

TERMS OF REFERENCE

CONSULTANCY TO UNDERTAKE STUDY AND PRODUCE REPORT ON THE USAGE AND RELEVANCE OF THE JCTR BASIC NEEDS AND NUTRITION BASKET AND CREATE A BNNB USAGE AND RELEVANCE TRACKING DATABASE

1.0 BACKGROUND

1.1 Introduction

The Jesuit Centre for Theological Reflection (JCTR) is a faith-based organisation and a Ministry of the Society of Jesus (Jesuits). The Centre was formed in 1988 to translate into action Christian principles and values in a quest to promote social justice in Zambia. It provides from a faith inspired perspective, a critical understanding of current social, political and economic issues and generates action to address them. Key to its mission is the gathering and analysis of pertinent and topical data on issues, whose results are then employed in popular education and engagement with policy makers, service providers and other duty bearers on the identified issues.

JCTR has for over 30 years been monitoring the cost of living through its urban Basic Needs and Nutrition Basket (BNNB) and just commenced its rural Basic Needs and Nutrition Basket (RBNNB). The findings from the surveys are used to advocate for improved wellbeing of Zambians especially the poor, marginalised and vulnerable. Specifically, the urban BNNB is a monthly survey of prices of essential food and non-food items in selected towns. The RBNNB on the other hand is a quarterly survey assessing prevailing caloric intake and service provision against recommended indicators. Additionally in order to understand how people are coping given the cost of living in high density areas the Centre conducts the Satellite Homes Survey (SHS). The urban and rural BNNB together with the SHS thus form key JCTR tools in its mandate of promoting a faith that does justice.

JCTR with support from Irish Aid is implementing the Nutritious Foods Availability and Affordability Promotion Project whose goal is improved wellbeing of women and children through improved access

to locally produced diverse and nutritious foods. It is aimed at complementing efforts of other partners to combat malnutrition by making information on the affordability and availability of nutritious foods available. This information aids consumers to understand the cost of a nutritious diet, whilst encouraging Government to put in place policies that address the affordability and availability of locally produced nutritious and diverse foods.

2.0 RATIONALE TO THE STUDY ON THE RELEVANCE AND USAGE OF THE BNNB

Given the role that the BNNB plays in informing JCTR's advocacy work, it is therefore of great interest to the Centre to have an in-depth understanding of the relevance and usage of the BNNB to different stakeholders. This is in a bid to sustain improvements to the tool and enhance stakeholder engagements and collaboration.

3.0 SCOPE OF WORK

3.1 The Usage and Relevance of the BNNB

This work will respond to the following key research objectives:

1. To identify the main users of BNNB information and those that would be interested in the information through a mapping exercise.
2. To determine the importance of the BNNB data to the end-users.
3. To assess how effectively the data is used by the end-users
4. To identify barriers to effective use of the BNNB data.
5. To identify ways of addressing the barriers and improving BNNB as an advocacy tool
6. To identify opportunities for collaboration and multi-sectorial integration

3.2. Creation of a BNNB usage and relevance tracking Database.

The consultant is also expected to utilise the developed end-user mapping tool to generate a database of existing and potential users of the BNNB and enumerate how these stakeholders use BNNB data in order to establish its relevance. Targeted stakeholders for this work include civil and humanitarian/development non-governmental organisations, donor community, faith-based organisations vendors, employers, labour office, workers unions, government ministries and individuals.

The consultant is at liberty to sub-contract (at their own expense) services related to developing the tracking database in a user friendly format (MS Excel, MS Access or any other suggested systems).

4.0 AUDIENCE AND USE

The report will further inform project objectives. The database is pertinent for the regular tracking of BNNB usage and relevance. It is anticipated that this work will inform innovations and enhancement to JCTR's BNNB.

5.0 DELIVERABLES AND PROPOSED TIMELINES

- The consultant will work under the supervision of the Social and Economic Development Programme Manager.
- The consultancy is for a proposed duration of twenty-five (25) working days
- Submit to JCTR an inception report outlining the consultant's understanding of the terms of reference, proposed methodology, timelines and activities to be conducted in undertaking this assignment.
- Final report adequately addressing all points in Clause 3.1 above and data base with clear recommendations the Centre can use to continue to track the usage and relevance of the BNNB.
- Availability to participate in further follow-on activities if need arise.

6.0 CONSULTANT REQUIREMENTS

The Consultant will need to demonstrate:

- At least 10 years of experience working in development related consulting.
- At least a university master's degree for the lead consultant in relevant educational background such as Economics, Policy Analysis, Statistics, Development Studies or other related fields. PhD degree will be an added advantage.
- Understanding of the role of communication in sensitisation and advocacy work. With strong speaking, and applied training skills.
- Demonstrated strong writing skills and ability to produce high quality research work as evidenced by publications of relevant studies, reports and/or articles.
- Proven track record of previous development of achievements with the Government, NGOs and Donor Agencies is desirable.

7.0 EXPRESSION OF INTEREST

All expressions of interest (of no more than eight pages) should include:

1. **Technical Proposal:** This should include a brief profile about the consultant with particular emphasis on previous experience related to this consultancy; the consultants understanding of the Terms of Reference, proposed work plan (timelines) and tasks to be accomplished etc.
2. **Financial Proposal:** This should provide cost estimates for the consultancy (fees based on person's days for the assignment). Tax obligations should be included.

8.0 SUBMISSION OF EXPRESSION OF INTEREST

All expressions of interest should be addressed to:

The Executive Director

Jesuit Centre for Theological Reflection

P.O. Box 37774

Lusaka

9.0 The deadline for submission of the expressions of interest is **Friday 13th August, 2021** at **12:00hours**. In view of COVID-19 health concerns, all expressions of interest should be submitted electronically to admin@jctr.org.zm

For further details, contact us on (+260 211 290 410 or +260 955 290 410)