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Terms of Reference (ToR)

For Baseline Survey of
Combating Modern Slavery in Ethiopia

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1. Brief profile of Action Aid Ethiopia

ActionAid Ethiopia is registered and licensed by Ethiopian government Charities and Societies Agency to operate in Ethiopia. ActionAid Ethiopia (AAE) is a gender justice, good governance, and poverty eradication organization. It envisions a country where all enjoys their rights equally and live a decent life. Its heart lies on gender equality where it designs its frameworks and operations on women's and girls' empowerment and abolishing root causes of violence against women and girls. Its interventions are guided by the Human Rights Based Approach, Transformative Feminist Leadership, and Intersectional Feminist Analysis and program approaches

AAE has been implementing programs in Ethiopia under both humanitarian and development contexts for more than 30 years. ActionAid Ethiopia works to build the capacities of communities, especially Women and Girls living in poverty and exclusion, to fulfil their rights, ensure redistribution of resources and build their resilience.

AAE prioritizes to work with Women and Girls and their organizations, networks, civil society organizations, national and local government, and other allies to overcome gender injustice and structural causes of poverty. We engage at national level policy works to influence the agendas of women and girls to tackle gender injustice. And we connect our work from communities to national and international level by leading and actively engaging in policy agenda for greater contribution towards a just, equitable and sustainable life.

2. Introduction and Background

Modern slavery is an umbrella term for a variety of situations in which people are victims of gross human rights violation, exploitation and coercion. The term is often used in different ways by different organizations. According to Anti-Slavery International, modern slavery can include 'human trafficking, forced labor, debt bondage, descent-based or heritable slave status, child slavery, and forced or early marriage'. According to ILO, modern slavery '…refers to situations of exploitation that a person cannot refuse or leave because of threats, violence, coercion, deception, and/or abuse of power.'

Although, slavery was banned several generations ago; the UN Universal Declaration of Human Rights states that, *"No one shall be held in slavery or servitude"*. These days, the nature of slavery has changed its forms and it is one of the most serious human rights violations and represents a growing human rights crisis. According to global estimates on the prevalence of modern slavery,

there are approximately 40.3 million people who live in modern slavery. Of those, around 25 million people are performing forced labor, while 15 million are in a forced marriage[1]. These numbers are increasing rapidly.

The rising trend of globalization has promoted the integration of economies, including labour markets. Although this has brought many opportunities for workers in terms of creating employment opportunity and expansion of businesses, the growth in the global economy has not been beneficial for all. Profit is a strong incentive for the exploitation of vulnerable groups. Poor oversight from government and statutory bodies, as well as lack of knowledge among the wider population, create conditions in which modern slavery can thrive. Modern slavery is driven by economic necessity, poverty and vulnerability on the part of those at risk, and ruthlessness and financial gain on the part of recruiters. It is on the increase, with internal and external labor migration, natural disasters, climate change, and now Covid-19 and internal conflict creates more potential victims as poor people search for the means of survival[2].

Ethiopia has domestic legislation prohibiting slavery and has ratified fundamental ILO conventions, as well as several relevant technical ones. However, Ethiopia's political and economic transition makes it an interesting and relevant country for anti-slavery work. The private sector is burgeoning in Ethiopia, with home-grown and foreign investors piling in, privatization of state assets proceeding, and a lively and one of the largest economies in Africa. The economic reforms promised by the government are gathering pace and raising income. This environment could increase the prevalence of modern slavery in Ethiopia. At the same time, it provides the opportunity to influence and shape both government and private sector approaches and to raise awareness among modern slavery victims and potential victims.

