TERMS OF REFERENCE FOR CONDUCTING BASELINE SURVEY ON THE SAFE-CITIES CAMPAIGN IN LIBERIA

1.0 Introduction

As part of its Sexual Autonomy & Bodily Integrity (SABI) Initiative, the International Women’s Rights team at ActionAid International piloted work in 2011-2012 on guaranteeing women’s safety in cities and other urban spaces in five focal countries: Brazil, Cambodia, Ethiopia, Nepal and Liberia. The goal of the work was to guarantee women’s safety and mobility in their continuous movement between public and private spaces. As part of the pilot, each country selected a particular area to focus on outlined in a concept note, (e.g. safety issues concerning women factory workers and market traders, women using public transport to work or education). During the pilot, country offices and their partners carried out a Rapid Situational Analysis (RSA), which mapped out key safety issues. The findings of the RSA, included any gaps in knowledge, which lead directly into the development of a Safety Audit Toolkit, piloted by each country. ActionAid International commissioned Social Development Direct to work with country offices and partners to develop a template for the RSA in the five countries and to develop the Safety Audit Toolkit.

1.1 Country’s Context

In today's Liberia, violence against women is not only seen in communities, among family members but also in public places such as the universities, streets corner, work places, market places etc. The lack of adequate public services in Liberia greatly contributes to women and girls vulnerability to sexual violence against women in public places. The fragile educational system, poor urban planning to address issues relating to lighting, transportation and water and sanitation; weak zoning system, poor implementation of zoning laws and high level of corruption among government officers are some factors that hinder the mobility and safety for women and girls. Furthermore, unemployment amongst women is widespread-many are unskilled and under-employed in the informal sector. This sector acts as a backbone and coping mechanism for hundreds of thousands of households. Yet women working in the informal sector face a series of challenges commuting in urban areas to conduct their businesses.
Although there are laws and policies in Liberia to ensure that women and girls have access to justice when violated, the implementation of these laws and policies are very weak. At the university level, guidelines and policies are generic and do not address sexual gender based violence issues, therefore when a female student is sexually harassed, it’s difficult to access justice. Awareness on these laws and guidelines are very low among the university students, particularly female. Most SGBV programs that have been implemented by the Government and other NGOs and do not normally target the universities. The Liberian Student Union (LINSU), which is the umbrella organization, has activities that engage with advocacy but has limited capacity on Women’s rights issues.

In addition to female students, poor urban women working in the informal sector are one group in Liberia that experience huge difficulties in accessing public services. The economic activities from this sector acts as a financial backbone and coping mechanism for hundreds of thousands of households. Women working in the informal sector are engaged in every manner of petty trades but most of them are from slum communities with limited basic public services. This puts them in a more risky and unsafe environment which makes them vulnerable to sexual abuse and exploitation. Liberia has policies and guidelines which are developed to protect women’s rights but the implementation and awareness around these documents are weak.

1.2 ActionAid Liberia Women’s Rights Program

ActionAid Liberia has prioritized women’s rights in our work in the last five years, recognizing that sustainable development is not attainable if 50% of the population is marginalized from the national development agenda. Complacency and institutionalized discrimination at all levels have begun to be shifted as women and girls challenge the status quo and win victories around control over their own bodies.

Sexual and gender based violence is pervasive. Both Liberia’s legal systems still pose as a serious hindrance for women accessing justice in general and around sexual autonomy and bodily integrity in particular. For instance, both state law and the customary system permit and/or encourage female genital mutilation, which is widespread. The development industry’s long history of engagement with sexuality has generally been negative and normative (e.g. population control, HIV/AIDS prevention or treatment, or violence prevention).

Specific projects could take in women’s access to justice, such as accessing both formal and community justice mechanisms, harmonizing and promoting women’s rights and protection of Sexual Autonomy and Bodily Integrity (SABI) and other rights in statutory and customary systems, and improving policing and approaches to domestic and sexual violence. Women’s rights programming could also address access to information on sexuality and bodily integrity.
rights and services, and build awareness and distribute information about SABI amongst particularly vulnerable groups, such as women and girls. It could also include capacity building of partners (community groups and NGOs) to effectively address SABI.

