**UNICEF Azerbaijan Country Office**

**Terms of Reference**

**Local Institutional Consultancy to Implement an end line KAP survey on Explosive Ordnance Risk Education in Azerbaijan**

1. **Background**

Major conflict escalation between Armenia and Azerbaijan took place late 2020, resulting in casualties among the civilian population including children, the destruction of infrastructure, and the displacement in and beyond the Line of Contact (LoC) districts. One of the most salient problems left behind by the massive military actions is mine and unexploded ordnance (UXO) contamination, that can cause death and injury to the civilian population in the years to come. Since the end of hostilities in November 2020, the clearance process of conflict-affected districts highly contaminated by mines and UXOs has been started. Since the end of the hostilities until 15 September 2022, 40 people have been killed and 202 people injured as a result of mine explosions.

Without intensive EORE interventions, the number of casualties caused by landmines and other explosive ordnance will likely increase with the imminent return of IDPs to their native places. National coordination of EORE by ANAMA will be crucial in the months and years to come. It will involve the adoption of national standards, the harmonization of EORE messaging, and a clear national prioritization mechanism to ensure that the right people receive the right message at the right time.

The first KAP baseline survey has been conducted by UNICEF in October 2021, and findings have been analyzed by the international expert. All IEC materials have been designed and developed according to the findings of the baseline KAP survey. The end line KAP survey is aimed to collect a comprehensive and up-to-date data to understand the effects of the current EORE interventions and set-up the headlines for the future EORE interventions.

For this purposes, UNICEF Azerbaijan Country Office is looking for a local research institute to carry out the mentioned end line survey. Activity will be implemented in close cooperation and under technical guidance and support of the UNICEF Emergency Officer.

**Mine Action situation**

During the conflict, unexploded explosive ordnances (UXOs) and abandoned explosive ordnances (AXOs) were left on the ground, although the extent of the resultant contamination from these explosive remnants of war (ERW) is not yet known.

In addition, a huge area along the former Line of Contact (LOC) between Azerbaijan and Armenia has been heavily mined over the last three decades by all parties to the conflict. Massive mine contamination of the conflict-affected and regained territories seriously impedes the hundreds of thousands of IDPs to return to their homes in safety. The landmines and explosive ordnances (EO) also pose a serious threat to life and safety of civilians in the post-conflict period, and it seems that the demining operations will take years.

A massive clearance effort of areas contaminated by explosive ordnances (EO), including landmines and ERW, is underway, conducted by ANAMA, the Ministry of Defense, the Ministry of Emergency Situations and the State Board Service. Along with survey and clearance operations, explosive ordnance risk education (EORE) is also a priority to prevent casualties by raising awareness of affected people about the danger of EO and educating them on safe and appropriate behaviors. In the first semester 2021, UNICEF Azerbaijan, working closely with ANAMA and the Ministry of Science and Education, supported a 3-month emergency response, funded by UK Aid. Since June 2021, the EORE intervention has been carried on through the support of the Humanitarian Aid department of the European Commission (ECHO) and should continue until end November 2022. The action targets 71 communities and 9 IDP camps most affected by the escalation of the conflict within and beyond the Karabakh region of Azerbaijan, in accordance with the priority list of areas provided by ANAMA.

The EORE intervention includes:

**➀ Capacity building of teachers, community leaders and volunteers in supporting EORE:**

* By November 2021, 523 community leaders and volunteers from civil society organizations have already received EORE through face-to-face activities. The activity was completed.
* By March 2022, 1,002 schoolteachers from five districts received EORE through online sessions.

**➁ Community-based EORE activities:** the activities were launched on 25 November 2021; at the end of July 2022, 523 community leaders and 89,726 community members including 28,718 children had received EORE awareness through direct activities.

**□ School-based EORE activities:** 1002 schoolteachers had received EORE through online sessions. At the end of May 2022, 17,272 school children had received EORE through direct sessions.

1. **Objectives of the survey and key research questions**

The KAP survey is intended to provide valid information at community and school level to identify knowledge of the trained population.

