Terms of Reference: Our Rights, Our Lives, Our Future (O3 Plus) Baseline Study

UNESCO in partnership with Higher Health is seeking the services of a Consultant to undertake a baseline study for Our Rights, Our Lives, Our Future (O3 Plus) project.

1. Background and Context

Our Rights, Our Lives, Our Future (O3 Plus) project seeks to ensure that young people in higher and tertiary education institutions (HTEIs) in South Africa realize positive health, education and gender equality outcomes through sustained reductions in new HIV infections, unintended pregnancy and sexual and gender-based violence. The project will thus enable them to reach their full educational potential and contribute more effectively to the development of their country and region as graduates, professionals and young leaders.

Working closely with relevant regional structures, national ministries, higher and tertiary education institutions (HTEIs), and Higher Health, UNESCO will support innovation in access to Life Skills Based comprehensive sexuality education (CSE) and sexual and reproductive health (SRH) services for HTEI students while advocating for policy and practice changes to make campuses safe and inclusive learning environments for students and staff. In doing so, the project will institutionalize health and well-being programs for students while engaging leadership for long-term commitment and sustainability.

The project will also reinforce social accountability throughout the implementation of Institutional policies and codes of conduct which articulate standards of expected behaviour against which staff and students will be held accountable, linked to strengthened complaint pathways and whistle-blower mechanisms. In parallel, campus campaigns will promote zero tolerance on sexual harassment, gender based violence and bullying / abuse based on sexuality, or disability status. The development and implementation of tools such as ‘score cards’ for student feedback on campus health services, including health care provider attitudes, will further encourage participation in social accountability mechanisms aimed at improving service provision and quality of care.

The work will be delivered through four complementary pillars or work streams as follows: institutional strengthening for sustainability; student health and well-being; safe and inclusive campus environments; and evidence building and knowledge sharing platform.

The project will be implemented across 2 Higher and Tertiary Education institutions.
2. Purpose of the baseline study

UNESCO in partnership with Higher Health is seeking the services of a Consultant to conduct a baseline study for O3 plus project in order to provide an information base against which to monitor and assess progress during implementation and after completion. Specifically, the baseline study will provide both quantitative and qualitative indicator data in-line with the proposed results framework as appropriate, and additionally provide an assessment of readiness of HTEIs to provide data for the result framework (see Annex A). Using the findings of the baseline study, the Contractor is expected to complete the results framework i.e. input baseline indicator data and specify the correct data sources.

3. Scope of the baseline study

The baseline study will provide data on both quantitative and qualitative indicators in the results framework, as appropriate. The Contractor will be expected to undertake desk review; conduct secondary analysis of data; and collect primary data across the 2 HTEIs, in South Africa.

4. Methodology

The baseline study is expected to use a combination of methods, where primary data collection will be in-person. The Consultant is therefore expected to adhere strictly to COVID19 guidelines and protocols applicable during data collection.

The proposed methods include, but are not limited to the following:

Desk review and secondary analysis of data where data sources will include EMIS, HMIS, existing administrative databases from line ministries and statistics agencies; Demographic and Health Survey (DHS), AIDS Indicator Survey (AIS), and Multiple Indicator Cluster Survey (MICS). Relevant documentation will include facility-level data related to students’ health and well-being, curricular, policies and guidelines on GBV, SRH services, CSE; past research on SRHR in HTEIs, student demographic data disaggregated by sex etc.

Given that survey data may not be available for some of the impact (project vision) and outcome (project goal) indicators, the Contractor is expected to utilize other country-specific survey data, but investigate and report any limitations in data quality i.e. completeness, timeliness, and accuracy of the data.

Questionnaire to collect quantitative indicator data not available in any existing data sources, and qualitative data which expands on the quantitative data providing the
context e.g. existing policies/guidelines on GBV, provision of SRH services and uptake by students, existing or planned training for health care providers etc. The questionnaire will be targeted at academic, administrative and health care staff.

**In-depths interviews with** key informants in HTEIs i.e. academic, administrative and health care staff, in order to explore issues related to indicator data, including but not limited to, capacity/readiness to report; availability for routine reporting; existing and foreseen challenges with collection of certain indicator data; recommended data sources etc.

**Survey with** a sample of health care staff and students in HTEIs, to gather baseline information on knowledge; attitudes and experiences on GBV including sexual harassment; and confidence and capacity to prevent / deal with GBV.

It is expected that the Contractor will expand and further refine the methodology for the baseline study in consultation with UNESCO as part of the inception phase.

**5. Expected deliverables**

The deliverables are as follows:

- **Inception report, including data collection tools** will be submitted to UNESCO 8 days after the inception meeting. The inception report will outline in detail, the scope of the work; methodology including sampling and stakeholders to be consulted; data analysis plan, data quality assurance plan and risk management; work and staffing plan; ethical considerations in data collection and management etc.

