



# INTEGRATED DISABLED WOMEN ACTIVITIES

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## Terms of Reference (TOR) for Baseline Survey

### **Project Title: Eliminating Sexual and Gender Based Violence against Women and Girls with Disabilities in Mayuge District**

#### **1.0 Background:**

#### **2.0 About IDIWA**

Integrated Disabled Women Activities is a voluntary, not for profit non-governmental organization established in 2000 **purposely** to empower Women and Girls with Disabilities, and other vulnerable groups to maximize their potential and improve their standard of living through Economic Empowerment and Livelihoods, Human Rights and Good Governance, Community Based Rehabilitation, Health and Reproductive Rights, and Education. IDIWA visualizes an inclusive society in which human rights; citizenship and potential of Women, People with Disabilities, and other vulnerable groups are respected.

IDIWA is focused on empowerment of Women and Girls with Disabilities (WGDs) by advocating for improved access to services, resources (ownership and control), participation in democratic and governance processes, economic opportunities and respect for their human and health rights. This is done through training, advocacy, lobbying, and networking and by involving community members because ideas are generated from them. Advocating for the realization of human rights of persons with disabilities is an essential part of the work IDIWA does and it is also part of a wider component of our advocacy work to accelerate access to disability friendly SRH services by Women and Girls with Disabilities.

#### **3.0 About the project**

#### **4.0 Situational analysis**

Eastern Uganda has the highest number of cases of GBV with an average of 74% cases (UDHS, 2012). There is no specific data on women and girls with disabilities; SGBV is high among WGDs due to intersection of gender and disability, which exacerbates exclusion from program planning and service delivery. WGDs experience domestic violence at twice the rate of other women and they also experience other forms of violence specifically because of their disability, including isolation, violence in institutions and withholding of medication and mobility, vision and hearing aids. In particular, WGDs are subjected to forced medical treatment and

reproductive health procedures without their consent (UNGA Report 2017-“situation of women and girls with disabilities).

Despite the many upcoming WROs at the local level, their efforts are hindered by lack of sufficient information and coordination. Specifically, they lack adequate skills and expertise needed to address the unique needs of WGDs experiencing SGBV, and capacity to effectively advocate for human rights, and constantly monitor and follow up cases to logical conclusion, and hold duty bearers accountable. National WROs are doing important work to end VAWG in Uganda, however, they do not specifically target WGDs, and besides, they lack adequate skills and expertise in disability programming. Thus, the project will strengthen coordination and joint advocacy to increase SGBV outreach and comparative advantage, and ensure more effective influencing and advancing of progress on GEWE among women's rights organizations and groups in Busoga sub region. In line with the objectives of Outcome six of the Spotlight theory of change, IDIWA will train WGDs Organizations and Groups, and DPOs on inclusive GEWE, equity budgeting and social accountability with specific focus on the SGBV national and international frameworks, and the Public Finance Management Act. A disability-focused GBV manual will be developed to guide training and mainstreaming of disability in SGBV programming at local government level.

IDIWA will work with other Organizations to establish a sub-regional GBV Network of women with disabilities' organizations and groups, DPOs and other CSOs especially those representing the youth and other vulnerable groups to enhance coordination and joint advocacy, and mainstreaming disability in SGBV initiatives in Mayuge District.

The Domestic Violence (DV) Act of 2010 guarantees the right and freedom of women from violence; it provides for protection and relief of survivors and punishment of perpetrators, and empowers family and children courts to handle cases of GBV, however, national level programming, including CSOs, does not specifically address the unique discrimination to which WGDs are subjected. The Local Council Courts Act, 2006, and the DV Act, 2010 mandate the Local Councils to handle cases of GBV, however, they are not inducted and or trained to effectively execute their mandate. They do not observe privacy during hearing of cases, they charge money which may be reason for WGDs not to report cases. Community level midwifery

staff do not attend to WWDs, on assumption that they will require cesarean section, and often scolding them on account of disability.

Legal instruments are largely unimplemented and unknown to the people they are meant to protect, therefore, WGDs remain silent as they are continuously abused and this affects their development. However, with all the above legal frameworks in place, WGDs still face innumerable violence and discrimination at disproportionately higher rates and in unique forms on account of gender and disability.

IDIWA will strengthen local GBV structures and promote positive attitudes among local council courts, health workers, and the Justice Law and Order Sector on their role in handling GBV cases, and sensitize them on the unique discrimination and specific needs of WGDs.