Inequality within Ethiopia is growing and deepening with multifaceted factors that exacerbate already existing deep rooted patriarchal norms and values on the place and role of young people, women and girls. Lack of alternative livelihood opportunities in rural areas put communities in vulnerable situation as they are relying on subsistence and traditional agriculture with low productivity and limited market linkage. Lack of infrastructure particularly in poverty-affected communities in the areas of health and education sectors are a push factor for internal and external migration, particularly of young people, women and girls within rural areas, from rural to

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[1] International Labour Organization and Walk Free Foundation, 2017

[2] (IOM world migration report, 2020)

urban areas and/or to outside of the country. This puts them at increased risk of child trafficking, exploitation, increased vulnerability and risks and eventually leading to modern slavery in the current modern era. Interesting enough, Ethiopia is a home to the largest number of Internally Displaced People, migrants, refugees. Indeed, Ethiopia's landlocked position and borders with Kenya, Somalia, South Sudan, Eritrea and Sudan mean that it is a sender and a transit country amidst complex dimensions of economic and political transition. Cross-border anti-slavery work is necessary for greater regional effectiveness in the protection of vulnerable groups from modern slavery.

3. The Project

In contributing towards addressing the phenomenon of modern slavery, AAE is implementing the project titled "Combating Modern Slavery in Ethiopia" with funding from the Norwegian Agency for Development Cooperation (NORAD). This project will be implemented for over three years from 17 Dec 2020 to 31 Dec 2023. It will be delivered at the national and regional level and will have activities directly implemented Kutaber and Harbu Woreda in Amhara regional sate and Soro and Hosana Woreda in SNNPR.

The project seeks to decrease the scale and prevalence of modern slavery. In particular, the project will focus on women in the agricultural sector at risk of trafficking or exploitation, as well as children (under 18 years) at risk of trafficking, exploitation or engaged in domestic work. In this regard, the project is aimed at ensuring that vulnerable population particularly women and children in the target regions of Ethiopia are better protected from abuse, exploitation and the possibility of falling into modern slavery. This action will be accomplished through coordinated governmental action, increased knowledge of the rights of vulnerable people, and a more effective international policy environment.

The project is multisectoral and implemented across the different levels of government, the business, sector, civil society, and local communities. The project will be implemented in partnership with 4 local partners, namely:

- Emmanuel Development Association (EDA)
- Union of Ethiopia Women and Children's Association (UEWCA)
- Population, Health and Environment Consortium (PHE)
- Consortium of Ethiopian Human Right Organization (CEHRO)

The project is also aligned with SDG Alliance 8.7, who aim to join forces globally to end child labor, forced labor, modern slavery, and human trafficking.

[5]

This project will directly reach and benefit women, children and young people at the household, community, and institutional levels and people through the national media (including social media) and public campaign activities. Ultimately, the project will enhance the regulatory framework on preventing and addressing all forms of modern slavery, particular for women at risk of exploitation in the agriculture sector, as well as children exploited in domestic work and at risk of trafficking.

Results Framework:
The project has **three** specific outcomes:

Outcome 1: Governments have implemented measures to prevent, identify and address modern slavery, and to protect and monitor vulnerable groups and victims of modern slavery.

Outcome 2: Businesses have implemented measures to prevent, identify and tackle the use of human trafficking and forced labor, including the worst forms of child labor, in their own operations and supply chains.

Outcome 3: Vulnerable individuals and groups are more capable of resisting recruitment to modern slavery.

4. Objective of the Baseline Survey

The aim of the baseline is to gather and analyse both quantitative and qualitative information that will help us to demonstrate the current situation of modern slavery in Ethiopia. It is expected to generate information on the magnitude and prevalence of modern slavery in Ethiopia with a particular focus on the selected target locations of the projects. It will be used to establish a strong foundation for the project to map out and identify already existing program approaches, interventions of stakeholders and key actors (including government, the business sector and civil societies), policy and legal frameworks, its application to enable the project track and measure changes in policy and practices on Modern Slavery. As such, the baseline will act as a benchmark for project monitoring indicators related to global, national and regional laws, policies and practices, as well as to key stakeholders including businesses, CSO networks, media bodies and survivors of modern slavery.

Specifically working with AAE and partners' staff, regional offices, our constituents and other stakeholders, the baseline will collect and analyze data covering the following areas:

1. In-depth insights into the forms, scale and severity of modern slavery in Ethiopia, as well as in the specific project regions and communities. This should include reflections on women,

children and young people in agriculture, both farm and off farm activities and under-18s at risk of trafficking, forced labour and exploitation more generally.

