



## TERMS OF REFERENCE

TO

**CONDUCT A BASELINE STUDY TO ENSURE ACCESS TO QUALITY SECONDARY SCHOOL EDUCATION FOR REFUGEE YOUTH IN KYANGWALI REFUGEE SETTLEMENT FOR COBURWAS INTERNATIONAL YOUTH ORGANIZATION TO TRANSFORM AFRICA (CIYOTA)**

**APRIL 2023**

**APPLY BEFORE 30TH APRIL 2023 - 5PM**

### **E-Submission**

Submit a Cover Letter and CV together with a brief technical and financial proposal to the following emails

 [info@coburwas.org](mailto:info@coburwas.org) and a copy to [charles@coburwas.org](mailto:charles@coburwas.org)

**The Human Resource Manager,  
CIYOTA**

**P.O. Box 37403 Kampala**

**Tel: 0393 240900.**

**[www.coburwas.org](http://www.coburwas.org)**

**Subject** To conduct a Baseline Study to document ‘Why secondary education for refugees’ in Kyangwali Refugee Settlement using the CIYOTA’s model.

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**Organization** COBURWAS International Youth Organization to Transform Africa (CIYOTA).

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**Background** COBURWAS International Youth Organization (CIYOTA) is a non-profit making organization which empowers youth with education, leadership and social entrepreneurship skills in order to unite communities in Africa and create sustainable peace, love and prosperity through use of nonviolent means like peace talks among others.

CIYOTA was founded in 2005 in Kyangwali Refugee Camp in Hoima district with the main focus of supporting the underprivileged young people to access education, social welfare needs, social protection and life skills development.

CIYOTA is registered with the Internal Revenue Services (IRS) as a 501(c)3, Public Charity under the law of the United States of America (EIN: 27-3092740). CIYOTA has registered as COBURWAS International Youth Organization to Transform Africa (CIYOTA) with

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the Registrar of Companies (Registration Number 109257) and is finalizing registration with the NGO Board at the Ministry of Internal Affairs.

Currently, CIYOTA is supporting over 922 Nursery & Primary, 370 Secondary, and 60 University students to access quality education. CIYOTA as well supports community members through group dynamics with livelihood opportunities.

CIYOTA has received funding from Mastercard Foundation to ensure provision of 240 learners with access to quality education through her sponsorship programmes. The one-year project seeks to have benchmark measures against the project's log frame indicators.

#### Vision

United, Developed and Peaceful Communities in Africa.

#### Mission

We transform Africa by Educating and Empowering socially responsible entrepreneurial leaders to unite communities and create sustainable peace, love and prosperity.

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#### Purpose

CIYOTA seeks to implement a baseline study so as to have a formal and evidence-based document to guide her make informed decisions on new strategies or interventions, change priorities, and/or reallocate funding to other areas with demonstrated impact. CIYOTA will also use this baseline to expand or redesign projects as well as share the results with her donors as a justification for increased funding on certain projects. CIYOTA therefore is looking for an individual or firm to benchmark our measures against the project's log frame indicators. The baseline shall determine what changes to effect as a consequence of the project interventions on the following areas i.e. Enrolment and

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inclusion; entrepreneurial and leadership skills in our school; girls education and the effects of GBV and CIYOTA institutional growth.

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### Objective and scope

The baseline will measure the status of all outcome and impact indicators and provide additional information within the project context which are related to the project themes of enrolment and inclusion; entrepreneurial and leadership skills; girls education and the effects of GBV and CIYOTA institutional growth.

### Specific Objectives

1. To assess the secondary school enrolment including issues of inclusion of host community students;
2. To assess the entrepreneurial and leadership skills required by the students to address social problems and spur economic growth within the refugee camp;
3. Identify gaps, opportunities and lessons in the current implementation of the girl child education programmes including issues of Gender Based Violence;
4. Identify gaps in the management team that might hinder project implementation and establish the kind of support required for institutional growth for decision making and future programming.

### Scope of work

This study should assess the enrolment of the learners on the programme vis a vis the provision of quality education focusing on STEM education, the teacher to student ratio, accommodation for vulnerable children, meals provided for children, as well as tutoring programs for students that are falling behind.