### **1.2.2 Objectives of the project**

1. To empower Women and Girls with Disabilities with their Human Rights and Advocacy skills by 2022
2. To strengthen protection and response to SGBV cases among Women and Girls with Disabilities.
3. To empower IDIWA organs, WGDs' Organizations and Groups, and DPOs to promote GEWE and response to SGBV against Women and Girls with Disabilities by 2022.

### **1.2.3 Project Results:**

The project has three (3) specific outcomes with their corresponding outputs that directly contribute to outcome area one (1) of the UN Trust Fund to End Violence against Women and Girls (**Improved access for women and girls to essential, safe and adequate multi-sectoral services to end VAW/G**). They are as follows:

**Outcome 1:** Women and Girls with Disabilities in Mayuge district empowered to protect and demand for fulfillment of their rights and access to SGBV services

**Outcome 2:** Strengthened mechanisms for response to Sexual and Gender Based Violence against Women and Girls with Disabilities (WGDs) in Mayuge by 2022

**Outcome 3:** Capacity of IDIWA organs, WGDs' organizations and groups and Disabled People's Organizations strengthened for effective promotion of Gender Equality and response to SGBV against WGDs.

#### **1.2.4 Indicators:**

Baseline indicators will provide benchmarks to assess future changes and achievements of the project. The project has developed three (3) sets/levels of indicators to be used for the baseline survey namely; Goal-level, *Outcome*-level and output level indicators (*refer to Annex 1: Project Results Framework*)

#### **2. Purpose of the Baseline Survey:**

The purpose of the baseline study is to determine quantitatively and qualitatively the current situation in relation to the main elements of the project (access and utilization of Sexual and Gender Based Violence services, knowledge and capacity of WGDs and [Disabled People's Organizations](#) on protection and fulfillment of their rights, level of implementation of the existing laws and policies on SGBV and existing mechanisms for response to Sexual and Gender Based Violence against Women and Girls with Disabilities).

The survey will establish the baseline for the project's key performance indicators and constitute the basis for measuring the project performance. Even though the baseline study is intended primarily to facilitate the project monitoring and evaluation, it will also be used as an evidence-based lobbying and advocacy tool (with the possibility of publishing a summary of the findings).

#### **3. Methodology of the Study:**

In order to conduct the baseline survey on the key parameters, the following methodologies can be utilized, but should not be limited to:

- Desk review on the situation of Women and Girls with Disabilities, particularly in the area of policy, behavior and protection
- Quantitative data collection and analysis of information from different stakeholders.
- Key informant interviews (KIIs), stakeholder consultations and other participatory methods used in consideration of the three outcomes as outlined in the results framework.
- Focus Group Discussions (FGDs) with different stakeholders including Government and non-government institutions, Disabled Persons' Organizations, Women Organizations and other selected stakeholders.

#### **4. Project Scope and Timeframe:**

A consultancy/research firm/organization will be identified and contracted to conduct the baseline survey. The project will be implemented in Mayuge district in five sub counties of Malongo, Bukatuube, Kigandaalo, Kityerera, and Immanyiro.

The consultant/firm will finalize the protocol document including methodologies with the support of IDIWA focal person(s) and **will submit a draft report within 1 month of contract signing.**

#### **5. Roles and Responsibilities of the consultant/firm:**

With support from IDIWA the bidder will lead the process of:

- Study design, methodology, planning and quality control procedures
- Recruiting and/or training field staff in participatory evaluation techniques and on the methods/subjects relevant to the baseline survey
- Reviewing existing information, preparing outlines, including study objectives, research questions, and development of sampling methodologies
- Finalizing: (1) work plan and checklists (2) questionnaire(s), (3) guidelines
- The consultant will guide and provide required technical support to the field teams for carrying out interviews and gathering information from different stakeholders
- The consultant will remain responsible for the entire survey maintaining the highest level standards and quality and for producing the final survey report

#### **6. Expected Outputs and Deliverables:**

- 1) Detailed and professional report that addresses both the objectives of the survey with specific recommendations. The report must be in English, clearly and concisely addressing the information outlined above. Documentation will include the following:
  - Work plan and Inception Report (with key parameters and indicators to be considered for the baseline survey including the methodologies for data collection and dissemination).
  - Data Collection based on the project results and indicators
  - Present results of the baseline and prepare a draft report for stakeholder review—clearly identifying information relevant to the results; as well as data gaps and areas that may require further assessment
  - Finalize the draft report with inputs from all stakeholders

2) Reporting will include:

- A comprehensive and well organized Final Report complete with standard reporting formats (main body of the report should be a minimum 25 pages in length, excluding TOC, tables and annexes)
- An Abridged Report synthesizing the main findings and indicators of the survey (not to exceed 7-10 pages in length)
- A set of recommendations on suitable indicators for program monitoring during the implementation and scale up of activities. Recommendations should consider the needs of specific stakeholder groups, and be relevant to the effective measurement of project objectives and outcomes

3) The research firm/organization will present findings/recommendations in a workshop organized for IDIWA and other key stakeholders:

- Production of a workshop report summary document to supplement the final report.

## **7. MANAGEMENT AND SUPERVISION**

The consultancy will be overseen by IDIWA. The consultant will receive direct guidance from Monitoring and Evaluation Manager in consultation with the Executive Director.

## **8. CONSULTANT'S QUALIFICATIONS AND REQUIREMENTS**

The consultant should be an expert in research, baseline assessment, and Monitoring & Evaluation methodologies, with knowledge of current National and International Gender and Equity Frameworks. Preference will be given to individuals or firms with proven relevant experience in undertaking a task of similar magnitude, and shall have the following qualifications and experience:

- An advanced degree in relevant field (including Gender studies, Political science, Anthropology, Research, Statistics, development studies)
- At least 7 years of professional experience both in Uganda and beyond, with adequate experience in research methodologies and processes, Monitoring & Evaluation and systematizing data
- Strong knowledge and experience of gender sensitive approaches, including conducting baseline studies on gender issues
- Strong professional experience in conducting baseline/impact assessments

- Deep understanding of Gender especially in the Ugandan context
- Fluency in English is required. Additional knowledge of the local language (Lusoga) would be an asset
- Strong computer skills and analytical skills with ability to write and review technical reports required
- Valid Certificate of incorporation and other related legal documents (for firms)

**9.0 Evaluation Criteria:**

A two-stage procedure will be utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any financial proposal being opened and compared. The financial proposal of the proposals will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 100 points in the evaluation of the technical proposals. The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference.

In the Second Stage, the financial proposal of all bidders, who have attained minimum 70% score in the technical evaluation, will be compared. The short-listed bidder(s) may be asked for a presentation prior to the final selection.

The contract will be awarded to the successful bidder following completion of all evaluation including negotiation (only in exceptional cases), if necessary. The successful bidder will have to sign a contract with IDIWA to undertake the assignment.

**9.1 Technical Evaluation Criteria:**

<b>Criteria, sub-criteria</b>	<b>Points</b>
1. Demonstrated understanding, objective and completeness of the assignment	30
2. Methodology and implementation plan a. Details and quality (adequacy) of methodology proposed for the assignment b. Detailed implementation plan indicating time frame	30
3. Proposed Team Detailed description of the proposed team, position with the company with CVs (not more than three page for each CV) of the proposed Team Leader and other key team members	20

<p>4. Organization</p> <p>a. Profile (including administrative and logistics facilities available), experience in similar assignment in last 10 years, client list, management control system.</p> <p>b. Exposure in working with International Donors and development agencies</p> <p>c. Additional resources/logistics which can be made available to conduct the survey</p>	20
<b>Total Points</b>	<b>100</b>

**10.0 Other conditions**

**10.1 Award of Contract:**

From the time of proposal submission, if the selected consultant(s)/firm wishes to contact IDIWA on any matter related to proposal, it should do so in writing. Any effort by the organization/organizations to influence IDIWA in the evaluation, proposal comparison or contract award decisions may result in the rejection of the proposal.

- The contract will be awarded to organizations following completion of all evaluations including negotiations if necessary.
- The selected consultant(s)/organization is expected to commence the assignment promptly and on a date to be determined.

**10.2 CONFIDENTIALITY:**

Information related to evaluation of proposals and recommendations concerning awards shall not be disclosed to the organization/organizations that submitted the proposals or to other persons not officially concerned with the process, until the finally selected organization/organizations has been awarded the contract.

**11.0 Submission of proposals**

Consultants/Firms that meet the requirements should submit technical and financial proposals including budget outline to IDIWA on the following addresses considering the following:

- a) Technical Proposals should be no more than 10 pages; Budget Proposal 5 pages max (Excluding CVs of key personnel and Supporting Documents).



- b) Attachments:
  - i. Consultant/firm qualifications and/or references; and recent project history (limit 5 entries);
  - ii. CVs of key personnel
- c) Submission of proposals should be to the Executive Director ([idiwa2009@gmail.com](mailto:idiwa2009@gmail.com)) and CC to [idiwaelizabeth@gmail.com](mailto:idiwaelizabeth@gmail.com)) not later than **Thursday 23<sup>rd</sup> Jan 2020, 3pm.**

**ANNEXES:**

**Annex 1: Project Results Framework**

Result to be measured	Indicators	Baseline	Target			Means of verification
			Year 1	Year 2	Year 3	
<b>Goal:</b> Equitable access to and utilization of disability friendly Sexual and Gender Based Violence(SGBV) services by Women and Girls with Disabilities in Mayuge District by 2020	<b>Goal Indicator 1:</b> Number of Women and Girls with Disabilities (WDGs) affected by SGBV receiving different SBGV services from different services centers (Health Centers, police, court, probation office etc.) in Mayuge district by 2020	to be established	100	100	100	Survey
	<b>Goal Indicators 2:</b> Number of Women and Girls with Disabilities in Mayuge District actively demanding for protection and fulfillment of their rights by 2022	to be established	100	100	100	Survey, Review of reports from different relevant government ministries agencies and departments (including police, Ministry of Gender, Ministry of Internal Affairs, Uganda Human Rights Commission
<b>Beneficiaries at the project Goal Level:</b> Women/Girls with Disabilities						
<b>Expected situation of the beneficiaries:</b> Women/Girls with Disabilities Have equitable access to quality and disability friendly Sexual and Gender Based Violence (SGBV)services						
<b>Outcome 1:</b> Women and Girls with Disabilities in Mayuge district empowered to	<b>Outcome Indicator 1.1:</b> Number of advocacy initiatives undertaken by women and girls in Mayuge district aimed at promoting rights of	to be established	4	4	4	Survey, Review of project progress reports

<b>Result to be measured</b>	<b>Indicators</b>	<b>Baseline</b>	<b>Target</b>			<b>Means of verification</b>
protect and demand for fulfillment of their rights and access to SGBV services	women and girls					
	<b>Outcome Indicator 1.2:</b> Number of trained WGDs paralegals actively advocating against SGBV	to be established	<b>6</b>	<b>15</b>	<b>3</b>	Survey, Review of project progress reports
	<b>Outcome Indicator 1.3</b> Number of cases of SGBV referred by the trained paralegals	to be established	<b>30</b>	<b>100</b>	<b>50</b>	Survey, Review of project progress reports
<p><b>Beneficiaries at the outcome level 1:</b> Community-based group/members. <b>Current situation of beneficiaries:</b> Limited knowledge and capacity of WGDs and PWD Organization to demand for protection and fulfillment of their rights. <b>Expected situation of targeted beneficiaries at project end:</b> PWD organization and WGD actively demand for protection of their rights and have access to quality SGBV services</p>						
<p><b>Beneficiaries at the outcome level 2:</b> Government officials(decision makers, policy implementers <b>Current situation of beneficiaries:</b> limited knowledge by the duty bearers on the legal and institutional frame works for WGDs, weak implementation of the existing laws and policies on SGBV. <b>Expected situation of targeted beneficiaries at project end:</b> Duty bearer effectively implement SGBV policies and laws in Mayuge district</p>						
<b>Output 1.1</b> 300 women and girls with Disabilities equipped with information and knowledge on their rights	Number of WGDs trained in human right	Not relevant	<b>100</b>	<b>150</b>	<b>50</b>	Review of training report
	Number of copies of different types of disabilities focused SGBV advocacy and learning materials printed and disseminated	Not relevant	<b>500</b>			Review of dissemination forms
<b>Output 1.2</b> Women and Girls with Disabilities survivors of SGBV supported to	Number of WGDs referred for different services	to be established	<b>50</b>	<b>50</b>	<b>30</b>	Review of data on the online M&E System (MIS) Review of referral forms

<b>Result to be measured</b>	<b>Indicators</b>	<b>Baseline</b>	<b>Target</b>			<b>Means of verification</b>
access legal, psycho-social, economic and health services	Number of SGBV survivors supported with transport, food, medical care and temporary shelter during investigations	Not relevant	<b>30</b>	<b>30</b>	<b>30</b>	Review of data collection tools (HMIS, Police records, etc.) Review of cash disbursement forms
	Number of referred survivors reporting to have accessed services	Not relevant	<b>40</b>	<b>40</b>	<b>24</b>	Review of data collection tools (HMIS, Police records, etc.)
<b>Output 1.3</b> 50 Women and Girls with Disabilities trained as peer educators and champions against Sexual and Gender Based Violence	Number of WGDs trained as peer educators and champions against SGBV	Not relevant	<b>30</b>			Review of the training report
	Number of trained peer educators supported to actively champion the fight against SGBV in their communities	to be established	<b>30</b>	<b>30</b>	<b>30</b>	Review of activity reports
	Number of people participating in the SGBV awareness activities	to be established	<b>100</b>	<b>100</b>	<b>100</b>	Review of activity reports
<b>Outcome 2:</b> Strengthened mechanisms for response to Sexual and Gender Based Violence against Women and Girls with Disabilities (WGDs) in Mayuge by 2022	<b>Outcome Indicator 2.1</b> Number of community based referral networks for SGBV established and functional by 2021	Not relevant	<b>3</b>	<b>7</b>		Survey, Review of project progress reports
	<b>Outcome Indicator 2.2:</b> Number of WGDs in Mayuge district reporting to be aware of the existing referral mechanisms for SGBV by 2021	to be established	<b>50</b>	<b>200</b>		Review of project reports

