

Terms of Reference for Baseline Study ¹

1. Baseline Study Summary

Project ID and Program/Project Name	NDICI HR INTPA/2024/462-572 (P10817)/ Disability Rights Advocacy Project for Inclusive Development (D-RAPID)
Name of Partner Organisation/s	TAF Africa Nigeria Women Trust Fund (NWTF)
Project start and end dates; phase of project if applicable	3 rd March 2025 – 2 nd March 2028; Inception Phase
Study Purpose	The purpose of this baseline study is to establish a starting point from which to measure progress and effectiveness of the D-RAPID project in Benue and Delta state of Nigeria
Study Type	<i>Baseline Study</i>
Contracting organisation/contact person	<i>Christoffel-Blindenmission Christian Blind Mission e.V Nigeria Country Office Director: Mr. Samuel Omoi</i>
Team members (if known)	<i>External Consultant to be engaged</i>
Primary Methodology	<i>Mixed Methods, incl. Desk Review, Quantitative and Qualitative</i>
Proposed Start and End Dates	15 th May -June 15 th 2025
Anticipated Report Release Date	4 th July, 2025
Recipient of Final Report	<i>European Union Delegation, Christoffel-Blindenmission Christian Blind Mission e.V and other implementing partners</i>

¹ Evaluation ToR, Final Report and Management Response to be uploaded in ProMIS Project page Document library.

2. Project Description

CBM is an international development organisation, committed to improving the quality of life of persons with disabilities in the poorest countries of the world. Based on its Christian values and over 100 years of professional expertise, CBM addresses poverty as a cause, and a consequence of disability, and works in partnership to create a society for all. CBM humanitarian activities aim to equally reach and actively involve persons with disabilities, addressing specific needs while promoting and facilitating full inclusion in mainstream services. We work – together with local partners – on projects that are context-specific, from preparedness to immediate life-saving needs such as food, shelter and medical work, and longer-term rehabilitation interventions in fields such as education, water sanitation and hygiene, healthcare, livelihood and reconstruction.

According to the World Health Organization, in 2018, approximately 14.9% of people in Nigeria's total population were living with a disability⁷. Data from the 2018 Nigeria Demographic and Health Survey revealed that an estimated 7% of household members above the age of five (as well as 9% of those aged 60 or older) experience some level of difficulties in at least one functional domain. Nigeria ratified the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD) in September 2010. The lack of effective legislation and adequate administrative infrastructure is reportedly limiting the impact of the UNCRPD in Nigeria. After 14 years of tireless advocacy, often led by persons with disability and supported by CBM, that the Nigeria Disability Act (Discrimination Against Persons with Disabilities Prohibition Act of 2018) was finally passed into a law in January 2019.

Sadly, five years after the law has been passed, key provisions of the law have not been met and persons with disabilities still face the marginalization of social stigma, exploitation, and discrimination. A publication in 2024 confirms that 26 out of the 36 states are yet to domesticate or adopt the Act, including Benue and Delta states, which CBM and its partners have targeted for this action. One of the key challenges hindering the proper implementation and domestication of the Act is a lack of government funding, undermining the pace and quality of reforms.

The action seeks to support CSOs, FBOs and the NCPWD to effectively advocate for the implementation and domestication of Discrimination Against Persons with Disabilities (Prohibition) Act 2018 in Nigeria at both national and sub-national levels. This is in line with the overall objective of this action under the human rights and democracy thematic Programme. The planned action also addresses capacity gaps that exist among the staff of NCPWD, CSOs including OPDs, support the adoption and domestication of disability law in the Benue and Delta states that are yet to implement the law. The action will also promote economic empowerment of persons with disabilities through technology and entrepreneurship skills development aligned with our specific objective to strengthen resilience of persons with disability and their representative organizations (OPDs) to demand for their rights according to the Disability Law in Benue and Delta states in Nigeria. This is aligned with the specific objective on protecting and promoting human rights and supporting democracy in line with the EU Human Rights and Democracy Country strategy for Nigeria adopted in 2021.