2. An assessment of the capacity of key actors including institutional knowledge, capacity, motivation, and efforts to combat modern slavery (specifically human trafficking, forced labour, child labour) and the gaps therein. The findings of this assessment will be used to influence the project's advocacy work and shape project activities. This must include (but is not limited to) assessments of the following institutions, organizations and bodies:

   - Ethiopian government and its relevant ministries/departments/agencies/institutions (including the knowledge and use of ILO conventions).
   - Civil society organizations, community groups and other community-level networks, coalitions and structures, including those directly involved in the project.
   - Businesses (Brokers and employment agencies) and corporations, including those involved in agriculture and domestic work.
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3. The assessment must in include detailed analysis of existing policies, frameworks and guidelines currently used by the institutions, organizations, and bodies. In particular, specific detail must be given to those detailed in the project logframe (which will be provided to the selected consultant/s), including government's commitment and actions so far in terms of implementation and adherence to ILO conventions, as well as existing frameworks. For businesses, self-assessment tool and methodologies is expected to be established for ranking business on their approaches to tackling modern slavery.

4. An assessment of the knowledge, understanding and awareness of modern slavery among potential survivors and target recipients of program outputs. This should include detailed analysis of existing schemes to access legal justice and psychosocial support systems for survivors of modern slavery. It should include the specific contextual variations at a country & regional -level assessment, with specific reference to regions in which the project will be delivered.

5. As there are several research components under this project, the contracted consultant(s) must also incorporate relevant information from other studies conducted by other institutions, INGOs, NGOs, thinktanks, etc. This must include linkages to other national-level surveys carried out or on pipeline. In addition, the contracted consultant(s) must identify and recommend specific issues that link into the research work specific in the project log frame.

In summary, the baseline survey will initiate a process for continued program monitoring,

approaches of capacity strengthening, advocacy and policy influence and to measure the impact of the planned interventions and activities. The baseline survey will allow the project to understand the extent that the project contributes to reducing human trafficking through policy, capacity-building and awareness raising among project stakeholders and partners.

5. Guide Questions

This section gives general guidance on key questions to consider in the baseline study process:

1. What are the attributes, faces and various forms of Modern Slavery in the context of Ethiopia?

2. To what extent is modern slavery prevalent within the agricultural sector? What is the prevalence of child labour, exploitation and trafficking in the agricultural sector?

3. What policies and legislative frameworks (statutory instruments, normative acts, policy commitments etc.) are in place at the national and regional levels that support anti-slavery work? Does existing legislation protect vulnerable groups from modern slavery? If yes, what are the protection mechanisms and systems in place? What specific challenges are there in terms of implementation?

4. How has the ratification of ILO conventions strengthened government efforts to combat modern slavery? To what extent does the government meet the requirements of the ILO protocol? What are the gaps and proposed solutions? Are there gaps in existing trends of ILO Conventions Ratifications? Which ILO Conventions need to be ratified and domesticated ?

5. What are the efforts being undertaken by relevant government ministries/ departments/ agencies/institutions to combat modern slavery and the gaps in these efforts?

6. What is the understanding of key stakeholders' (children, women, CSOs, media, managers of agri-businesses and governmental authorities) of the implications of modern slavery on the agribusiness value chain?

7. What systems/mechanisms/policies and practices have been put in place by managers of agri-businesses as preventive and mitigation measures against modern slavery?

8. What compliance mechanisms are in place on fair trade practices as it relates to child and forced labour?

9. What existing frameworks and self-assessment methods exist for ranking businesses on their approaches to tackling modern slavery?

10. What is the understanding of employers and employees in the agri-business value chain on human rights and relevant ILO conventions i.e., C182, C183, C184 and C190?

11. What is the capacity of CSOs (from local to national level) and the project communities in?
    - ✓ Identifying incidence of modern slavery especially in the Agricultural sector?
    - ✓ Advocating and engaging to combat the occurrence of modern slavery especially in the Agricultural sector?
    - ✓ Providing support to persons vulnerable to modern slavery?