1.3 Action Aid Liberia Safe Cities Initiative

ActionAid Liberia Women’s Rights program used the opportunity of piloting safe cities to scale-up it’s interventions around Women and Girls and other marginalized groups to have control over their bodies and sexual autonomy. Over the past three years, ActionAid Liberia has worked with Female University Students with a focus on the Safe Cities Program as the number of women receiving higher education in Liberia is gradually increasing. These students are from diverse backgrounds, including poor and rural communities. Students from a poor economic background are normally denied access to opportunities like scholarships. The female student also highlighted the issue of transactional sex or “Sex for Grades” as very common in the university. Sexual harassment in the university is normalized and linked to the war, when nothing was done about sexually harassment of female students by other students and professors. The piloting exercise revealed that women and girls are subjected to various types of sexual violence— from sexual harassment (physical, visual and verbal), to sexual assault including rape, whether on city streets, public transport, etc. and based on the learning and impact of the work done, the Country Program has deemed it necessary to continue her programming on Safe Cities for women and girls from a broader dimension.

Against this background a program framework on Safe Cities is being developed and involved partners and diverse stakeholders highlighting issues that make women and girls vulnerable to violence in public spaces, key interventions and expected outcomes. Lot of processes were undertaken to inform the development of the framework, which includes literature review, consultation meetings, workshops, etc.

The Safe Cities Program Objective is to promote full recognition, realization and protection of the rights of women and girls against all forms of gender-based violence and threats by demanding women friendly-laws and policies and safe community environments.
The Safe Cities Program expected outcome

1. Women and girls in Liberia’s urban and peri-urban public spaces have access to information to enable them combat sexual/gender based violence and economic exploitation.
2. Government and other stakeholders including universities’ authorities put in place systems and structures for prevention, protection and response to women and girls accessing public services.
3. Safe Cities Campaign is able to mobilize platforms of young women, support groups, and national networks.

The above expected outcomes will be realized through implementation of several activities which includes; developing a baseline strategy, establishing/strengthening women forums in universities and communities, trainings on women’s rights & leadership, provide alternative livelihoods, supporting advocacy meetings with relevant stakeholders, hold policy brief, convene conferences, etc.

2.0 The objective of the Baseline Survey

The overall objective of the Baseline survey is to assess the situation and establish benchmark indicators based on the Programme Logic to inform its Monitoring and Evaluation plan and form platform for the impact evaluation of the Safe Cities Program.

3.0 Scope and focus of the assignment

The consultant with support of the Program Quality Coordinator will lead the baseline survey process for the safe cities program in four counties in Liberia; Montserrado, Bong, Grand Gedeh & Gbarpolu. It is intended that the baseline assessment will provide: a) baseline data for the program as benchmarks for performance evaluation; b) information that will assist in designing the program Monitoring and Evaluation plan c) information for the development of training modules and capacity building interventions and d) information that will assist in identifying relevant policies, guidelines and frameworks for supporting project implementation and advocacy.
4.0 Task

The consultant will be required to lead on the below task in consultation with both the Women’s Rights Program Manager and the Program Quality Coordinator.

Develop a baseline methodology (that is gender, age and culturally appropriate) for a scoping study

1. Hold inception meeting with ActionAid Liberia Safe Cities Team and conduct a review of key relevant documents and understanding the safe cities program design and contextual framework

2. Develop detailed inception report and design tools and methodology projection for data collection of both qualitative and quantitative data. The baseline tool should be able to capture county-level data. This will be shared before finalization.

3. Field test the baseline survey tools

4. Access the capacity of implementing partners and provide training to ensure that standardized methodology and application of the tools are fully understood by all.

5. Implement and supervise field data collection and entry

6. Analyze and synthesize data; and prepare report and Program Indicator Tracking

7. Submit data analysis and draft report for feedback

8. Incorporate, compile and submit final report

5.0 Expected Deliverables

- A comprehensive baseline survey report for the safe cities campaign submitted in both electronic version and signed hard copy including recommendation and implementation strategies.
- A report of all findings gathered during the baseline process and review of existing systems/structures and recommendations
- Systematic baseline database produced and delivered with final report
- High quality validation of the information collected through a PowerPoint presentation before finalizing the report.