The goal of the KAP survey is to capture information regarding:

* Knowledge of Explosive Ordnance (EO) risks and related safe and unsafe behavior and whether the EO knowledge level differs between people who recently received EORE and people who have not received any EORE;
* Attitudes, perceptions and beliefs towards EO threats and whether those attitudes affect risk-taking behavior and coping strategies; and
* Practices, barriers and motivators with regard to EO risks including stated behavior around EO risks and the impact of previous/current EORE activities.
* Comparison of results of baseline and end-line survey and identify most effective EORE approaches within the programme.

**The main objectives of the study are the following:**

* To identify, assess, and analyze the knowledge, perceptions, practices, fears, beliefs, barriers and motivators of stated behaviors towards explosives among target groups.
* To identify and assess the access to information on threats and safe behavior practices.
* To identify the socio-cultural and socioeconomic factors that influence the risk-taking behavior of those living in affected communities.
* To assess the recent EORE interventions and compare the results with the baseline survey.
* To identify the most suitable communication channels for each target group for further dissemination of RE information and to produce recommendations for tailored and appropriate risk education methodologies and messages for different demographics of the target population.

The KAP survey will ensure that risk education messages, methods and materials are developed and adapted to address the knowledge gaps, issues in practice and fits to priorities of specific target groups. The analysis of these results will be used to improve the EORE approach for all relevant target groups.

The suggested key research questions:

1. What do you know about explosives in your community? What is the source of this information? What kind of behavior is considered as safe?
2. What are key factors influencing attitudes towards EO and stated behavior around EO?
3. How do current EORE efforts match knowledge levels, attitudes and stated behavior around EO considering available casualty data?
4. What are critical needs for at-risk categories in terms of adopting safe behavior around EO?

By investigating these questions, the KAP survey is expected to feed into the development and application of effective, relevant and innovative EORE tailored to the identified at risk categories, including:

* The *Unaware*: those who do not know about the danger of EO;
* The *Uninformed*: those who know about EO, but do not know about safe behavior;
* The *Misinformed*: those who have been given poor information about safety or believe that s/he knows all about EO;
* The *Reckless:* those who know about safe behavior around EO, but ignore it or knowingly adopt unsafe behavior;
* The *Intentional or Forced:* those who know about safe behavior around EO but have no alternative option to adopting unsafe behavior.

1. **Objectives of the consultancy**

The proposed consultancy assignment is to support UNICEF Azerbaijan Country Office and its partners to conduct the end-line KAP survey in the districts selected for implementation of the programme - Aghdam, Tartar, Fuzuli, Goranboy, Khojavand, Aghjabedy, Beylagan, Goygol, Dashkasan, Barda districts.

The selected local research agency is expected to carry out all stages of the survey, inc. arrangement of fieldwork on data collection, support data entry, data processing and analysis. The survey will be carried out in collaboration with Emergency Officer, international expert and relevant stakeholders.

1. **Methodology**
   1. ***Data collection and management methods***

The survey should be based on mixed-methods approach to reach the outlined objectives (qualitative and quantitative). For administering the questionnaire is face-to-face/phone interviews technique of data collection. The questionnaire with both close- and open-ended questions (to be jointly agreed with the research agency at the inception phase) and provide maximum opportunity for meaningful comparison with the baseline survey.

The KAP survey will comprise primary data collected through three methods:

* An individual questionnaire consisting of structured and standardized questions tailored, pre-tested and used for the main target groups: Children between the ages of 6-11; adolescents between the ages of 12-17; adults (18+).
* Focus group discussions (FGDs) based on three qualitative, semi-structured interview guides; one tailored for children aged 6-11, one for children 12-17 and one tailored for adults 18 and older. The FGDs will serve to cross-reference and establish confidence level data regarding knowledge, identify specific at-risk groups, and probe attitudes and stated behavior with regards to EO.
* Key informant interviews (KIIs) based on an interview guide containing a set of open-ended questions. Key Informants will be selected on the basis of e.g. their specific insight into the EO context, risk categories and ongoing Mine action efforts. The objective of KIIs is to triangulate both primary and secondary data and the interview guide will therefore only be finalized and will remain open for revisions once component 1 and 2 of the primary data collection are underway.

