

REACH

Improving water security for the poor



Call for consultancy WISER Intrahousehold survey | Terms of reference

Summary

REACH is a global research programme to improve water security for the poor by delivering world-class science that transforms policy and practice. The nine-year programme (2015-2024) is led by the University of Oxford, funded by the UK Foreign, Commonwealth and Development Office (FCDO), and brings together a consortium of global leaders in water science, policy and practice.

The University of Oxford is looking for a Consultant or Consultancy Firm based in Kenya, to carry out intrahousehold surveys in the context of the REACH-WISER activity (Water InSecurity, Equity and Resilience) of REACH, in Kenya. This document details the Terms of Reference and the instructions to apply.

Applications can be submitted to reachmanager@ouce.ox.ac.uk by 17:00 BST, **20 January 2023**. Any queries can be addressed to reachmanager@ouce.ox.ac.uk by 12:00 BST, 15 January 2023.

WISER Intrahousehold survey

REACH-WISER is a new mixed-methods study on the role of gender norms and relations within and beyond the household to advance water security for climate resilience, in an international interdisciplinary collaboration to provide evidence on the impacts of gender norms, roles and relations.

This ToR is to carry out two rounds of quantitative data collection (survey) from 550 households in Lodwar, Kenya, working with researchers at the University of Oxford and University of Nairobi, in line with appropriate ethical guidelines. Household and individual surveys have been designed and programmed in SurveyCTO and should be delivered using tablets with regular uploads to support daily review from University of Oxford and University of Nairobi teams. The surveys will include aspects of household water security, empowerment and decision making.

The survey methodology and design have been largely defined in advance, and a team of researchers from the University of Oxford and University of Nairobi will provide methodological oversight throughout the assignment.

The survey timeline and scale are detailed as follows:

- Indicatively, the assignment is expected to begin in **January or February 2023**, with preliminary findings to be communicated in **March 2023**, and the assignment completed by **June 2023**. Changes in timeline can be possible during the assignment, upon agreement by REACH and within the limits of the seasonality listed below.
- Two rounds of intrahousehold surveys:
 - Dry season survey: **before March 2022 or in May-June 2022**;
 - Wet season survey: **April 2022**.
- 550 households in Lodwar town and surrounds (up to approximately 60 mins travel time), with approximately one third of all households to be in urban setting
- First round of survey:
 - Household survey: 1 hour
 - Individual survey for female and male respondents separately: 2 hours each
- Second round of survey:
 - Household survey: 30 mins
 - Individual survey for female and male respondents separately: 1 hour each

Instructions to applicants

Applicants should submit the following, in English:

1. A **company profile** if available, or a cover letter to address the experience and capabilities of the proposed team; proof of legal permit to operate in Kenya; contact details (email) for correspondence; and the CV(s) of lead Consultant(s).
2. A detailed **schedule of costs** in Great Britain Pounds (GBP) for the assignment, based on the information in this document.
3. A concise **workplan**, describing how the assignment is intended to be carried out within the timeframe outlined in this document, and showing any relevant outline on the rollout of the assignment, based on the information in this document.

Applicants are expected to include in the schedule of costs **all** cost items necessary to the delivery of the assignment, indicatively grouped into: staff (including enumerators), travel, subsistence, equipment (e.g. data collection devices). Applicants can add further cost categories. If VAT is applicable, it should be shown separately and be part of the grand total. Applicants are encouraged not to use lump sums. Please do not include any contingency line. Any overhead costs, if shown separately, should be kept to a minimum.

The proposed schedule of costs and workplan may be further discussed by the REACH team and the applicant as part of the selection process, to ensure alignment with the survey methodology. However, the grand total submitted in the schedule of costs is not intended to be increased.

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Who may apply

Eligible applicants are Consultants or Consultancy Firms that can fulfil the aims of the assignment and that are **based in Kenya**, with operational offices currently registered and **legally authorised** to operate in Kenya for this type of assignment.

Due Diligence

Successful applicants may be asked to provide evidence that they have the resources, systems and processes in place to enable them to manage the funds that they are requesting. The University of Oxford reserves the right to reject applications that do not fulfil this.

Intellectual property

Results, materials, outputs and intellectual property rights resulting from the assignment will be owned by REACH.

Reporting

During the assignment, the Consultant will follow reporting requirements specified by REACH.

Terms and conditions

- By submitting an application, applicants indicate agreement with all guidelines and rules associated with the call.
- REACH's decision on an application is final. REACH is under no obligation to provide further information or feedback on the reasons for its selection choices or for the rejection of an application.
- REACH will treat submissions in confidence. Information contained within unsuccessful applications will not be shared, communicated or otherwise utilised.

Selection criteria and evaluation

Criteria	Descriptions	Weight
1. Company profile	-Experience of the company and the proposed lead consultants to successfully deliver the assignment.	50%
2. Schedule of costs	-Value for Money shown in the proposed use of funds. -Responsible stewardship of resources.	30%
3. Workplan	-Understanding of the steps and components of the assignment (household surveys). -Availability to start and carry out the assignment as per the timeframe outlined in this document.	20%

The contract will be with the University of Oxford, and applications will be reviewed by a panel of REACH (University of Oxford). Applicants will be notified by email with the decision on their application. Reviewers will evaluate applications solely against the criteria listed. Scores will not be publicly available.