The D-RAPID project by CBM is being implemented in partnership with two local organizations (TAF Africa and Nigerian Women Trust Fund) across 6 target Local Government Areas (LGAs) comprising of 18 communities in Benue and Delta States.

The **Overall Objective** is to foster a more equal and inclusive society for people with disabilities (PWD) in Nigeria. **Specific Objectives** to enhanced engagement of PWD and their representative organizations (OPDs) in promoting the rights of PWD in Benue and Delta states.

The project aimed at achieving 4 specific Outcomes/results:

Result 1: Strengthened capacity of National Commission for Persons with Disabilities (NCPWD) and other Human Rights -stakeholders to implement the Discrimination Against Persons with Disabilities (Prohibition) Act 2018

Result 2: Enhanced platforms for dialogue and advocacy for the adaptation and domestication of the Discrimination against Persons with Disabilities (Prohibition) Act.

Result 3: Enhanced awareness at state and community levels on the importance of inclusion and protection of Persons with Disabilities.

Result 4: Strengthened technological/entrepreneurship skills among Persons with Disabilities.

3. Baseline Study Objective and Intended Use

The D-RAPID project is at its inception phase and this baseline study is commissioned by CBM to establish sound baseline data from which to measure progress and effectiveness of the project in Benue and Delta state of Nigeria.

Specific Objectives:

1. To provide baseline data that allows an assessment of the effectiveness of the implementation and adoption of Discrimination Against Persons with Disabilities (Prohibition) Act 2018 in the two states.
2. The study will assess the appropriateness and viability of the current indicators and might suggest adjustments.
3. To assess the status of implementation of the current disability law, policies and institutional responses to support persons with disabilities and OPDs in Benue , Delta states and the National Commission of persons with disabilities (NCPWD) at national level.
4. To assess the current capacity of local civil society organizations including OPDs, and other vulnerable groups including persons with disabilities, in the project target communities.

5. To accurately determine the population of persons with disabilities in the project target area using the WGSSQ.

4. Scope of the baseline study

The scope of this baseline study will include activities that seeks to meet the objectives listed above. The study shall be conducted in selected project communities from the list below, to give representative sample.

Find the distribution of the project communities below:

State	Implementing Partner	Local Government Areas
Benue	NWTF	Ukum
		Tarka
		Okpokwu
Delta	TAF Africa	Ughelli North
		Oshimilli South
		Isoko North LGA

5. Limitations

Benue state has experienced significant security challenges in recent times which could impact the conduct of the study. The instability - especially as farmers' herders clash because of scarcity of natural resources including communal violence and other insecurity related could hamper the collection of data.

In the event of increased insecurity across the nation, there will be need for situational analysis and use of locally sourced enumerators for data collection that understand the socio-political early warning signs and safety measures based on their context. There might even be the need to conduct remote assessments and rely on remote methods, including document review, phone interviews, online sessions etc. Consultants should be familiar with such methods.

CBM will carefully evaluate the situation once the contract is signed and determine whether the study can be carried out as planned. In addition, CBM will provide a briefing on the current security situation and support as much as possible to ensure the safety of the team and stakeholders who will be involved in the process, including project partners and beneficiaries.

In general, the do-no-harm principle shall be applied during the study, which includes not putting any stakeholder at risk or creating any negative consequences.

6. Target audience and learning

The target audience for this study could include different project stakeholders such as:

- Relevant Government MDAs at national, Benue and Delta state such as: National Commission for persons with disabilities (NCPWD), National Human Rights Commission, Federal Ministry of Women Affairs, National Orientation Agency (NOA), National Identity Management Commission (NIMC), Ministry of Justice.
- Joint National Association of Persons with Disabilities (JONAPWDs) at National level.
- Ministry of Women Affairs in Delta and Benue State.
- Local Government Authorities of both states
- State Ministry of Justice
- State Houses of Assembly and LGA legislators
- European Union Delegation (EUD) in Nigeria
- Christoffel Blindenmission (CBM) International
- Project Co-Implementing Partners (TAF Africa and NWTf)
- Local CSOs including JONAPWD, women and youth-led organizations in the project communities.

The findings from this study will be used primarily by the project for indicator tracking purposes. It will also be used for advocacy purposes and resource mobilization for efficient and effective implementation of disability laws in the target states and strengthen the capacity of National Commission of Persons with Disabilities (NCPWD).

7. Study Questions

The study questions shall be structured to assess whether the project is well-designed, efficient, consistent and viable. This will provide foundation for subsequent studies/evaluations on the project.

8. Methodology

The consultant will develop the detailed study methodology based on this TOR and a briefing with CBM (and the partners). Mixed methods shall be applied in this study and the methodology used shall fit the purpose of the study and needs to be documented in detail as an annex to the final report. The consultant is expected to submit a brief inception report detailing methodology for achieving the results of the study. The study must meet the principles of being **inclusive**, **participatory** and **interactive**, involving both male and female members of the community, as well as persons with disabilities.

As a minimum, the study process should include the following key steps:

- Desk review of relevant documents
- Initial briefing sessions with CBM Country Office and partners.
- Field Phase with application of specific data collection tools.
- Analysis of findings
- Reporting of findings and recommendations

Do-No-Harm, Safeguarding and Confidentiality

As regards confidentiality and data protection, the consultant must take all reasonable steps to ensure that the respondents are not adversely affected by taking part in the study in line with the do-no-harm principle. S/he must keep their responses confidential and must not do anything with their responses that they are not informed about at the time. Also, particular care must be taken with children and teenagers. Consent must be granted by a parent or caregiver for interviews with children aged under 18 and CBM's child safeguarding policy should be applied in all circumstances. The consultant should create safe and accessible spaces for women and other vulnerable groups to participate in group discussions or interviews.

Following data collection and analysis, the consultant will share preliminary findings with CBM CO in Nigeria (and partners?). This shall be achieved through debrief sessions at CBM CO. The sharing of preliminary findings is an opportunity for the stakeholders to hear what the consultant has found and to be involved in thinking through recommendations if any. It should include constructive discussions around the key findings identified by the study.

Equality and inclusion/gender equality

The study data shall be disaggregated according to gender, age (adults/children) and disability status. For the collection of data on disability, the use of the Washington Group Short Set of Questions is mandatory. Consultants need to be guided on the Washington Group Questions and their application.

9. Management Responsibilities and Baseline Study Team

CBM's Responsibilities

- Contract the consultant selected through a robust procurement process;
- Oversee the implementation and quality of the study;
- Provide project specific documents (Project Proposal, Logical Framework etc.)
- Review and approve inception report
- Monitor and assess the quality of the study and its process
- Provide guidance and institutional support to the external consultant
- Facilitate access to study areas;
- Facilitate and participate in briefing and de-briefing meetings
- Review draft baseline study report
- Pay the consultant based on the agreed terms and conditions specified in the expression of interest
- Approve the final report; all products related to the evaluation shall be submitted to CBM Nigeria at the end of the assignment and upon approval of the final report.

Responsibilities of the consultant

- The consultant will develop an inception report for review by the CO and Initiatives and approval by CBM CO.

- The draft report will be shared with CBM for review and feedback. The final draft will also be sent to CBM for approval and signing off. The final instalment of consultant's fees will be disbursed following sign off.
- The consultant will be responsible for all logistics arrangements, flight, vehicles, accommodation and disability inclusive venues for interviews and group discussion, as well as for training of data collectors as needed.
- The consultant will be responsible for the arrangements of all data capturing tools/devices for the data collectors.
- The consultants will ensure that all data collectors have the basic skills to translate English into local languages used in areas of interventions, for easy understanding of the respondents.
- The consultant will be responsible for data security and anonymity.
- All consultants and enumerators and persons otherwise directly engaged with the target groups/project participants have to sign the Code of Conduct and Safeguarding Policy and must adhere to its stipulations.