12. What is the capacity of the media/journalists to?
    - ✓ Identify the incidence of modern slavery especially in the agricultural sector?
    - ✓ Investigate the incidence of modern slavery especially in the agricultural sector?
    - ✓ Broadcast/publish incidence of modern slavery especially in the agricultural sector?

13. What legal justice service(s) (focusing on pro-bono and free legal aid) are available and how easy is the process to accessing the service(s) by survivors of modern slavery who seek justice?

14. Are there existing national and region/zonal specific support service(s) (i.e., psychosocial support, pro-bono, safe havens and dignity kits for women and girls) are available and readily accessible to survivors of modern slavery especially in the agricultural sector?

15. What existing anti-slavery campaigns exist? Who are they key CSOs, coalitions, networks and movements working in this area?

What are the coordination mechanisms of the major actors of modern slavery at national and regional level?

6. Methodology

a) Preparatory works

Prior to actual baseline data collection, the selected consultant/s (in collaboration with AAE and project partners) must undertake preparatory works, including but not limited to:
- Signing of contract between AAE and the consultant(s), including a mutually agreed baseline survey methodology and budget.
- Collaborative review of relevant project documents, including the project logframe.

b) Approach of the Study:

In order to conduct the baseline survey on the key parameters, the following methodologies can be utilized, but should not be limited to:

- Working with AAE National and Regional Programme/Project teams and Project Partner(s) to identify the sample frame and the districts and select communities where the data will be collected.
- Conduct desk review of literature and relevant background document of national and international policies, conventions, studies and frameworks that relate to modern slavery.
- Conduct interviews, KIIs, FGDs, and other tools for stakeholder analysis with CSOs/coalitions against modern slavery and the project communities to:
  - ✓ Unearth their understanding of modern slavery and its forms.
  - ✓ Assess their capacity to identify incidence of modern slavery, especially in the agricultural sector.
  - ✓ Assess their capacity to combat the occurrence of modern slavery, especially in the agricultural sector.
  - ✓ Assess their capacity to provide support to persons vulnerable to modern slavery.
- Conduct interviews, KII, FGDs, Other tools for stakeholder analysis with relevant duty bearers and relevant government institutions/agencies (MoA, MoWYC, MoLSA, MoJ, police at national regional and woreda level. IGAD, AU, Human Rights Watch, ILO, IOM and others) on the efforts of government in combating modern slavery.
- Conduct interviews/FGDs/ stakeholder analysis with media/journalists to assess their capacity to:
  - ✓ Identify the incidence of modern slavery, especially in the agricultural sector.
  - ✓ Investigate the incidence of modern slavery, especially in the agricultural sector.
  - ✓ Broadcast/publish incidence of modern slavery, especially in the agricultural sector and demand for appropriate action.
- Undertake desk review to identify the availability of legal justice service(s) on pro-bono basis/free of payment and interview victims of modern slavery to ascertain their knowledge of the availability of pro-bono legal service(s) and how easy it is to access them.
- Undertake desk review to ascertain the availability of national support service(s) (i.e., psychosocial support, pro-bono, safe havens and dignity kits for women and girls etc.) and conduct interviews with victims of modern slavery to ascertain their knowledge of the availability of the support service (s) and how easy it is to access them.
- Identify enablers of modern slavery, especially in the agricultural sector and in relation to child labour/trafficking.
- Compose individual case studies through in-depth discussions with victims, institutions and organizations.

[10]

- Submit to AAE a maximum of a 60-page report detailing the findings from the baseline process, with appropriate recommendations for the effective implementation of the project.
- Facilitate a validation workshop among the project stakeholders to crosscheck the accuracy and validity of the findings from the baseline process.

This list is not exhaustive and are suggestions. The successful consultant(s) will be responsible for finalizing the baseline survey methodology in consultation with AAE and the wider partner-team.

