

Terms of Reference :

**Consultant for Report Writing - KAP and
Baseline Study**

Lobi Mokolo Ya Sika – A Dual Approach to Effective SSR

1. Context

Search for Common Ground

Search for Common Ground (Search) is an international conflict transformation NGO that aims to transform the way individuals, groups, governments and companies deal with conflict, away from adversarial approaches and towards collaborative solutions. Headquartered in Washington DC, USA, and Brussels, Belgium, with field offices in 35 countries, Search designs and implements multifaceted, culturally appropriate and conflict-sensitive programs using a diverse range of tools, including media and training, to promote dialogue, increase knowledge and determine a positive shift in behaviors.

The Project

Search seeks services of an external consultant to **lead the report writing** for the Knowledge, Attitudes and Practices (KAP) and baseline study for the project Lobi Mokolo Ya Sika - A Dual Approach to an Effective SSR. This is an 18 months project funded by the U.S. Department of State, Bureau of African Affairs (AF).

The overall goal of the project is to improve FARDC capacity to protect civilian populations through positive civil-military relations and increased understanding of and respect for human rights and International Humanitarian Law.

The specific objectives (SO) and their Expected Results (ER) are:

SO1: Increase in Knowledge of and practical application of knowledge by Congolese security forces regarding their roles, rights and responsibilities in creating a safe and secure environment for civilian populations in the DRC consistent with IHL

- **ER1.1:** FARDC instructors at the national level have the knowledge and tools to effectively promote civilian protection and human rights within the armed forces;
- **ER 1.2:** FARDC members in Tanganyika have the knowledge and understanding of their roles, rights and responsibilities in civilian protection.

SO2: Strengthen FARDC accountability and collaboration between FARDC and civilians

- **ER 2.1:** Civilians and the FARDC have a better understanding of each other's perspectives and their capacities to hold each other accountable are strengthened;
- **ER 2.2:** The members of Cellules de communication have the capacity to communicate clearly through dialogue with civil society;
- **ER 2.3:** Members of Defense and Security Commission review National SSR policies inclusive of the real needs of the FARDC and the community they serve.

For further information on the project you can reach out to contacts listed below. Full version of project proposal will be shared only with the selected candidate.

2. Objectives of the Final Evaluation

Search is looking to recruit a consultant to conduct the report writing phase of this study. The goal of the KAP & Baseline study is to help us refine our understanding of security, civilian protection, impunity and civil-military relations. The study should will collect baseline values for project indicators. Specifically, the objectives of the study are:

- Conduct a KAP study on civilian-military relationships;
- Collect baseline values for project indicators;
- Conduct a risk assessment and draw recommendations for programming to ensure “Do No Harm” and conflict sensitivity are respected in the project.

3. Key Questions of the Study

The study will address the following research questions:

OB1. Conduct a KAP study

- What is the level of understanding, trust and cooperation among FARDC and civilians?
- What is the level of knowledge of Human Rights (HR) and International Humanitarian Law (IHL) of Congolese security forces? Are HR and IHL put into practice by the FARDC? To what extent?
- Which are the perceptions of civilians on FARDC? Do they perceive FARDC as able and willing to protect them and uphold their rights as civilians?
- Which are the attitudes of FARDC towards civilians? Do FARDC members act in order to protect civilians and support IHL and HR?
- Which are women’s perceptions towards the FARDC? How do they differ from the men’s one? Is there any difference in the way women interact with FARDC?
- Are there any difference in the way FARDC women members are perceived by the population compared to their men colleagues?
- To what extent FARDC and civilians are interacting with each other in a constructive manner?
- Are FARDC and civilians holding each other accountable?

OB2 - Collect baseline values for project indicators

- Considering the current status of projects' indicators, objectives and theory of change, are there recommendations for adaptations or review to improve the potential impact of the project?
- Which are the baseline values of these selected project indicators:
 - % of civilians who agree with the following statement: “in the past 6 months there has been a reduction of violence committed against civilians by the FARDC”;
 - % of civilians perceiving FARDC as a stabilizing/securing presence;
 - % of civilians who perceive that the FARDC works to protect the population;
 - % of civilians in the Kasai who believe the FARDC are held accountable for misconduct;
 - % of surveyed FARDC who indicate that upholding human rights is a priority in their roles;
 - % of community members who believe that the FARDC are trustworthy;
 - % of community members who think that the FARDC understand their grievances;
 - % of community members who feel comfortable to report cases of violence to the FARDC;
 - % of members of the FARDC Kasai unit interviewed who can identify at least one example of positive engagement with civilians in the past 3 months;
 - % of surveyed participants who can identify at least 2 ways of reporting an FARDC abuse;
 - % of Defence commission members who can identify at least 2 needs for civilian protection.

OB3 - Risk assessment and “Do No Harm”

- What are the contextual and project-related risks that require monitoring?
- What can the project do to assure it is conflict sensitive and respects “Do No Harm” principles?

4. Geographic Location

The projects will be implemented in Moba, Nyunzu et Kalemie in Tanganyika and Pweto and Kasenga in Haut Katanga.

5. Analysis

The consultant will be responsible for analysing the qualitative and quantitative data and producing a combined evaluation report (KAP and Baseline). Proposals should include clarity on data triangulation.

Given that a number of different studies and research activities have been undertaken in the eastern DRC in the past two decades, the research team will draw upon existing research and data where possible. This will help avoiding further research fatigue in the areas of intervention.

6. Timeline, Key Deliverables and Logistics

Search expects the following deliverables from the external consultant:

Meetings with the data collection lead and DM&E Manager;

Analysis of the database;

PowerPoint presentation of findings;

Analysis of the data collected and production of a draft evaluation report in English for review by Search staff and partners;

A Final Report in English and French (30 pages max in length, excluding appendices) that consists of (unless otherwise agreed upon with Search DRC):

- Table of contents
- Abbreviations
- Executive summary of methodology, limitations, key findings and recommendations
- Background information (project specifics)
- Methodology: Objectives, data collection and analysis and limitations of the study
- Research findings, analysis, with associated data presented (should be structured around the main objectives/evaluation criteria and should cover all indicators)
- Indicator table showing all baseline indicators
- Appendices, which include detailed research instruments, list of interviewees, terms of references and evaluator(s) brief biography.

7. Requirements of Consultant

The following skills and experience are expected by Search for our evaluator/evaluation team for this project:

1. Proficiency in English and French (written and spoken), knowledge of Kiswahili is a comparative advantage;
2. More than five years of experience in project evaluation, including collecting data in interviews, surveys and focus groups;

3. Master's degree in a relevant field, included peacebuilding, conflict transformation and/or security sector reform;
4. Experience in conflict analysis and working on security sector reform related themes;
5. Experience working with international NGOs;
6. Experience conducting quantitative surveys and analysis;
7. Evaluation methods and data collection skills;
8. Familiarity, contextual knowledge of and experience working in Eastern DRC, experience on SSR and Eastern DRC contextual challenges is a comparative advantage.

In addition, the consultant is required to respect the following Ethical Principles [1]:

- **Comprehensive and systematic inquiry:** *Consultant should make the most of the existing information and full range of stakeholders available at the time of the review. Consultant should conduct systematic, data-based inquiries. He or she should communicate his or her methods and approaches accurately and in sufficient detail to allow others to understand, interpret and critique his or her work. He or she should make clear the limitations of the review and its results.*
- **Competence:** *Consultant should possess the abilities, skills and experience appropriate to undertake the tasks proposed and should practice within the limits of his or her professional training and competence.*
- **Honesty and integrity:** *Consultant should be transparent with the contractor/constituent about: any conflict of interest, any change made in the negotiated project plan and the reasons why those changes were made, any risk that certain procedures or activities produce misleading review information.*
- **Respect for people:** *Consultant respect the security, dignity and self-worth of respondents, program participants. Consultant has the responsibility to be sensitive to and respect differences amongst participants in culture, religion, gender, disability, age and ethnicity.*

In addition, the consultant will respect Search's evaluations standards, to be found in Search's evaluation guidelines: http://www.sfcg.org/programmes/ilt/dme_guidelines.html

Applications

To apply, interested candidates (individuals or teams) are requested to submit the following two documents:

- Curriculum vitae;
- A technical and financial proposal for the completion of the aforementioned deliverables and a short cover letter. **Note:** Only two documents can be submitted, so the technical and financial proposals must be combined, along with the short cover letter.

Applications must be submitted by February 20th. For any related questions, kindly write to: jbest@sfcg.org with cfassiotti@sfcg.org and rbashizi@sfcg.org in copy.