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The study should focus on mentorship, experiential and applied learning through student-run community-based initiatives, and how these are addressing the social problems and spurring economic growth inside the refugee camp. For instance, which small business ideas will be developed and implemented by learners with guidance from their entrepreneurship teacher and how are these going to impact the communities where they live?

The baseline study will also consider how CIYOTA works with parents and families of students in communicating the importance of education, specifically girls' education? How is CIYOTA improving attendance of refugee girls at secondary school as well as improve the employability of refugee youth?

Finally, the study will focus on identifying the gaps so that they can catalyze other funding to support more students as well as ensuring institutional growth.

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### Approach and Methodology

CIYOTA will select a consultant/institution to conduct the baseline survey. The methodology to be adopted for this baseline study will be defined on the basis of the consultant's proposal and the specific needs of this study, culminating in a baseline assessment report for CIYOTA.

The methodology is expected to be a mix of secondary and primary research. The team will make use of the existing literature in the programme and findings of the earlier assessments, monitoring and evaluation studies. The team will familiarize itself with the project objectives and outputs (Log frame and trigger indicators).

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## Timing and deliverables

Below is the proposed timeline for this consultancy work. This is a guideline and the consultant may adjust timelines and tasks in their proposals, retaining the same deadline of 30<sup>th</sup> May 2023 for delivery of the finalized report.

Activity	Timeframe (to be completed by)
Briefing meeting	Friday 05 <sup>th</sup> May 2023
Review of TOR and project documents and other relevant external evidence	N/A
Signing of contract with consultant(s)	Monday 08 <sup>th</sup> May 2023
Field work (training of data collectors, data collection and de-briefing)	Wednesday 10 <sup>th</sup> May 2023
Data entry, analysis and writing of draft reports	Friday 12 <sup>th</sup> May 2023
Development and submission of the inception report (including detailed methodology and draft data collection tools)	Monday 15 <sup>th</sup> May 2023
Revision and finalisation of the report and delivery of data	Tuesday 30 <sup>th</sup> May 2023

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## Deliverables

The consultant is expected to produce the following deliverables:

1. The consultant will make a presentation on the baseline study which will include the methodology aligning this with the work plan for executing the TOR making up the inception report.
2. Undertake field research as agreed with CIYOTA through the work plan
3. Submit the main draft report, as per the work plan agreed with CIYOTA
4. Make a presentation of the findings/draft report to the stakeholders for feedback
5. Submit the final report. The Consultant is to make a separate summarized report of not more than 5 pages.

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## Profile of the Consultant

- ✓ The consultant must be completely impartial and independent from all aspects of management or financial interests in CIYOTA. The consultant should not, during the period covered by the review nor during the undertaking of the review, be employed by, serve as director for, or have any financial or close business relationships with any senior participant in the management of CIYOTA. It is required that the consultant disclose any relationship that might possibly compromise his/her independence.
- ✓ Demonstrated experience in regional review of evidence, literature reviews, stakeholder interviewing, analysis and synthesis of findings; excellent writing and communication skills.
- ✓ Curriculum vitae (CVs) should be provided to CIYOTA by the principal of the agency/firm who would be responsible for signing the opinion, together with the CVs of managers, supervisors and key personnel proposed as part of their team.

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- ✓ CVs required for submission should include details on reviews studies carried out by the applicable staff, including on-going assignments indicating capability and capacity to undertake the review.

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## Reporting

The contracted agency/consultant will report to the Executive Director and work closely with the Deputy Executive Director and other key management staff including the Monitoring and Evaluation focal person, Finance Director among others. The consultant will undertake field visits in coordination with the Education Manager in the programme area.

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## Payments

In accordance with the CIYOTA policy, the successful individual/firm will be paid 70% of the total cost in advance and the remaining 30% shall be paid upon successful completion of the activity. However, this is subject to discussion with management upon confirmation of taking on the task.

## Expression of Interest

Interested consultants may submit a cover letter and CV together with a brief technical and financial proposal electronically through email to [info@coburwas.org](mailto:info@coburwas.org) and copy [charles@coburwas.org](mailto:charles@coburwas.org) by Sunday 30<sup>th</sup> April, 2023 before 5:00pm.

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## Our Address

Nansana - Naluvule along Hoima Road, Wakiso District, After STABEX  
CANAAN Estate, Along Moroto Lane; Plot 20

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