Implementing Partner's Responsibilities

- Facilitate the consultant's access to key stakeholders and specific information or expertise needed to perform the assessment;
- Ensure that all stakeholders are kept informed;
- Support and participate in briefing and de-briefing meetings;

Requirements for the Baseline Study Team

Consultant

The team leader will be an experienced senior consultant, who will be responsible for the overall process and the production of a high-quality final baseline study report.

Required Expertise

- Advanced degree in Political science, Policy and strategic studies, Disability Inclusive development, Sociology and Anthropology, development or other related fields.
- Minimum of 12 years' experience in issues of Policy reforms in Nigeria and haven successfully conducted at least five similar studies
- Knowledge of the humanin study areas will be an added advantage.
- Experience working with government agencies, non-governmental organizations, or research institutions on projects related to disability inclusion, human rights and gender mainstreaming
- Strong understanding of policies and reform issues, monitoring processes, adaptation and evaluation.
- Analytical skills and ability to clearly synthesize and present findings in a concise and logical sequence.

- Ability to draw practical conclusions and to prepare well-written reports in a timely manner.
- Awareness and sensitivity to the particular needs of persons with disabilities including psychosocial disability, women and children is desirable.
- Knowledge of the culture of the peoples in Benue and Delta States will be an added advantage.
- Consultants and data collectors must be able to speak and interpret Hausa and other local language to English language.
- An inclusive and gender balanced team is desirable.

Children and Adults at Risk Safeguarding Policy: As a condition of entering into a consultancy agreement the evaluators must sign the CBM Safeguarding Policy and abide by the terms and conditions thereof.

- The contracted consultant adheres to the CBM Code of Conduct and commits to CBM's Safeguarding Policy.
- Related Statements of the above must be signed together with the contract.
- The consultant also commits to the highest standards of data security.
- CBM is an equal opportunities employer, and particularly encourages qualified persons with disabilities to apply.

10. Deliverables

The deliverables that will be required of the Consultant and the timeline for submission will include:

Inception Report

The Consultant is expected to submit an inception report latest 1 week after receipt of all background documentation. The purpose of this report is to ensure that the consultant covers the most crucial elements of the exercise including the appropriateness and robust methodology to be employed as well as gender and diversity representation and participation of different social groups for inclusive analysis of needs.

The inception report provides the organization and the baseline study team with an opportunity to verify that they share the same understanding about the study and clarify any expectations at the outset. The report should reflect the baseline study team's review of literature and the gaps that the field work will fill. The report should also reflect opportunities for participation of persons with disabilities in the development of methodology, data collection and analysis.

Final Report

The final study report (in easy to understand English and in accessible format) with a maximum 30 text pages (+ annexes) must be submitted to CBM Country Office within 3 weeks after completion of the field phase. CBM will provide feedback which has to be incorporated within 2 weeks.

The report shall include a 2-3 pages' executive summary in English that can potentially be used for publication purposes (e.g., CBM website).

The baseline study report is an exclusive property of CBM and should not be released without prior authorization, to any other party. The final report will be available through CBM.

Data Sets

The Consultant will be expected to submit complete data sets (in Excel) of all the quantitative data as well as the original transcribed qualitative data gathered during the exercise. These data sets (filled consent forms) should be provided at the time of submission of the final report.

Draft of new log frame

The logical framework with the updated baseline for the indicators being tracked will also be submitted by the Consultant.

Summary Findings

On submission of the final report, the consultant is expected to submit a PowerPoint presentation (maximum 12 slides), summarizing the key findings and main recommendations. This should be submitted together with the final report.

11. Baseline study Schedule

Proposed Time Frame: 15/05/2025 to 16/06/2025

Duration of Activities

The duration of the evaluation exercise shall be 30 days according to the schedule below:

Task	Location	Number of Days	Expected Dates
Desk Study/Literature review	Consultants' desk	4	
Submission of Inception Report and Briefing	Online/CBM office	2	
Field Phase, Project Visit or remote data collection phase	Project locations	10	
De-briefing with initial findings	Online/CBM office	1	
Analysis and draft report	Consultants' desk	8	
Review of draft report after feedback from CBM and partners (Finalising report)	Anywhere	4	
Submission of final report	CBM office	1	
TOTAL		30	

12. Payment Mode

- The first tranche of payment (50%) will be made upon submission and approval of the inception report and invoice submitted by the Consultant.
- The last tranche of payment (50%) will be made following the submission and approval of all deliverables as stated above and receipt of invoice from consultant.