The duration of data collection is estimated at 2-3 weeks in total depending on the potential complications related to the pandemic, with one team deployed in each district for a total up to ten teams of enumerators deployed simultaneous.

A Regional KAP Manager should be appointed by the contracted research company who represents the research institution and will be in charge of the daily management of the data collection teams and will furthermore be responsible for checking all questionnaires and FGD forms. Regional KAP Manager should have relevant languages skills and sociocultural understanding to ensure acceptance and access.

FGDs should be overseen by the Regional KAP Manager with provided detailed notes on the range of responses by the FGD participants.

KIIs should be conducted by the research agency contracted. Detailed notes must be captured, and quality checked before handing over for data entry.

* 1. ***Survey population and plan***
* Demographic characteristics disaggregated into five age groups: 6-11 years; 12-17 years; 18-34 years; 35-59 years; 60+ years;
* Job and/or social category - based on main risk categories identified I discussion with stakeholders (ANAMA, CSOs) and Injury Surveillance/victim assistance actors.

***Individual questionnaire.*** Sample to be calculated once the exact locations and population estimates in each location have been determined. The sample size should be calculated on the basis of a confidence level of 95% and a confidence interval of 4.

Gender representation: 50 % male, 50 % female in every location.

Age group targeting: 25% children aged 6-11; 25% adolescents (aged 12-17), 20% young adults (aged 18-35), and 20% adults (aged 35-59) and 10% elderly (aged 60+) in each location.

***Focus Group Discussions.*** A total of 9 FGDs will be undertaken by the research company. The maximum number of participants in each FGD is 6.

***Key Informant Interviews*** will be conducted by the research company to collect qualitative information, triangulate data and probe into arising issues. Tentatively, the following categories of potential key informants/PwK have been identified:

* ANAMA
* Ministry of Science and Education
* Local MA operators (CSOs)
* International organizations directly/indirectly carried programmes related to mine action pillars
* Local authorities
* Local beneficiaries

1. **Ethical considerations.**

Potential contractors will need to agree to meet the standards set in the UNICEF Procedure for Ethical Standards in Research, Evaluation, Data Collection and Analysis. The consulting organization is required to clearly identify any potential ethical issue, as well as the processes for ethical review and oversight of the research/data collection process in their proposal.

UNICEF Procedure for Ethical Standards in Research, Evaluation, Data Collection and Analysis can be found at: <https://www.unicef.org/media/54796/file>. The procedure should be consistently applied throughout the research process. The procedure contains the minimum standards and required procedures for research, evaluation and data collection and analysis undertaken or commissioned by UNICEF (including activities undertaken by individual and institutional contractors, and partners).

The KAP survey shall be conducted with informants aged six years or above only. All informants will participate on a voluntary basis and will be given the option of non-response. For children under the age of 18, permission shall first be sought from a parent, teacher, guardian or other responsible adult.

The confidentiality of respondents shall be respected throughout the KAP survey process including data collection, data management, analysis and reporting. No personal information shall be requested from respondents and anonymity shall be emphasized.

As noted above, considering the specific circumstances imposed by the COVID-19 pandemic, the methodology of the survey must take into account the Government measures introduced to prevent/contain virus transmission and valid at the time of conducting the data collection. This may potentially mean that the data collection will have to be conducted via phone or online. As part of the technical proposal, agencies are required to propose details of their technical approach to achieve the major deliverables.

Ethical review should be undertaken by research institution and submitted to UNICEF before conducting the survey. The study does not envision analysis of personalized data of children.

