultant(s)
- Overall coordination of the research process
- Support (content) to the consultant(s) with regard to the preparations of the baseline study
- Focal point for the research team
- Final approval of the baseline report in accordance with consortium members and donor

IOM (in North-Kivu) and **PAX** (in Ituri) will also:

- Facilitate all practical/logistical arrangements related to the baseline study
- Co-facilitate the restitution meetings at territory level to present the results of the baseline study to all stakeholders in the intervention zones

All **four consortium members** will:

- Participate in (skype) meetings to discuss research plans and preliminary results
- Provide input to consultant(s) in order to develop the detailed monitoring tool
- Follow-up regularly with the consultants

The **consultant(s)** will be responsible for the following activities:

- Prepare an inception report (to be approved by the Consortium partners) outlining the approach/methodology to be employed for the data collection exercise and a detailed work plan for the baseline with Timeline;
- Methodology of how to collect, triangulate and summarize the primary and secondary quantitative and qualitative data collected;
- Recruit additional data collectors (if necessary);
- Facilitate the instruction trainings for data collectors in North-Kivu and Ituri;
- Carry out the baseline study in North-Kivu and Ituri;
- Analyze and discuss preliminary results with consortium members;
- Write draft and final report and share in a timely manner, including annexes;
- Present the results of the baseline study to all stakeholders in the intervention zones;
- If the final report has been approved by the Consortium partners, commit to lead the following two baseline studies (subject to donor funding).

8. QUALIFICATIONS CONSULTANCY TEAM

- At least 7 years of relevant experience for each of the member(s);
- Advanced university degree in relevant field (development studies, political science, anthropology, international relations, development economics);
- Strong Monitoring and Evaluation Track Record: proven experience in conducting quantitative and qualitative research, and specifically conducting baseline studies
- Experience liaising with high-level governmental authorities: proven communication skills;
- Proven report writing skills;
- Strong local research network;
- Ability to act as a leader while successfully coordinating teamwork;
- Ability to work under pressure;
- Excellent working knowledge of French and English;
- Knowledge and experience of gender-sensitive and human-rights approaches;
- Advantages:
 - o Experience working in the field of stabilization, early recovery, community resilience and related fields, with a special focus on the aspect of democratic dialogue.
 - o In-depth knowledge of the socio-cultural, economic and political context of (eastern) DRC;
 - o Familiarity with the concept of ‘stabilization’ and the revised ISSSS (2013-2017);
 - o Familiarity with the Results-Based Financing (RBF) mechanism

9. SUBMITTING AN EXPRESSION OF INTEREST

Consultants who wish to apply and meet the requirements cited above should submit an “expression of interest” containing the following:

| | |
|-----------------------|--|
| 1. Technical elements | <ul style="list-style-type: none"> - A statement citing full commitment to availability for the entire assignment; - A CV with relevant detailed qualifications and experience; - A brief motivation letter describing why you are the best candidate for the consultancy; - Brief summary on the proposed study methodology and composition of the research team (detailing work in home country and in-country); - One relevant report by the consultancy team or one for each of the consultants; - Three relevant professional references. |
| 2. Financial elements | <ul style="list-style-type: none"> - A detailed financial proposal containing a proposed daily fee, which will form part of the selection criteria (see section 10 for more information) |

On the basis of the expression of interest, selected applicants will be invited to develop a detailed full proposal on the basis of programme documents.

The expression of interest should be sent to RFQDRC@iom.int by **12 September 2016, 18:00 CET**.

For further information, you can contact Mr Volkert DOOP, VDOOP@iom.int or Mr François NIYOYITA FNSEBIGUNDA@iom.int.

IOM reserves its right to accept or reject any application, to cancel the expression of interest process, or to reject all applications at any time, without enduring any kind of responsibility towards the concerned applicants, and is not obliged to inform the latter on the reason for this.

10. EVALUATION CRITERIA

The evaluation process will take place in two phases: the technical proposal will be analyzed before proceeding to the analysis of the financial proposal. The consultancy will be offered to the candidates having obtained the highest combined score (best price/quality ratio, cumulative evaluation).

a) Technical proposal

These will be evaluated based on the following criteria and in relation to the terms of reference:

| Criteria for evaluation | Points |
|--|--------|
| Does the candidate have the required profile in order to successfully carry out the study? (level of experience) | 20 |
| Did the candidate clearly and precisely express the objective of the study? | 20 |
| Are the proposed methodology and work plan appropriate in order to accomplish the objectives of the study? | 30 |
| Are the proposed methodology, timeline and work plan coherent and realistic in order to guarantee the achievement of the deliverables set out in the terms of reference? | 30 |

b) Financial proposal

The financial proposal will only be examined and compared after having completed the analysis of the technical proposal. The candidate will submit its financial proposal according to the following format:

| Deliverables | Quantity / Number of days | Price per unity in USD | Total in USD |
|-----------------------------------|---------------------------|------------------------|--------------|
| Consultancy fee | | | |
| Daily Subsistence Allowance (DSA) | | | |
| Transportation costs | | | |