13. Applications

Qualified evaluator should submit via email:

- A cover letter indicating interest, commitment for availability during expected time frame
- Curriculum Vitae of the expert/s
- A short summary of your understanding of the TOR
- A technical offer, which must include a detailed suggestion on the baseline study approach/methods, the plan and the timeframe.
- A financial offer, including daily professional fees for each consultant, any other costs related to the study, including travel cost, insurance etc.
- At least two (2) examples of previous baseline study reports or two references
- A statement of availability of all team members during the suggested time frame – CBM may terminate the contract in case the suggested expert is unavailable after signing of the contract and if no adequate consultant with the same expertise can be nominated as replacement and agreed with CBM and the partners.

The application should be sent to procurement.nigeria@cbm.org titled “**Statement of Interest: “D-RAPID Baseline Evaluation”**” in the subject line. The deadline for applications is **19th, May 2025**.

Regarding the selection criteria, the technical and financial proposals will account for 70% and 30% respectively. The main study criteria of the technical proposal are methodology (30%), team composition/key personnel (15%), professional experience (10%), experience relevant to this study (15%).

If you have any questions about the terms of reference, please send your queries to innocent.alobu@cbm.org

14. Documents

The following documents as well as any other document not listed below but is relevant to the baseline study will be shared with the Consultant:

- Project Proposal and Logical framework
- Reports from previous and similar projects in the target states
- Gender and disability study report in the target states

- CBM templates to be used for reporting
- Children and Adults at Risk Child Safeguarding Policy etc.

Appendix 1: Stakeholder Analysis for Study.

Stakeholders	What is their interest and contribution in the proposed project?	What is their power and influence in the project (1-5 rating, 1=low, 5=high)	Will the project involve / these stakeholders in the study? How?
Primary Stakeholders			
Local Civil Society Organizations including the Organization of Persons with Disabilities	They are the primary beneficiaries of the project, they will play a key role in ensuring the sustainability of the project achievements.	3	Yes They will be assessed for their capacity and structure to respond to climate change issues and challenges.
Women and youth-led groups	They are the primary beneficiaries of the project, they will play a key role in ensuring the sustainability of the project achievements.	3	Yes They will be assessed to determine their involvement in climate change responses in their local communities and their coping mechanisms.
National Commission of persons with disabilities including National Rights Commission	They are the primary beneficiaries of the project, they will play a key role in ensuring the sustainability of the project achievements.	3	Yes They will be assessed to determine their local practices to curb and mitigate the effects of climate change in their local communities and their coping mechanisms.
Women and men including those with disabilities	They are also beneficiaries of the project and often time they play a major role	4	Yes

	as community volunteers and project influencers		They will be respondents in the study
Girls and boys including those with disabilities	They are the main target of the project intervention, considering their vulnerability status, they contributed towards the achievements of the project	2	Yes They will be respondents in the study
Community structures	They are the primary beneficiaries of the project, they will play a key role in ensuring the sustainability of the project achievements.	5	Yes They will be assessed for their existence and involvement in climate change responses in their communities. They will also provide relevant context specific information.
Secondary stakeholders			
Volunteers (VESA facilitators etc.)	They will provide support to the project either directly or indirectly, their support is immeasurable.	3	Yes
State and Local Government	They are good stakeholder and gate keepers of the project locations, they assist in integrating partners and the locals.	5	No
Board of partner organisation	Administrative support are duly provided by them and sensitive discussions are mostly done with the board.	4	No
Federal Government	They regulate activities of organizations and provide the required support.	3	No
Community	They took ownership of the project through the	5	Yes

	provision of support and acceptance of the project		
Project staff	They are saddled with the day to day activities of the project.	5	Yes
CBM staff	They provide technical support in project implementations	5	Yes