**Public Foundation Kyrgyzstan Mountain Societies Development Support Programme (MSDSP KG)**

**The Close-Border Cooperation and Development Initiative between the Kyrgyz Republic and Tajikistan**

**TERMS OF REFERENCE**

“Baseline Assessment”

**1. PROJECT BACKGROUND**

**The** **Public Foundation Kyrgyzstan Mountain Societies Development Support Programme (MSDSP KG)** is an initiative of the Aga Khan Foundation that implements a range of integrated interventions in agriculture and food security, work and enterprise, education, early childhood development, and health and nutrition. MSDSP KG is active in six oblasts in the Kyrgyz Republic, including Osh, Jalal-Abad, Batken, Naryn, Chui, and Issyk-Kul oblasts, covering a total population of more than 500,000 people. For more information, please refer to <https://akf.org/country/kyrgyz-republic/>

The Cross-border Stabilization and Resilience Program, funded by the European Union and implemented by AKF Kyrgyzstan, seeks to foster resilience, reduce instability, and promote social cohesion in the border areas of Batken and Osh in Kyrgyzstan and Sughd in Tajikistan. The program aims to enhance emergency response capacities and improve access to shared community assets in these areas.

**2. OBJECTIVES**

MSDSP KG is seeking the services of a **consulting firm or an individual consultant** to implement data collection and analysis for the baseline assessment. The assessment is aimed at assessingbaseline values of the project’s indicators related to the target stakeholders’ and population’s strengthened emergency response capacity and improved access to shared community assets. The findings will also be utilized by MSDSP for further planning of the implementation.

**3. SCOPE OF SERVICES**

For this assignment, MSDSP KG is seeking **a** **consultancy firm/ an individual consultant** capable of undertaking a high-quality household survey and in-depth interviews.

The consultancy firm is expected to focus on the following tasks:

1. Developing the data collection methodology and tools in consultation with MSDSP KG, including determining the appropriate sample size.
2. Preparing the assessment work plan and materials, including interviewer manuals.
3. Conducting training workshops for field staff.
4. Collecting data, carrying out data quality assessment and data cleaning; providing a brief technical report to MSDSP KG based on the results of the completed data collection activities.
5. Analyzing the data and preparing a report outlining the key findings of the assessment in alignment with the project’s indicators.

MSDSP KG invites eligible **consulting firms/individual consultants** (“Consultants”) to indicate their interest in providing the Services. Interested parties should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

**4. EXPECTED RESULTS**

The firm selected will be responsible for the following steps for the baseline assessment:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **TASK** | **DELIVERABLE** | **TIMELINE** |
| **Stage 1** | 1. Developing the data collection methodology and tools in consultation with MSDSP KG, including determining the appropriate sample size.  2. Preparing the assessment work plan and materials, including interviewer manuals. | * **Data collection methodology, tools, work plan, and relevant assessment materials.** | May 1-8, 2025 |
| **Stage 2** | 3. Conducting training workshops for field staff.  4. Collecting data, carrying out data quality assessment and data cleaning; providing a brief technical report to MSDSP KG based on the results of the completed data collection activities. | * **Data collection:**   **1.** Population survey with a minimal and representative sample size in Osh city and Batken city.  **2.** 10 key informant interviews in Osh city and Batken city. *MSDSP KG will provide the list of the target stakeholders.*   * **Databases in Excel/SPSS/Stata format and analyzed results in Excel or another format agreed with MSDSP; audio recordings of the qualitative interviews.** | May 9-26, 2025 |
| **Stage 3** | 5. Analyzing the data and preparing a report outlining the key findings of the assessment in alignment with the project’s indicators. | * **Narrative report in English language which includes the key findings of the assessment and the relevant annexes.** | May 27-June 5, 2025 |

**5. REPORTING AND APPROVAL** **PROCEDURE**

The MERL Department of MSDSP will be responsible for managing the process of revision and approval of documents and materials according to the stages, deliverables, and timeline indicated above. MSDSP KG will also provide mentoring support to the selected vendor in preparation for survey implementation. To implement this ToR, the selected company/individual consultant will work under the supervision of the MSDSP KG MERL Manager.

**6. TIMING**

The duration of the contract is between May 1 and June 5, 2025.

**7. SKILLS AND EXPERIENCE**

1. Prior experience in designing and undertaking baseline, mid-term, endline assessments or impact evaluations of programs and projects focusing on socio-economic development.

* Minimum 5 years of experience in conducting surveys and qualitative interviews in the Kyrgyz Republic in the assessment of socio-economic development projects.

1. Knowledge of the regional and institutional context in the Kyrgyz Republic.

* Experience in carrying out surveys financed by donor agencies in the Kyrgyz Republic; Experience in conducting surveys in rural and remote areas of the country among different target groups;

3. Technical competences in the relevant sectors:

* Direct experience in managing multi-province surveys in rural areas of the Kyrgyz Republic;
* Availability of qualified key staff with relevant education in social science: sociology, economics, statistics, international development, or any other related field. (Detailed review of the proposed personnel will be conducted at the technical proposal review stage);
* Proficiency of staff in using statistical software such as SPSS or Stata;
* Proficiency of staff in writing reports in the English language.

**8. PAYMENT SCHEDULE**

The entire task will be required to be completed by no later than June 5, 2025. Payments will be made per the following allocation:

1. 30% of the contract amount after submission and approval of Stage 1.
2. 70% of the contract amount after submission and approval of Stage 2 and 3.

**9. CONFIDENTIALITY**

Under no circumstances may the selected organization use information generated for this project – either before, during, or after the work authorized in this document – for purposes other than the collection of the survey data, as described. In addition, the selected organization shall not share any data, documentation, or programming files generated during this assignment with third parties without written authorization from MSDSP.