1. **Specific Tasks of the consultancy**

The selected research agency will be responsible for the following activities:

As part of the quantitative research, it is expected that the implementer will undertake the following activities:

1. Recruitment and contracting of experienced enumerators and supervisors, the number of which should be approved by UNICEF.
2. Translating, testing, formatting and digitalization of questionnaires, prepared by an international expert jointly with research institution.
3. Organization and provision of logistical support (transport, per-diem, tablet devices, etc.) to interviewers and supervisors while data are being collected.
4. Design and implementation of sampling methodology.
5. Ensuring that all ethical recommendations are addressed in the survey implementation process.
6. All data collection activities, their organization, and their supervision.
7. Delivery of the collected data for review in a format agreed by UNICEF no later than two weeks upon completion of the data collection.
8. Ensuring that data are maintained and stored in a manner that is fully confidential so that no external individual or institution can identify any specific individual in the data.
9. Delivery of a report relating to the overall organization and execution of the survey fieldwork and data collection.
10. Brief report of findings in table and graph format with brief writeups.
11. **Timelines/Deliverables**

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| **#** | Activities and deliverables | Estimated working days |
| 1 | Inception phase including pilot testing process conducted covering:   * Ethical review arranged * methodology and sample for the quantitative and qualitative data collection designed and piloted * the questionnaires for primary data collection through face-to-face, FGD, key informant approach designed and piloted | 5 days |
| 2 | Primary data collection through qualitative and quantitative research arranged:   * Conducted Face-to-Face interviews. * Conducted Focus Group Discussions. * Conducted Key Informants Interviews. * Undertaken Data entry, cleaning and processing; | 15 days |
| 3 | Draft Report developed based on qualitative and quantitative research:   * The findings analysed and presented in table and graph formats with brief writeups * The first draft of the report based on quantitative and qualitative data submitted * Findings and review of the initial report by UNICEF and partners: identifying gaps and areas needing clarification presented. * draft Report submitted | 8 days |
| 4 | Final Report drafting prepared:   * Analysis (tables and graphics) is finalized, the received feedbacks are incorporated * Final Report reviewed by UNICEF | 2 days |
|  | Total | 30 days |

**The suggested structure of the Study report:**

The Study Report is proposed to have the following structure, to be reviewed once the Contractor is selected:

1. Background
2. Survey objectives
3. Methodology
4. Methods
5. Training
6. Data collection
7. Limitations
8. Key findings
9. Socio-demographics
10. Exposure to information about the EO risks
11. Knowledge about EO
12. Attitudes and perceptions
13. Intended behaviors
14. Behavioral drivers
15. Geographical perspective
16. Conclusion
17. Recommendations
18. **Consultancy duration**

The research institution is expected to start within one week after contract signed, conduct field work for data collection in October and complete all the tasks by November 14, 2022. The total number of working days is expected to be 30.

**Supervision and working conditions**

The research agency will be under direct supervision of the Emergency Officer of UNICEF Azerbaijan Country Office, with the general guidance of the Deputy Representative. The research agency will work in close cooperation with the selected international expert.

1. **Administrative and travel arrangement**

The local team members must fit to travel and have a valid own travel/medical insurance with hospitalization and repatriation coverage. COVID-19 preventive measures should be in place such as wearing face masks during interviews, keeping proper social distancing through small group interviews, and washing hands frequently. It is strongly recommended that interviewers should have taken full vaccination.

Please also see UNICEF’s Standard Terms and Conditions attached. UNICEF is committed to diversity and inclusion within its workforce and encourages applications from qualified female and male candidates from all national, religious and ethnic backgrounds, including people with disabilities.

1. **Qualifications/experience required**

The consultancy is open to local research agencies as the applicants. The core competencies of the agency are the following:

* Previous experience of supporting and conducting similar KAP survey, with at least 3 years of experience of the local team members in the field of research. Experiences in managing large-scale household surveys will be an asset.
* Familiarity with UNICEF's mission and mandate. Experiences of working with UNICEF/UN will be an added benefit.

