



NAVIGATORS (EPTF) KENYA TRUST  
A Ministry of the Navigators Kenya

# Terms of Reference

## **The Engagement of a Consultant to Coordinate the Baseline Assessment Survey of the Sustainable Livelihoods Programme**

Intervention Name	Sustainable Livelihoods Programme (SLP), 17432-CM
Assignment	Coordination of the Programme Baseline Survey
Donor	The Swedish International Development Cooperation Agency (SIDA)
Budget	
Assignment Period	February to March 2026

## **Background**

### **Overview**

Skandinaviska Barnmissionen (Eng. Children's Mission, CM) works towards a world where all people can live a dignified life. Children's Mission with funding from Sida leads the Sustainable Livelihood Programme, as part of the SMC Consortium Programme 2015-2018. Children's Mission Africa is acting as CM's regional office within the programme.

Children's Mission Africa (CMA) is a Christian faith-based organization driven by the love of God to support families in Africa to live in dignity. CMA is on a mission to make life better for children and families in Africa. Together with her partners, CMA strives to make life better in 9 African countries by providing technical support including capacity development and monitoring & evaluation services to its 13 organizations in Africa financially supported by Skandinaviska Barnmissionen (Children's Mission) and those whose goal is to improve the welfare of vulnerable African families. In line with CMA's strategic direction, the organization is leading the design, implementation and monitoring of a multi-country programme, the Sustainable Livelihoods Programme (SLP).

### **Brief Overview of EPTF and working modalities with CMA**

Children's Mission Africa (CMA) together with the Navigators EPTF Kenya Trust, one of the implementing organisations in Kenya will coordinate the baseline assessment as stated in the Actors Role clause.

The Navigators (EPTF) Kenya Trust is a ministry of Navigators Kenya, established in the mid-1990s in response to rising youth unemployment and persistent poverty. Recognizing the need for sustainable economic solutions, EPTF was founded to spur enterprise development as a pathway to economic self-sufficiency and community transformation.

### **Programme Overview**

The Sustainable Livelihoods Programme (SLP) is a multi-pronged, multi-country programme designed in collaboration with four local organizations namely Navigators (EPTF) Kenya Trust, I Choose Life Africa in Kenya (ICL), Centre for Evangelism in Uganda (CFE), and Ecole Pour Micro-Projets d'Entreprise (EMPE) in Burkina Faso. SLP seeks to enhance economic resilience and environmental sustainability in 50 targeted communities across Burkina Faso, Kenya and Uganda to achieve sustainable livelihoods by 2028. The programme will achieve this by employing a holistic approach to address the key deprivations in the communities such as inadequate living standards, disempowerment, climate change impacts etc. The programme seeks to equip the communities with the knowledge, resources, and opportunities they need to improve livelihoods, strengthen civic participation, and build climate resilience. In so doing, the programme seeks to achieve increased income, strengthened ecosystems resilience, improved food security, improved well-being, and stronger institutions for the target communities.

## The Assignment

### Assignment Overview

This Terms of Reference outlines the framework for conducting a baseline assessment of the SLP implemented by four partner organizations across three countries in Africa, Burkina Faso, Kenya, and Uganda. The baseline assessment will establish a reference point for measuring programme progress, impact, and outcomes over the implementation period. In the delivery of the assignment, the consultant will work with the implementing partners providing overall coordination of the baseline activities (sampling, data collection, etc) while ensuring alignment and harmony in the exercise. The assignment will further entail the following:

- Virtually training and working with local data collection teams from implementing partners in each of the countries.
- Designing and testing data collection tools to be used in the survey.
- Coordinating data collection, cleaning, and analysis.
- Developing a comprehensive baseline survey report and dissemination materials.