Notes on approach to the study:

- During the survey all the current national COVID-19 protocols will be follows by all consultants.
- Raw data should be complied and shared with ActionAid Ethiopia.
- Recordings are to be made where prior consent is obtained to enable the teams to make best use of the findings in the future.
- Participatory methods should be used.
- Where Key Informant Interviews are conducted, individuals and organizations will be agreed by AAE in advance based on an approved list of responders

c) Sampling

While sampling will be done on a stratified basis, the consultant is expected to come up with proposed techniques and tools at inception stage to be approved by ActionAid Ethiopia. Samples will be collected from project operational areas: Addis Ababa, Hosana, Soro (from SNNPR), Kutaber and Habru (from Amhara region). Prospective consultant(s) can make alternative recommendations in their applications.

d) Data Collection and Analysis

Process

Consultant(s) need to follow the following steps in data collection and analysis:

- Qualifying and operationalizing data types
- Identification of potential data sources
- Developing data collection tools
- Selection and training of enumerators
- Actual data collection, edit, entry, clearing, organization and analysis

Tools for data collection

Various data collection instruments may be used, including secondary-data checklists, household questionnaires, focus group discussions, key informant interviews, case studies, photographs, and recordings. Use of online data collection system or application is essential. Based on this TOR and specific recommendations of the consultants at the design stage/inception report, ActionAid Ethiopia will approve the agreed tools and methodologies prior to the commencement of the assessment.

Use of data collection teams (enumerators)

The consultant(s) will (if necessary) select a data collection team. The methodology should clearly describe how the consultant will ensure high quality, reliable data collection through local data collection teams. This should include a training plan, quality control measures and data collection and transcription processes that minimize the risk of data loss and error.

The sub-contracting and selection of the local data collection team must follow a transparent and objective process. The consultant must ensure the selection of the best quality and price (lowest price) and be able to justify his choice against objective criteria. The consultant must keep appropriate documentation with regards to the procedures used.

Data Analysis

The consultant(s) is expected to apply professional approaches to data analysis. After data entry and cleaning, the consultant should conduct thorough statistical and qualitative analysis, including but not limited to calculating baseline values for programme indicators. The consultant should clearly describe how indicators are calculated based on the survey data to allow for future replication of measurements. Further analysis should aim at discovering relevant patterns in the data and potential interrelated variables that are relevant for the baseline objectives and programme implementation. Qualitative data should be used to validate quantitative findings, come to a better understanding of why certain patterns occur and uncover cause-effect relations.

Particular attention should be given to ethnic and gender dynamics, both in data collection and

analysis. Reflections should be made during data collection.

Raw data should be kept and organized into a document for AAE's use in the future, including photographs and recordings. All data should be presented in the final report using graphs, illustrations, tables and other suitable and professional methods of data presentation.

e) Quality Assurance

The survey findings will be fundamental to measuring project impact. Therefore, data reliability, validity and timeliness, as well as accurate and detailed documentation are essential. This requires the consultant/s to provide solid justification on how data quality will be maintained in the entire process.

f) Coordination, Roles and Responsibilities

In order to ensure an effective data collection and analysis process, the following clear and simple coordination roles and responsibility mechanisms will be put in place:

- The consultant(s) will be introduced with key project staff from AAE also referred to as study teams which includes partner organizations and regional-level field office managers.

- The consultant(s) during the period of the assignment will maintain regular communication with and is accountable to the 'Combatting Modern Slaver' project consortium coordinator, as well as to AAE partner organizations in Hosana, Soro, Kutaber, and Habru Woredas, along with the field office managers of EDA and UEWCA.

- AAE partner organizations - namely EDA and UEWCA field offices in selected woredas - will help the consultant(s) facilitate the process of data collection in sampled woredas and kebeles. Facilitation roles among others will include provision of available secondary data, linking the consulting team with relevant woreda and kebele authorities, follow up timely data collection activities by consultants and enumerators, and related roles.

- AAE, EDA and UEWCA will arrange field vehicles for data collection works in the field. However, consultants and enumerators should cover own costs for meals and accommodation.

- The lead consultant and his/her team are expected to work under a tight time schedule.

- The lead consultant should assign relevant and experienced consultants to manage baseline study independently and, in view of very distant geographical locations, he/she is expected to assign two study team leaders to (having geographical responsibility).

