

Terms of Reference for a short-term data analysis consultancy

1. Introduction

The NGO Forest Peoples Programme (FPP) was founded in 1990 in response to the forest crisis, specifically to support indigenous forest peoples' struggles to defend their customary lands and livelihoods in the context of large-scale appropriation of forests for commercial purposes in tropical countries with weak governance.

FPP's vision is that 'forests are owned and controlled by forest peoples in ways that ensure sustainable livelihoods, equity and well-being based on respect for their rights, knowledge, cultures and identities'. This vision, based on the principle of self-determination, underpins all FPP's activities, in solidarity with the forest communities.

Working from this standpoint, FPP supports local communities and indigenous peoples by promoting the protection of human rights in the management and extraction of natural resources based on the communities' free, prior and informed consent (FPIC). To this end, FPP supports community capacity building and advocates investment in the income-generating activities chosen by the community.

In the Congo Basin, FPP has been working for the last 15 years in partnership with national and local NGOs and CSOs in Cameroon, Republic of Congo, Central African Republic, and the Democratic Republic of Congo.

This community-based work covers a number of thematic areas, in particular, community-based forest management and community forestry, industrial agriculture for raw materials (oil palm, rubber), logging of tropical timber, mining projects (iron, cement), protected areas, and the REDD+ carbon projects.

2. The project

In the framework of projects implemented in recent years in Cameroon, FPP and its local partner organisation Association Okani conducted surveys and community questionnaires with a variety of indigenous and Bantou communities in some areas where we are working. The information collected, provided collectively by communities and sub-groups within communities (and recorded in French, with some local language terms also included in forest products), relates primarily to land and resource use within forest areas (as well as information pertaining to other areas such as health, education, poverty etc). Different thematic areas have been divided into 7 different survey sections (by theme), with a maximum of 32 (collective) responses per section.

At present, survey responses (also available on paper) have been included in Kobotoolbox, from which the data can be exported to excel.

The work under this consultancy will be carried out in close liaison with existing staff from FPP involved in the data-gathering exercise and/or working on the Congo Basin.

To note: source materials are in French and documents must be produced in French, so excellent written French is essential.

3. Objectives of the consultancy

Objective 1: The overall objective of this consultancy is to undertake qualitative and quantitative analysis of the survey data, design and prepare a clean database of information gathered and present it in a report (to be discussed with FPP staff) which will provide a baseline for FPPs monitoring and evaluation work. Detailed information to be included in the report is listed under Deliverables, below. As noted above, data is currently in excel format but we are open to data cleaning, storage and analysis taking place with other tools that the consultant may prefer/consider appropriate.

Objective 2: With the purpose of the long-term data collection by FPP and its local partners in the Congo Basin, the consultant's second task will be to prepare new simple community monitoring tools (likely to include focus group questions and simple community questionnaires), which will be able to be used by FPP and its local partners to monitor key indicators of interest in FPP's work (qualitative and quantitative) in the Congo Basin (and in particular Cameroon). Further details are included in the Deliverables section.

4. Deliverables

On Objective 1:

1. The database should include clean data which can be disaggregated between indigenous and non-indigenous communities and men and women. FPP will also be looking for recommendations from the consultant for how to store/maintain such information in the future.
2. The main report should be approximately 12-15 (and no more than 20) pages, and include:
 - Qualitative and quantitative assessment of agriculture, land and forest use, disaggregated between indigenous and non-indigenous communities and, where appropriate, men and women
 - Summary assessment of other key human rights indicators covered by data gathering (health, education, poverty), disaggregated where possible.
 - Executive summary
 - Conclusions
 - Discussion (highlighting significant, important and interesting findings that might inform future programming, to be discussed with FPP during development of the report)

3. A user-friendly summary of the main report (including visualisation of key results) to aid sharing of key findings with variety of audiences (including communities).
4. All raw data files.
5. The report will be produced in French.

On Objective 2:

1. The exact contents, scope and form of the tools to be developed will be discussed between FPP and the consultant during the project – a preliminary task will involve a brief scoping of comparable tools in use by other organisations - but are broadly intended to include tools for collective assessment (at the community level) of areas including land and natural resource rights, territorial management, participation, empowerment and governance, and livelihood mechanisms. In particular, this may involve:
 - a. A simple community-based questionnaire / focus group questions derived from the “Participatory And Transparency Tool” (brief details can be found here: <https://commonwealthfoundation.com/resource/participation-transparency-tool/>), focusing on community empowerment;
 - b. A simplified community questionnaire aimed at assessing land and natural resource rights, community governance, traditional knowledge, territorial management and/or livelihood mechanisms (where appropriate or useful, this may draw on the existing Indigenous Navigator questionnaire: see <http://nav.indigenousnavigator.com/index.php/en/tools/questionnaire-en>).
 - c. Focus group questions for women’s groups, to elicit specific information around gender-based discrimination and barriers faced by women.
2. Tools should be sufficiently straightforward that they can be administered by local partners and/or communities themselves, after appropriate training, and the consultant should provide a brief outline document explaining what the tools are and how they should be used.
3. Collection methods for such tools should be proposed which enable data to be collected, collated and analysed with minimal need for manual data re-entry.
4. Data to be collected must be disaggregated by indigenous and non-indigenous communities, age and gender.
5. Preparation of a database in which information generated from such surveys can be stored and processed, and (preferably) analysed automatically, or alternatively, development of tools for its analysis by the consultant. It will be important for this to include the possibility of additional areas of assessment to be included in future.
6. Soft copy of databases/ tools prepared in a format to be discussed with FPP (recommendations for appropriate software or formats will be welcomed). It will be important for this to include the possibility of additional areas of assessment to be included in future.
7. The questionnaire will be produced in French.
8. Where possible, it would be helpful for the consultant to provide advice in relation to data protection of materials produced.

5. Methodology

This is a desk-based assignment, involving liaison with FPP staff (and possibly Okani staff) involved in data gathering and/or working within the Congo Basin.

6. Timeframe

Total time required: between 21 - 30 working days (on either a full- or part-time basis)

The start date is to be agreed with suitable candidate, but a date between 21 January and 15 February 2019 is preferred. The final products must be received by no later than 22 March 2019. Please indicate your preferred start date / availability in your tender.

After an initial briefing and agreement of the key principles, FPP anticipates the consultant will continue the work independently, although continuing to liaise with FPP staff when required. It is anticipated that the consultant will be home-based.

The dates for submission of work will be discussed and agreed with the consultant, but FPP would anticipate a first drafts of the report, databases and questionnaire by no later than the end of February, with an absolute deadline for final versions on the 20th of March 2019.

Following completion of this consultancy, there may be a possibility for a further consultancy role in training local partners in these tools (in-country).

| Indicative timeline | |
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| 5 pm, 21 December 2018 | Deadline for submission of consultancy offers |
| 14-16 January 2019 | Selected consultant will be notified (interviews or negotiations may be required before the signature of the contract) |
| 21 Jan – 15 February 2019 | Start of consultancy |
| Start of consultancy | Briefing by FPP on objectives 1 and 2. In relation to: 1) presentation and explanation of data; 2) discussion of key parameters, agreement on outcomes and indicators to be assessed; |
| First 8-10 days | 1) Preparation of database; data analysis and supportive background research for report (as necessary); 2) Brief scoping of other comparable monitoring and evaluation tools in place. |
| Day 9-11 (approx.) | Discussion with FPP to: 1) provide database, and provide preliminary results from data analysis, and discuss proposal for report arising from such analysis; 2) Propose and agree tools to be developed; |
| Day 10-14 | 1) Draft and submit draft report to FPP; |
| Day 15-20 | 2) Prepare draft tools and database for discussion with FPP, and submit to FPP; |

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| Day 16-22 | 1) Integrate comments from FPP on report (and call if necessary). |
| Day 21-28 | 2) Discuss FPP comments on draft tools and database, further development and finalisation of materials for submission |

7. Specific requirements for candidates

Qualifications:

University degree in social science or relevant field, or equivalent work experience

Experience:

- Proven experience in monitoring and evaluation, preferably in the context of collecting information from communities and/or monitoring human rights
- Experience in designing and conducting baseline/end line/project assessments
- Hands-on experience in the field work with local communities in Central Africa is preferred (experience with indigenous communities will be a strong advantage)
- Experience of working with non-governmental organisations

Skills / Technical skills and knowledge:

- Understanding and knowledge of principles and monitoring and evaluation in relation to long-term, incremental, multi-factor change settings and/or less tangible changes
- Excellent written skills in French required, and good knowledge of English will be an advantage
- Some understanding of issues faced by indigenous peoples, preferably in Central Africa
- Proven analytical and report writing skills
- Understanding of gender issues
- Understanding of the Cameroonian context is a strong advantage

8. Consultancy fees

The budget allocated for this consultancy (including VAT and any other costs) is EUR 6300-8400, depending on consultants' offers.

The payment will be made at the end of the consultancy upon receipt and approval of the final materials. The payment will be made by FPP within 10 days of receipt of the final materials.

9. Bid requirements and evaluation criteria

Candidates are required to submit their offers by the 21st of December 2018, 5 pm UK time. The offers should contain 2-page document specifying how the candidate meets the requirements, outlining their proposal for the work, timetable and costs, plus CV, and any other relevant information to allow FPP the analysis of the following evaluation criteria:

- Price (total costs)
- French language skills
- Relevant monitoring and evaluation knowledge and experience
- Understanding of / experience of Congo Basin and/or working with indigenous communities
- Timeframe