### Purpose

The primary purpose of this baseline assessment is to:

- Establish a clear baseline against which the performance and impact of the projects can be measured throughout their implementation and at completion
- Document the initial conditions, needs, and capacities of programme participants and communities before interventions are implemented
- Provide evidence-based data that will inform adaptive management and decision-making with regard to the relevance of the programme interventions and approaches. Create a foundation for ongoing monitoring, evaluation, and learning activities

### Objectives

1. **Assess Current Status:** Document the current socio-economic conditions, capacities, needs, and practices (behaviours) of programme participants and target communities across all three countries in line with the results framework
2. **Establish Baseline Indicators:** Measure and record quantitative and qualitative baseline values for all indicators specified in the master results framework.
3. **Validate Results Framework:** Review and validate the project's results framework, and indicators based on baseline findings and ensure they are realistic and measurable
4. **Document Contextual Factors:** Identify contextual factors (social, economic, political, cultural, and environmental) that may influence programme implementation and outcomes
5. **Provide Recommendations:** Offer evidence-based recommendations for programme design adjustments, implementation strategies, and monitoring approaches.

### Scope

#### *Geographic Scope*

The baseline assessment will cover projects implemented in the following three countries:

- **Kenya:** The Navigators EPTF, and I Choose Life Africa
- **Uganda:** Centre for Evangelism
- **Burkina Faso:** The Navigators EMPE

### ***Thematic Scope***

The assessment will focus on the following thematic areas:

- Economic Empowerment and Livelihoods Sustainability
- Ecosystem Resilience and Climate-Sensitive Livelihoods
- Food Security
- Improved Well-Being
- Capacity Strengthening among Partner Organizations (E.g. among CSOs)

### ***Target Groups***

The assessment will gather data from and about:

- Direct programme participants (individuals and groups disaggregated by gender, age, and other relevant characteristics)
- Indirect beneficiaries and community members
- Local implementing organizations and their staff
- Community leaders and local government officials
- Other relevant stakeholders (e.g., civil society organizations, private sector actors)

### **Actor Roles**

<b>Actor</b>	<b>Roles</b>
<b>Consultant</b>	<ul style="list-style-type: none"><li>• Take lead in designing the baseline</li><li>• Design data collection tools in line with the programme results framework</li><li>• Take lead in training data collectors</li><li>• Coordinate sampling, data collection and other baseline activities</li><li>• Take lead in data analysis</li><li>• Take lead in developing the baseline report</li></ul>
<b>Implementing Partners</b>	<ul style="list-style-type: none"><li>• Support consultant in sampling to ensure representativeness of samples</li><li>• Identify and engage data collectors</li><li>• Conduct data collection in the select implementation sites</li><li>• Ensure data quality for the data collected</li><li>• Provide contextual information to inform the baseline survey</li><li>• Participate in review of inception report, data collection</li></ul>

	tools and baseline report
CM/A	<ul style="list-style-type: none"> <li>• Take lead in coordinating engagements with the consultant</li> <li>• Coordinate communication between consultant and implementing partners</li> <li>• Review and approve inception report</li> <li>• Review and approve data collection tools</li> <li>• Review and approve baseline report</li> <li>• Coordinate dissemination of the baseline</li> <li>• Work with EPTF to facilitate engagement and compensation of the consultant</li> </ul>

## Methodology

The SLP has been designed using the outcome mapping- outcome harvesting approach which makes qualitative data essential, while seeking to leverage the benefits of quantitative data. The baseline survey is expected to use this as the primary approach for the assessment. The baseline assessment will employ a mixed-methods approach, combining quantitative and qualitative data collection techniques as well as secondary data review to ensure comprehensive and triangulated findings. The assessment will be guided by the following principles:

- **Participatory:** Engage participants and stakeholders meaningfully in the assessment process
- **Gender-responsive and Inclusive:** Ensure women, men, youth, vulnerable groups, and persons with disabilities are appropriately represented
- **Culturally Sensitive:** Respect local customs, languages, and social norms
- **Ethical:** Obtain informed consent, ensure confidentiality, and do no harm
- **Evidence-based:** Use rigorous data collection and analysis methods

## Data Collection

All data collection tools will be:

- Developed in alignment with the master results framework and qualitative and quantitative programme indicators
- Allow for contextualization to take care of the variances in implementing partners focus areas
- Translated into local languages as and when appropriate
- Pre-tested and revised before full deployment
- Designed to be gender-sensitive and culturally appropriate

## Secondary Data Review

Review of secondary data will involve the following:

- Analysis of relevant national statistics, reports, and studies

- Review of project documents (proposals, logical frameworks, implementation plans)

Literature review of similar interventions and evaluations (For example, the SLP 23002)

### ***Sampling***

A multi-stage sampling approach will be used:

- **Selection of sites:** Project implementation sites will be selected to ensure representation across geographic areas and project modalities
- **Selection of respondents:** A combination of random sampling (for household surveys) and purposive sampling (for qualitative interviews) will be employed
- **Sample size:** Statistically representative samples will be determined for each country, ensuring adequate confidence levels and margins of error

### **Deliverables**

The following deliverables are expected from the baseline assessment:

#### *Inception Report*

- Detailed work plan and timeline
- Refined methodology and sampling framework
- Draft data collection tools
- Training plan for data collectors

#### *Data Collection Tools Package*

- Final validated data collection instruments in English and local languages where relevant
- Data collector training materials and guides

#### *Training of Data Collectors*

- Comprehensive training for local data collectors in each country
- Training report with attendance records and pre/post-test results

#### *Cleaned Dataset*

- Complete quantitative datasets in appropriate format (Excel)
- Transcripts and/or detailed notes from qualitative data collection

#### *Baseline Report*

- Comprehensive report including:
  - Executive summary
  - Introduction and background
  - Methodology

- Findings (organized by objectives and indicators from the master results framework per implementing organization)
- Analysis and interpretation of data
- Conclusions and recommendations
- Annexes (tools, detailed tables, case studies)
- Final Baseline Report
  - Revised report incorporating stakeholder feedback

### *Dissemination Package*

- Executive summary or brief (4-6 pages)
- PowerPoint presentation of key findings
- Infographics or visual summaries suitable for non-technical audiences

### **Proposed Timeline**

Below is the proposed timelines for the Baseline survey.

<b>Activity</b>	<b>Description</b>	<b>Timeline</b>
Inception	Inception meeting Establishing working modalities Review of programme documents Inception report Draft data collection tools Data collection teams	5 days
Data collection	Training on data collection Administration of surveys Interviews Ongoing quality reviews	10 days
Data analysis	Data cleaning Analysis Preliminary findings and conclusions	5 days
Presentation	Reporting Report review Final report Dissemination	5 days

### **The Consultant**

#### **Qualifications and Expertise Required**

The assessment team lead should possess the following qualifications:

- Masters/Advanced degree in social sciences, international development, monitoring and evaluation, or related field

- Minimum 7-10 years of experience conducting assessments and evaluations in international development
- Proven experience working in African contexts, preferably in the specific countries
- Strong expertise in mixed-methods research, data analysis, and report writing
- Experience developing and managing data collection teams
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- Experience in employing outcome mapping for programme design, monitoring and evaluation
- Experience in assessment of civil society within the mentioned thematic (sustainable livelihoods, democracy and human rights, and environment and climate change) is desirable
- Excellent communication skills in English (French proficiency is an asset)

### **Ethical Considerations**

The baseline assessment must adhere to the following ethical standards:

- **Informed Consent:** All participants must be fully informed about the purpose of the assessment, how data will be used, and their right to withdraw at any time
- **Confidentiality:** Personal information and individual responses must be kept confidential and stored securely
- **Do No Harm:** Assessment activities must not expose participants to any risks or negative consequences
- **Respect and Dignity:** All participants must be treated with respect, regardless of their background or status
- **Child Protection:** Special protocols must be in place when engaging with children or vulnerable populations
- **Data Protection:** All data must be managed in compliance with relevant data protection regulations

### **Submission Requirements**

Interested consultants or organizations should submit:

1. Technical proposal demonstrating understanding of the ToR and proposed methodology
2. Detailed proposed work plan
3. CVs of key personnel
4. Financial proposal with detailed budget breakdown
5. Submission Deadline: 26/02/2026

***\*Ps (Review of applications will be done on a rolling basis as received)***

Application documents will be submitted to [richard.mwikamba@eptf.org](mailto:richard.mwikamba@eptf.org), [stephanie.chebet@eptf.org](mailto:stephanie.chebet@eptf.org), [pkabii@childrensmisionafrica.org](mailto:pkabii@childrensmisionafrica.org) and Carbon Copy. [mnomzano@childrensmisionafrica.org](mailto:mnomzano@childrensmisionafrica.org) and [karen.baraza@eptf.org](mailto:karen.baraza@eptf.org)