- The experts proposed to be involved in the study (whose CVs are referred during submission of application) should remain to be involved throughout.

- Other details on roles and responsibilities will be described in the contract agreement.

7. Standards and Safeguarding

ActionAid expects all baseline assessments, mid-term reviews and evaluations to be carried out in line with ActionAid's Human Rights-Based Approach (HRBA) and Evaluation Standards. The

full Evaluation Standards may be shared on request, but in practical terms the consultant(s) will be required to consider:

- Community voice and representation: It is essential that the baseline reflects the direct voices of the project beneficiaries. People should be consulted as part of the baseline, and their voices included in the baseline report as direct quotes and case studies. In line with ActionAid's mandate, the baseline should priorities the vulnerable i.e., people living in poverty and exclusion, especially women, girls and persons with disabilities.

- Transparency and ethical standards: The baseline should explain clearly to communities, beneficiaries and all those engaged in the baseline what the purpose of the exercise is, and how their information will be used. ActionAid's ethical standards for research and data collection should be followed, including a risk assessment covering security risks to communities. As a minimum, the baseline should 'do no harm'.

- Women's rights: Women's rights and safeguarding policies and principles must be respected in all the processes. All processes of the baseline should seek to explore how women have been affected by the incidence of modern slavery and the effect on gender relations. It is essential that women's voices are heard clearly in the baseline. The timing and location of the baseline activities and the composition of the baseline team should be designed to maximise women's ability to participate in the baseline.

- Transparency about methodology: The baseline should include a detailed and transparent discussion of the methodology used and key decisions taken in designing and implementing the baseline process. This should include information about the sampling (approach to sampling, numbers of people/communities/stakeholders covered, how representative), what tools were used and why, methodological limitations and gaps.

- Disaggregated data: data must be disaggregated in as much detail as possible. As a minimum this means disaggregation by age and sex. Where possible data should also be disaggregated by other relevant factors such as disability.

8. Deliverables

I. The inception report will provide ActionAid Ethiopia and key stakeholders with the opportunity to verify that they share the same understanding about the study objectives. The inception report needs to demonstrate the researcher' understanding of what is being studied and why, showing how each study question will be answered by way of an assessment based on proposed methods; proposed sources of data; and data collection procedures

II. Detailed and professional reporting that addresses the overall objectives of the survey, and which includes specific recommendations. The report must be in English, clearly and concisely addressing the information outlined above.   It needs to include:

- Scope of the work & the work plan and Inception Report (with key parameters and indicators to be considered for the baseline survey including the methodologies for data collection and dissemination).

- Data Collection based on the three key outcome areas of the CMS as elaborated in the project document

- Present results of the baseline and prepare a draft report for stakeholder review—clearly identifying information relevant to the three outcome areas of the JP framework; as well as data gaps and areas that may require further assessment

- Finalize the draft report with inputs form all stakeholders, including AAE personnel

  Reporting will include a comprehensive and well-organized final report complete with standard reporting formats (main body of the report should be a minimum 50 pages in length, excluding TOC, tables and annexes).

- Case studies with testimony from survivors of modern slavery (human trafficking, child labor; institutions/organizations working and/or addressing issues

- A set of recommendations on suitable indicators for program monitoring during the implementation and scale up of activities.

- Recommendations should consider the needs of specific stakeholder groups and be relevant to the effective impact measurement of program objectives and outcomes.

III. Organize *workshop and present summary report to supplement the final report.*

9. Indicative Timetable

The baseline survey expected to start in Sep 15, 2021. It is expected to take 60 days from contract-signing to report finalization. The preferred completion date is 22nd November 2021. The AAE team will facilitate timekeeping with weekly check ins.

