Relaunch-Terms of Reference (ToR): Assessment Officer/Data Analyst consultant for Multi-Sectoral Needs Assessment (MSNA)

Joint Assessment by PLASEMA with Financial and Technical Support from NRC

Sectors to be assessed:	Health and Nutrition, Education, Protection, Food Security & Livelihoods, Shelter & Settlement, WASH.
Location:	Plateau State; Bassa, Riyom, Barkin Ladi, Bokkos, Mangu, Quai'an pan, Wase, Kanam, Shandam, Lantang south

1.0 About NRC

The Norwegian Refugee Council (NRC) has been operating in Nigeria since 2015, with a presence in Borno, Adamawa, and Plateau States. NRC supports communities affected by displacement by addressing their basic needs, enhancing resilience to future shocks, and improving access to essential services through its six core competencies: Water, Sanitation and Hygiene (WASH), Shelter and Settlement, Education, Information, Counselling and Legal Assistance (ICLA), Livelihoods and Food Security (LFS), and Protection from Violence. During emergencies, NRC provides immediate assistance through the Rapid Response Mechanism (RRM). With a staff of over 370 and field offices in Maiduguri, Yola, and Jos, NRC effectively addresses the needs of conflict-affected populations in North-East and North-Central Nigeria.

In Plateau State, NRC has been operational since 2021, delivering education, Food Security and Livelihoods, WASH and ICLA interventions in the LGAs of Bassa, Bokkos, Riyom, Mangu, Wase, and Shendam. Current programming includes conflict resolution, peace education, access to housing, property and land rights, as well as livelihoods and education support to vulnerable communities.

In support of the Plateau State Emergency Management Agency (PLASEMA), NRC will provide financial support and technical assistance for the implementation of a Multi-Sectoral Needs Assessment (MSNA) in targeted conflict-affected communities in Plateau State.

2.0 Background and rationale

Nigeria continues to face persistent violent conflicts, which have severely impacted the economy, human rights, and peaceful co-existence. The effects of long-standing insecurity, weak governance, climate-related shocks, and poor service delivery have plunged millions into poverty. In Plateau State, violence over land and natural resources—often framed along ethnic and religious lines—has persisted for over two decades. These tensions have been worsened by climate change, demographic pressures, and institutional gaps. Herder-farmer conflicts, especially between Fulani herders and indigenous farming groups, have led to mass displacement, loss of life, and destruction of assets.

In early 2024, violence in Bokkos, Barkin Ladi, and Mangu LGAs displaced over 2,000 individuals. IOM recorded over 15,000 people displaced into IDP camps and host communities across both Plateau and Bauchi States. Reports confirmed significant food, health, shelter, WASH, and psychosocial support needs. This MSNA aims to provide updated and comprehensive data across key sectors for Plateau's programming and resource planning. It will guide PLASEMA (Plateau State Emergency Management Agency) and partners in evidence-based decision-making and targeted humanitarian response.

3.0 Objectives of the MSNA

The overall goal of the MSNA is to inform strategic planning and programmatic decisions by providing accurate, multi-sectoral data on the needs and priorities of targeted conflict-affected communities in Plateau State.

3.1 Specific Objectives:

- Assess the impact of conflict, displacement, and climate change on affected populations.
- Identify urgent and ongoing humanitarian needs across multiple sectors.
- Understand vulnerabilities and coping mechanisms within different demographic groups.
- Document access and security constraints in hard-to-reach areas.
- Identify cross-cutting issues such as gender, disability, and protection concerns.
- Provide actionable, evidence-based recommendations for targeted programming.

4.0 Role of the Assessment Officer (Consultant)

The MSNA will be conducted in **Plateau State**, led by PLASEMA with **financial and technical support from NRC**. Under the supervision of designated focal points from PLASEMA and NRC, the Assessment Officer will lead the MSNA implementation across all stages: research design, preparation, data collection, cleaning, analysis, drafting, dissemination, and evaluation.

4.1 Key responsibilities:

- Develop tools and protocols in coordination with NRC and PLASEMA.
- Lead training sessions for enumerators and supervisors.
- Oversee household surveys, FGDs, and key informant interviews.
- Manage data processing, statistical analysis, and interpretation.
- Produce high-quality reports, summaries, and presentation materials.
- Ensure gender and protection considerations are integrated throughout.

5.0 Methodology

The MSNA will use a mixed-methods approach involving both quantitative and qualitative techniques:

- Household surveys: Face-to-face interviews using statistically representative sampling across affected LGAs, covering IDPs and host communities.
- Key Informant Interviews: Conducted with community leaders, government officials, humanitarian actors, and cluster leads.
- Focus Group Discussions (FGDs): Disaggregated by gender, age, and vulnerability status.
- Secondary data review: Existing datasets, reports, and assessments will be reviewed to contextualize findings and identify gaps.

The consultant will ensure tools and methodology are gender-sensitive and inclusive. All tools are subject to approval by NRC and PLASEMA.

6.0 Deliverables and expected outputs

The consultant is expected to deliver:

- A comprehensive MSNA report including:
  - Executive Summary
  - Background and Context
  - Methodology and Sampling Details
  - Sectoral Needs and Gaps
  - Conclusions and Recommendations
  - Appendices: Raw data, cleaned dataset, summaries of FGDs and key informant interviews
- Presentation of findings to NRC, PLASEMA, and stakeholders
- Data files in accessible formats for partner use
- Final report on both Word and PDF formats
- Power BI dashboard of the final report (Optional)

7.0 MSNA Framework and Tools

Before data collection, the consultant will submit an MSNA framework outlining:

- Sample sizes and methodology
- Number and structure of FGDs
- List of key information
- Required resources and personnel
- Workplan and timelines

8.0 Technical Proposal and Submission Timeline

Applications must include:

- Technical proposal (max 6 pages): understanding of ToR, methodology, relevant experience , timeline (The consultancy is expected to start in October/November 2025 and last for a minimum of 40 days.
- Financial proposal: itemized budget including daily fees and other costs
- Company profile, CV(s) of consultant(s)/staff, including roles and responsibilities
- A copy of previous MSNA or evaluation reports
- Attach your CAC, TCC, and Evidence of similar experiences to your application.

9.0 Consultant profile

NRC and PLASEMA seek applications from national qualified individuals or firms with the following:

- Master's degree (or higher) in Development Studies, Humanitarian Assistance, Statistics, Social Sciences, or related fields
- 5–8 years of experience conducting multi-sectoral needs assessments

- Proven experience in methodology design, data collection, analysis, and reporting
- Strong command of Kobo, PowerBI and excel
- Excellent report-writing and communication skills
- Demonstrated understanding of gender, disability, and protection-sensitive approaches
- Experience working in conflict-affected contexts, preferably in Nigeria and/or Plateau states.

10. How to Apply

All qualified and interested consultants/firms should submit both technical and financial proposals.

All applications/proposals are accepted in English, must duly be completed and submitted to NG.tenders2@nrc.no no later than 27th November 2025 at 15:00 p.m. Nigeria time. Late submissions will not be considered.

The application should be titled: "Relaunch-**34/NRC-NAT/NG/2025** – Consultancy – Multi-Sectoral Needs Assessment (MSNA) In Plateau" in the e-mail subject.

In case you have any questions regarding this consultancy, please direct them to: NG.procurements2@nrc.no /+2348025554645

Only short-listed/Successful applicants will be contacted.