### 6.0 Approach and Methodology
It is highly anticipated that the consultant will take up both quantitative and qualitative methods for the Baseline Survey. The consultant will be appreciated for using Participatory Tools and Techniques for data collection, which may include but not be limited to In-depth interview, Key informant interview, Focus Group Discussion with ActionAid staff, University girls forums, community groups, among other stakeholders.

### 8.0 Reporting
The consultant, during the course of this assignment, will report to the Women & girls program manager, Head of Program and Policy and the Country Director and the process will be coordinated by the Program Quality Coordinator. (See Annex 1)

### 9.0 Proposed work plan

<table>
<thead>
<tr>
<th>Activity</th>
<th>Timeframe</th>
<th>Person Responsible</th>
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<tbody>
<tr>
<td>Development of TOR</td>
<td>January 2014</td>
<td>ActionAid Liberia</td>
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<tr>
<td>Identification and recruitment of consultant</td>
<td>February 2014</td>
<td>ActionAid Liberia</td>
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<tr>
<td>Review of TOR and relevant documents</td>
<td>February 2014</td>
<td>Consultant</td>
</tr>
<tr>
<td>Development of inception report including methodology and tools</td>
<td>February 2014</td>
<td>Consultant</td>
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<tr>
<td>Review of tools</td>
<td>February 2014</td>
<td>ActionAid Liberia</td>
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<tr>
<td>Review of relevant literature</td>
<td>March 2014</td>
<td>Consultant</td>
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<tr>
<td>Data collection</td>
<td>March 2014</td>
<td>Consultant</td>
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<tr>
<td>Analysis of Data per county</td>
<td>March 2014</td>
<td>Consultant</td>
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</tbody>
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Validation and intense review | March 2014 | ActionAid Liberia
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Presentation of final report | March 2014 | Consultant

10.0 Time frame

The baseline survey will last for a period of 1 & ½ months, beginning the date of commencement.

11.0 Expertise and Experience

1. The suitable person must have a minimum of a Masters degree in the fields of Social Sciences, Research Methodologies, Development Studies, Law, Education and any other related fields.
2. The person should have worked with a development organization before for at least 5 years and has a minimum demonstrable experience of undertaking desk reviews, as well as rapid assessments & or evaluations.
3. The consultant should be conversant with NGO’s operation with a focus on women and gender. Additional knowledge and experience on networks will be of great importance.
4. The consultant should have a significant experience of collecting and analyzing quantitative data from small scale sample surveys.
5. The consultant should mention previous works in regard/ relation to quality assessment/evaluation processes in their proposal and give reference to previous clients.
6. Experience of working within a dispersed team, remaining self-motivated, using initiative and responding appropriately to constructive feedback.
7. Able to reliably access the Internet, as well as relevant national policy/planning documents and surveys.
12.0 Application Process

1. Interested Consultant must submit the following documents:
   a. Cover Letter
   b. CV including reference details of previous clients
   c. Sample of previous work in similar consultancy work (assessment/survey/baseline assessment)
   d. (Initial) Technical proposal on how to conduct the baseline survey, based on the Programme Logic (Impact-Project Goal-Outcomes-Activities) with the following (minimum) information:
      i. What baseline information should be collected
      ii. What sources are needed for the information identified
      iii. What methodologies are appropriate given the objective of the assessment?
      iv. Financial proposal based on activities/ requirements of the Consultant

2. If persons intend to work in a team, they should indicate the team members and attach their CVs. Clearly highlight the Team leader whose minimum qualifications should be at Masters Level

3. All documents must be submitted not later than 12th February 2014 at 5:00p.m via email to vacancy.liberia@actionaid.org and copied josie.watson@actionaid.org and elizabeth.gbah@actionaid.org
(Annex 1)

The comprehensive baseline report should include at least the following:

- Executive summary (2-3 pages)
- Introduction
- Methodology
- Limitation of the methodology
- Rational of the assessment
- Findings
- Conclusion