10.   Required Qualification, Skills and Experiences

The assignment requires a highly qualified team of consultants who exhibit tremendous experiences in baseline studies, project/programme evaluation and assessments including dedication to work under pressure for positive results. The consultant/s is expected to fulfil the following key requirements:

Essential Qualification and Experience:

- Advanced Degree in the field of Social Science, socio-legal research, or other relevant development related fields of studies.
- Understanding of the role of monitoring & evaluation in the programme cycle and experience of conducting learning reviews and evaluation processes, including baseline/end line studies, including of advocacy-based projects in the international development sector.
- Experience of designing and facilitating workshops using feminist participatory research approaches and methodologies, including with grassroots communities, civil society organizations and INGOs.
- Ability to apply a range of primary and secondary research methods including participatory quantitative and qualitative methods.
- Understanding and experience of conducting gendered analysis, ideally from an intersectional feminist point of view.
- Ability to analyze complex data and communicate findings using engaging, clear language and visual representations and proven relevant report-writing experience.
- Experience of using qualitative and quantitative data analysis packages (e.g. one or more of SPSS, STATA and NVivo), as well as online data collection methods such as ODK, Kobo toolbox))
- Experience of collecting data with children and/or on issues related to children's rights (especially education)
- Experience in study design (both quantitative and qualitative methodologies) and managing field teams
- Academic specialization & technical expertise in human trafficking, forced labor, child labor and women's exploitation programme planning and implementation.
- Excellent communication skills with the ability to tailor communications to a range of audiences.
- Understanding of issues related to research ethics and child protection.

Desirable:

- Experience of working with ActionAid and understanding of/familiarity with the organization's Human Rights Based Approach (HRBA).
- Experiences of Amhara and SNNPR is an advantage.
- Understanding of the development, legal, political and social contexts of Ethiopia including regional variations and similarity.

- Experience of strong accountability mechanisms used with project stakeholders/research participants to actively share results and learning.

- Familiarity with core concepts related to rural development, push & pull factors, forced labor, child labor, human trafficking, protection, sexual and gender-based violence Ethiopia government policy framework on Ethical recruitment and experience.

- Extensive experience in working with both government and non-governmental organizations and the private sector.

11. Evaluation Criteria

Candidate selection will be based on the following criteria:

1. The ability to respond to and meet the essential and desirable specifications outlined in these terms of reference
2. Demonstrated capacity to undertake the type of services sought
3. Relevant academic and professional qualifications and experience
4. Proposed budget and schedule.
5. Technical proposal: 70%, and if the consultant firm scored less than 70% and will not be opened the financial proposal.
6. Financial proposal: 30%,
7. Before contracting the consultant, the consultant will also be vetted with the donor criteria

12. Submission of application

Interested applicants are required to submit their technical and financial proposals - including CVs of experts involved. Financial and technical proposals should be separated in independent closed and sealed envelopes and applications should be submitted in person to ActionAid Ethiopia office located at Yeka sub city, near to St. Michael Church around CMC, Addis Ababa, Ethiopia.
key requirements for a technical proposal.

- A brief description on who the service provider/ consultant is (I.e., whether a company, individual etc.)

- A detail of technical expertise, experience and qualifications of the consultant (together with any other team members who will be supporting the Lead consultant.

- The technical proposal should include a detailed clear methodology, approach, and methods how the consultant intends to successfully execute your deliverables

- The technical proposal should detail how the how the consultant/s meet the selection criteria and their understanding of the TOR.

- The consultant can also include a sample of relevant reports or publications (Can be helpful to see his areas of expertise and quality of work at an early stage.
- As part of the technical proposal the consultant should include his availability.
- Also, it is recommended for the consultant to include details of at least 2 independent referees for similar work/services performed
- Include the language of submission of the technical proposal and even the size of the proposals in this paragraph.

Also, consider providing a detail of requirements for the financial proposal. The financial proposal must indicate the all-inclusive fixed total contract price, supported by a breakdown of costs - hourly/daily rates, how many days will be spent on the project, disbursements if any, any other related costs that will make up the grand total, they must indicate an excluding VAT price and an including VAT price. It is also great for the consultant to include a detail of the period of validity of the cost because some of them later start adding more costs and requesting for more cash than was initially proposed. (This period should cover the entire period the work is to be done.)

If you need any further information please contact us on:

0911478410 0r 0910353328: