**TERMS OF REFERENCE**

Survey for participants of the Alternative Rural Schools in Colombia

**PASO Colombia**

**a Program of:**

One Earth Future Foundation (OEF)

**Technical Direction:**

OEF´s Impact, Learning and Accountability Department (ILA)

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| **Date of publication of ToRs:**  | **September 7,2018** |
| Time of execution:  | 3 months |
| **Deadline for proposals presentation:**  | September 25, 2018 |
| **Deadline for ToRs questions:**  | September 17, 2018 |

1. **Organization Background:**

One Earth Future fosters sustainable peace by building effective networks and resilient societies in fragile and post-conflict environments around the world. Some of our areas of focus include:

* Advancing sustainable fisheries through science-based analysis in the Somali and Lake Victoria regions.
* Creating sustainable jobs in fragile economies, fostering marketplaces that encourages economic development and stability in Somalia.
* Building sustainable peace through multi-sector coalitions in Colombia.
* Contributing to thought leadership on good governance, through evidence-based research and practice.

The evaluation and impact measurement activities are led by OEF´s Impact, Learning, and Accountability Department (ILA), which develops the framework for measuring programmatic impact consistent with OEF’s mission and core values. Additionally, ILA supports internal learning and accountability processes that enable programs to operate according to best practices and develop innovative multi-stakeholder governance solutions.

1. **Program Background:**

PASO Colombia, a Program of One Earth Future Foundation, is dedicated to identify, promote, and support alliances between civil society, public and private sectors, with the purpose of building sustainable peace in Colombia. Within the context, this entails:

* The promotion of the conditions for improbable dialogs to take place between key actors that can contribute to peace-building initiatives.
* Using empirical research and information systems to identify, promote, facilitate and support peacebuilding alliances.
* Developing collaboration systems to provide economic opportunities for rural communities that have been affected by the armed conflict, with a participative and territorial-based approach, aimed at the economic, social and environmental sustainability of peace over the long term.

The Alternative Rural Schools (Escuelas Rurales Alternativas -ERAs- in Spanish) are developed within this framework, and its purpose is to generate a productive and educational unit in a territory affected by violence. They work as a collaborative environment where communities, public and private actors develop productive, experimental, training and innovation processes, to promote territorial development and sustainable peace.

The ERA´s primary goals are to:

* Create collaborative environments that allow the execution of projects of high social and economic impact in the regions that were most affected by organized political violence.
* Ensure the proper articulation of land, labor force, capital and knowledge around successful productive projects in peasant economies.
* Promote the establishment and consolidation of fair markets in Colombian rural areas.
* Transform the productive rationale in dispersed rurality by introducing educational, financial, technological and environmental innovations.
1. **Consultancy purpose:**

Design, apply, process and analyze the results of a perception and satisfaction survey directed to the participants of the Alternative Rural Schools (ERAs) in six (6) municipalities of the country. In addition, carry out six (6) focal groups (one per zone) with 6 to 10 people each.

In total, the survey should be applied in person to 379 people, distributed (approximately) as follows:

|  |  |  |
| --- | --- | --- |
| **Departamento** | **Municipio** | **# de Participantes** |
| Cauca | Miranda | 60 |
| Buenos Aires | 20 |
| Valle del Cauca | Tuluá | 66 |
| Antioquia | Ituango | 110 |
| Mutatá | 86 |
| Dabeiba | 37 |
| **Total** |  | **379** |

1. **Methodology**

This will be a mixed methods approach, with a focus on quantitative data collection (survey), with complementary qualitative information (focus groups). The tools to be applied will be developed by the contractor based on literature review and previous experiences, in close coordination with ILA department and PASO Colombia. Principles guiding this methodology will be feasibility, timeliness and accessibility to participants. The consultant is expected to provide quality control during the process, be on-time with all deliverables, as well as maintain technology.

ILA Department encourages interested consultancy firms to develop a robust and technically sophisticated approach to gathering quantitative and qualitative data.