1. **Payment schedule**

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| **Amount** | **Deliverable** |
| Payment 1 - 30% | Inception report with established survey team, developed methodology and tools, Methodologies and tools are piloted and adjusted. Fieldworkers trained and ready for the field work |
| Payment 2 - 40% | Required data collection is completed, data cleaned and submitted to UNICEF in required format |
| Payment 3 - 30% | Study Report (Final draft) in English and presentation of key findings conducted |

1. **Evaluation process and methods**

*First, the Technical Proposals will be evaluated. The Technical Proposal was allocated a total possible score of 70 points (pt) using following criteria. Technical Proposals receiving at least 50 out of obtainable points (70 pt) or higher, will be considered technically responsive and the Price Proposal will be opened. Proposals which are considered not technically compliant and non-responsive, will not be given further consideration.*

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| **ITEM** | **TECHNICAL EVALUATION CRITERIA** | **MAX OBTAINABLE POINTS** |
| **1**  **1.1**  **1.2** | **Overall Response**  *Overall Response e.g., the understanding of the assignment by the proposer and the alignment of the proposal submitted with the ToR*   * *Completeness of response* * *Overall concord between TOR/needs and proposal* | **10**  5  5 |
| **2**  **2.1**  **2.2**  **2.3**  **2.3**  **2.4** | **Company and Key Personnel**   * *Overall institutional capacity to perform the required tasks.* * *Range and depth of organizational experience with similar projects* * *Samples of previous work* * *Number of customers, size of projects, number of staff per project* * *Client references* * *Key personnel: relevant experience and qualifications of the proposed team for the assignment* | 3**0**  5  5  5  5  5  5 |
| **3** | ***Proposed Methodology and Approach***   * *Work plan showing detailed project implementation plan in line with the project* * *Proposed method statement to conduct the works.* * *Proposed analytical methods to be used to conduct the work.* | **30**  10  15  15 |
| **TOTAL TECHNICAL SCORE** | | **70** |
| **TOTAL FINANCIAL SCORE** | | **30** |
| **SUMMARY OF TECHNICAL & FINANCIAL SCORE** | | **100** |

**Minimum technical score: 50 out of 70 points given to technical criteria**

**FINANCIAL EVALUATION (30 points)**

*Only those financial proposals for bidders which have been technically accepted according to the above criteria will be opened. The Financial proposal will be weighted based on the clarity and appropriateness.*

*The price should be broken down for each component of the proposed work. The total amount of points allocated for the price component is* ***30****. The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those invited firms/institutions which obtain the threshold points in the evaluation of the technical component. All other price proposals will receive points in inverse proportion to the lowest price.*

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| **Ref** | **CATEGORY** | **POINTS** |
| 1 | Financial Proposal – Mandatory.  Fees for providing the services laid out in this TOR. Price Schedule – Mandatory.   * Proposed payment schedule. * If applicable/offered discount payment terms.   Detailed breakdown of the price proposal should be for each component of the proposed work and in line with the technical proposal. You may suggest the schedule linked to clearly proposed deliverables.    All prices/rates quoted must be exclusive of all taxes as UNICEF is a tax-exempt organization. | 30 |

**Submission:**

Legally registered local companies (institutions) can apply for this assignment

The applicant shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the TOR.

The Proposal shall be signed by the Applicant or person(s) duly authorized to commit the Applicant. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.

Electronic files that form part of the proposal must be in a PDF format.

The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with password. The files must be sent to the dedicated email address specified in the TOR ([**baku\_tenders@unicef.org**](mailto:baku_tenders@unicef.org)) .

The password for opening the Financial Proposal should be provided only upon request of UNICEF. UNICEF will request password only from applicants whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.

***Both proposals must be submitted at the same time. No amendments to the proposals are accepted after the deadline unless specifically solicited by UNICEF.***

1. **Application**

Interested institutions should submit an application through UNICEF’s website including the following:

* Cover letter highlighting experience in similar assignments
* Profile of the institute with CVs of key experts
* Technical and financial proposal (based on a 1,000-household sample size)
* 1-2 examples of similar products of previous work

Incomplete application missing any of the key components above will not be considered.

**Deadline** October 9th , 2022, 6:00 PM Baku time

[LRQS-2022-9178112](https://unicef-my.sharepoint.com/:b:/g/personal/lmammadova_unicef_org/Ef5BUtm5E0xFp9p6MnFSiIgByp47HxBUFiiB1ykkUUmdfQ?e=JssUhI)