<b>Result to be measured</b>	<b>Indicators</b>	<b>Baseline</b>	<b>Target</b>			<b>Means of verification</b>
<b>Output 2.1</b> 200 Duty bearers and other service providers in Mayuge District sensitized on the rights of women and girls with Disabilities	Number of duty bearers and other services providers sensitized on rights of WGDs	Not relevant	<b>100</b>	<b>100</b>		Review of project reports
	Number of advocacy engagements with duty bearers and rights holders conducted	Not relevant	<b>4</b>	<b>4</b>	<b>3</b>	Review of activity reports (including attendance forms)
	Number of actors trained on disability sensitive SGBV programming and budgeting	To be established	<b>100</b>			Review of the training report
<b>Output 2.2</b> Parents, care givers, family and community members are aware of the referral mechanisms and their role in reporting cases of SGBV in their households	Number of community dialogue meetings on SGBV against WGDs conducted	Not relevant	<b>4</b>	<b>4</b>	<b>4</b>	Review of activity reports
	Number of people of participating in the community dialogues on SGBV	Not relevant	<b>800</b>	<b>800</b>	<b>800</b>	Review of IDIWA MIS - database
	Number of households reporting to be using community SGBV referral mechanisms	Not relevant	<b>20</b>	<b>20</b>	<b>20</b>	Review of quarterly progress reports
<b>Output 2.3</b> 50 senior women teachers and health workers are knowledgeable on early assessment, identification and referral for SGBV against WGDs	Number of senior women teachers and health workers trained in early assessment and signs, identification referral and reporting mechanism for SGBV	To be established	<b>50</b>			Review of activity reports (including attendance forms)
	Number of SGBV cases identified and referred by the trained senior women teachers and health workers in Mayuge district by 2022	Not relevant	<b>20</b>	<b>20</b>	<b>20</b>	Review of referral forms Review of IDIWA MIS - database

<b>Result to be measured</b>	<b>Indicators</b>	<b>Baseline</b>	<b>Target</b>			<b>Means of verification</b>
<b>Outcome 3:</b> Capacity of IDIWA organs, WGDs' organizations and groups and Disabled People's Organizations Strengthened for effective promotion of Gender Equality and response to SGBV against WGDs	<b>Outcome Indicator 3.1:</b> Number of joint advocacy activities undertaken by IDIWA, WGDs' organizations and Disabled People's Organization	Not relevant	<b>2</b>	<b>4</b>	<b>3</b>	Review of project progress report
<b>Output 3.1</b> IDIWA organs, WGDs organizations and groups, and Disabled People's organizations in Mayuge District are knowledgeable on the National and International frameworks on Gender Equality and Violence against WGDs	Number of representatives from IDIWA, WGDs Organizations and Disabled Peoples' Organizations trained on National and international Frameworks on Gender Equality and Violence against WGDs	Not relevant	<b>50</b>			Review of training report (including attendance forms)
	Number of copies of different National and International frameworks on SGBV produced and disseminated	Not relevant	<b>50</b>			Review of dissemination forms Observation of copies of SGBV Frameworks
<b>Output 3.2</b> Sub-regional CSO's Sexual and Gender Based Violence coordination and referral network established and functional in Busoga	Number of CSOs signing the Memorandum of understanding for the Busoga Regional SGBV coordination and referral network	Not applicable	<b>10</b>			Observation of the signed MoU.
	Number of joint advocacy engagements undertaken by the Busoga Regional SGBV	Not applicable	<b>1</b>	<b>1</b>	<b>1</b>	Annual project progress reports

<b>Result to be measured</b>	<b>Indicators</b>	<b>Baseline</b>	<b>Target</b>			<b>Means of verification</b>
	coordination and referral Network					
	Number of meetings conducted by the SGBV coordination and referral committee	Not relevant	<b>2</b>	<b>2</b>	<b>2</b>	Review of meeting minutes (including attendance forms)