1. **Main activities**
* Detail an operational/methodological plan with timeliness (instruments design process; data collection and analysis methods/protocols; use and maintenance of technology; data security).
* Participate in regular virtual and/or face-to-face meetings with ILA and PASO staff. Please, consider that some of these meetings will be conducted in English with ILA staff.
* In coordination with ILA/PASO staff, design the data collection instruments.
* Set up and implement data collection, with proper application of quality control standards.
* Travel to the six selected zones in Colombia, to apply the survey and conduce the focus groups with ERA´s participants.
* Data entry, cleaning and analysis.
* Submit preliminary and final reports, prepare results presentations and infographics. All these documents should be presented in Spanish and English versions.
1. **Deliverables**

**Deliverable 1** (equivalent to the 30% of payment)**:**

A document that contains:

1. An operational/methodological workplan.
2. Definition of samples (if applicable) with a margin of error of 3% and a confidence interval of 95%.
3. Design of survey and focal groups instruments, in coordination with PASO and ILA staff.

**Deliverable 2** (equivalent to the 30% of payment):

A document that contains:

1. Field logbook. Including the technical, operative and logistics issues, as well as the corrective actions taken by the consultancy team, in coordination with PASO and ILA staff.
2. Flat files and databases with the survey information.

**Deliverable 3** (equivalent to the 40% of payment)**:**

A document that contains:

1. Final report with the survey and focus groups results (processed and analyzed). There must be two versions: in Spanish and English.
2. Executive summary of results: a document of maximum 5 pages, including a methodological description, main findings and conclusions. There must be two versions: in Spanish and English.
3. Inputs for results presentation: A powerpoint presentation and an infographic (2-3 pages) with key results and conclusions. There must be two versions: in Spanish and English.
4. **Deadlines for proposals submission**

The proposals must be submitted by the Close of Business (COB) on the 25th of September 2018, Colombia time.

Questions related to the present Terms of Reference (ToR) must be submitted by Close of Business (COB) on the 17th of September, Colombia time. The compilation of questions and responses will be provided on the 18th of September, as an annex available in One Earth Future website: [www.oneearthfuture.org/](http://www.oneearthfuture.org/)

Please direct the proposals and questions to: jobs@oneearthfuture.org within the established deadlines.

1. **Main activities timeline**

The detailed schedule proposed by the contractor should strictly stick to the deadlines described in the following chart:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Se** | **Oct** | **Nov** | **Dec** |
| **Main activities** | **III** | **IV** | **I** | **II** | **III** | **IV** | **I** | **II** | **III** | **IV** | **I** | **II** |
| Methodological workplan | **X** | **X** |  |  |  |  |  |  |  |  |  |  |
| Design of instruments |  | **X** | **X** | **X** |  |  |  |  |  |  |  |  |
| Information gathering process |  |  |  |  | **X** | **X** | **X** | **X** | **X** |  |  |  |
| Results processing and analysis |  |  |  |  |  |  |  |  |  | **X** | **X** |  |

1. **Proposals content**

The proposals must include:

A. Organization identification:

* Organization name and address
* Type of organization (non-profit, research center, universities, etc).
* Person of contact details: phone and email.
* Signature of legal representative.

B. Technical content:

* Consultancy approach (including methods for instruments design and methods for data gathering process).
* Work team: key personnel, experience, roles and level of effort to the project.
* Detailed activities schedule.

C. Economic proposal:

* Disaggregate values by:

-Human team

-Travels (transport, hotel, food, communications, others)

-Technological equipment

-Data processing requirements

-Preparation of Reports, infographics and presentations.

1. **Required Qualifications**
* Experience in program evaluation and impact measurement activities.
* Experience in survey instruments design and data collection processes.
* Familiarity and experience working in rural zones of Colombia.
* Experience working on issues related to development and/or security.
* Capacity to coordinate multidisciplinary teams.
* Facility to interact at business level both in English and Spanish.
1. **Technical experience and capacity of the consultancy firm**
* Include to two references of similar consultancies regarding survey design, application, processing and information analysis.
* Include the firm website (if applicable).
* Legal representation of the company.
* ID copy of the legal representative.
1. **Evaluation criteria**

The proposals will be evaluated in accordance with the following criteria:

* 50% Technical proposal.
* 35% Economic proposal.
* 15% Past experience and capacity of the company.