- **Draft report** will be submitted to UNESCO 6 weeks post contractual agreement. The report will also be presented to UNESCO and Higher Health by the Consultant during a virtual validation workshop at a date to be agreed. The Contractor will facilitate the workshop which will be aimed at discussing preliminary findings and conclusions of the review.

- **A final report**, which incorporates comments from the validation workshops, will be submitted to UNESCO 8 weeks after contract has been signed. The proposed structure for the report is as follows:
  - Executive Summary
  - Programme description
  - Purpose and objectives of the mid-term review
  - Methodology
  - Findings
  - Conclusions
- Recommendations
- Annexes (including the list of stakeholders consulted during the midterm review, key documents and websites consulted, terms of reference etc)

- A **PowerPoint presentation** summarising the contents of the final report will be submitted as final deliverable on the approval of the final report.

Table 1 below shows the expected deliverables and corresponding timeframes:

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<tr>
<th>Description of Activity</th>
<th>Deliverable</th>
<th>Indicative number of days</th>
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<tr>
<td>Briefing with UNESCO and Higher Health, desk review, and development of data collection tools</td>
<td><strong>Inception Report</strong> which includes data collection tools. The methodology section will include the actual methods, data collection and analysis plan, limitations, data quality assurance plan and risk management; work and staffing plan; ethical considerations in data collection and management etc</td>
<td>8 days From inception meeting</td>
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| Data collection, analysis and compilation of draft report | **Draft report** structured as follows:  
- Executive Summary  
- Project description  
- Purpose and objectives of the baseline study  
- Methodology  
- Findings  
- Conclusions  
- Recommendations  
- Annexes | 6 post inception meeting |

The Consultant is expected to provide concrete recommendations for the intermediate and endline reporting as well as long-term recommendations for the capacity building of stakeholders, including those who are responsible for routine data collection and reporting.
Validation workshops where the Consultant will present findings to UNESCO and Higher Health, key stakeholders, and HTEIs. This will include presentation of findings to envisaged partner universities as well as country coordination structures for the youth development agenda

| Revision of draft report to incorporate comments/feedback from the validation workshop | Final report with annexes. PowerPoint presentation summarising contents of the final report | 3 days Post validation Workshops |

### 6. Duration of the baseline study

It is expected that the baseline study will be undertaken for an estimated period of 8 weeks from inception meeting once contract has been approved. This will include desk reviews, data collection and compilation, validation workshops and report writing.

### 7. Required Expertise and Qualifications

**Firm/Entity**

**Mandatory**

- Mandatory for Firm/Entity to have a minimum 5 years of country/ regional or international experience in research
- Mandatory for Firm/Entity to be registered in South Africa
- Proven experience in designing and implementing baseline studies within the education sector in South Africa, supported by a minimum of three (3) references
- Demonstrable evidence of similar work undertaken previously, supported by one work sample which is no more than 5 years old

**Desirable**

- Previous experience working with the UN on other assignments
- Previous experience in working with HTEIs in South Africa
Team Leader

Mandatory

- Master’s Degree in any of the following fields: Education, Development Studies, Social Sciences, Public Health, Evaluation or other related studies; a PhD will be an added advantage
- At least 7 years of relevant experience in conducting research at the national or regional level
- Proven experience in conducting baseline studies within the education sector, supported by at least two (2) references
- Proven experience in data collection, analysis and reporting, supported by at least two (2) references

Desirable

- Previous experience working with the UN on other assignments

Failure to meet any of the mandatory criteria will result in disqualification of the submission.

8. Evaluation of proposals

All interested Consultants are required to submit a Technical and Financial proposal separately via email. The technical proposal should be no more than 10 pages, and will be assessed on the following:

- Approach to assignment that demonstrates extent to which the Consultant understands the requirements as set out in TOR
- Feasible and technically sound methodology, appropriate for fulfilling the overall purpose of the baseline study
- Realistic work plan with specific detail of key deliverables and priorities
- Expertise and experience of the Consultancy/Entity; expertise, experience and qualifications of the Team leader

The financial proposal should be no more than 4 pages and should detail the following:
• An appropriate Price Schedule which includes, as a minimum, the consultancy rate per day, and number of workdays per main activity in order to assist the Contracting Unit to determine, which items may be negotiated, if applicable, or which items can be modified as per the budget.

9. Management

The Consultant will report to UNESCO National Programme Officer in partnership with Higher Health.

The Consultant will be responsible for own overheads and logistical requirements such as office space, administrative and secretarial support, telecommunications, and printing of documentation.

All deliverables will be prepared in English.

10. Submission of proposal

Interested Consultants to submit technical and financial proposals separately via email to vacancies.harare@unesco.org no later than 30 May 2022