



Ghana Wildlife Society

Terms of Reference

Consultancy Service to Conduct a Baseline Study

Savannah Integrated Biodiversity Conservation Initiative

1) Background

The Ghana Wildlife Society (GWS) is a non-governmental, non-political and non-profit making conservation organization headquartered in Accra. Our mission is to conserve wildlife in all its forms for improved quality of life for all people. We belong to BirdLife International, the world's largest nature conservation partnership of 120 autonomous NGOs around the world. Our work is firmly rooted in partnerships, and rely on science that inspires positive conservation action in collaboration with communities, civil society groups, businesses, universities and government. To support corporate organizations to reduce their ecological footprints, we work in partnership with private sector players and public institutions to fashion out business models that safeguard biodiversity. Our current corporate engagement spans mining, oil and gas, forestry, agriculture, infrastructure development and renewable energy sectors. We rely on scientific evidence through research projects to engage decision makers and influence national policy. We raise environmental awareness and work with the youth through the Wildlife Clubs of Ghana (WCG) - a junior wing of the Society.

We recently received funding from the European Union through the project, 'Savannah Integrated Biodiversity Conservation Initiative (SIBCI)' to support the implementation of Sustainable Management of the Mole National Park and peripheral areas, implemented under the auspices of the European Union's PAPBio Programme which aims at sound management of large landscapes of high biodiversity value. SIBCI has emerged as a priority in the context of rapid demographic growth, poverty, weak governance of natural resources and increasingly frequent climate change, which are leading to the impoverishment of natural capital in Northern Ghana, including ecosystem services on which the Ghanaian population largely depend. SIBCI engenders harmony between green economic activities towards improvement of livelihoods of selected communities surrounding the Mole National Park, and conservation of biodiversity within and around the Park. SIBCI is further supporting sustainable management of protected areas within the PoCoMo complex [Po, Nazinga and Sisili (PoNaSi) / Comoé / Mole] comprising different savannah ecotypes, and the corridors joining them. The SIBCI Project contributes to fostering sectoral and trans-frontier cooperation with neighbouring-protected areas (Comoé National Park in Côte d'Ivoire and the Nazinga Ranch in Burkina Faso) and contributes to ensuring sustainable financing mechanism for the management of the Mole National Park.

Overall purpose of SIBCI is to contribute to endogenous, sustainable and inclusive economic development that responds to the challenges of climate change. The specific objective is to improve sustainable, participatory and integrated management of the Mole National Park (MNP) towards biodiversity conservation and resilience to climate change. Ghana Wildlife Society is working together with three other Partners: University of Development Studies; Nature and Development Foundation; and the Cooperazione Per Lo Sviluppo Dei Paesi Emergenti Onlus (COSPE).

2) Purpose of the Baseline Study

Ghana Wildlife Society is looking out to recruit a firm/Team to provide services at the project start-up phase to conduct a baseline study to inform the development of monitoring and evaluation framework, mid-term

review and final evaluation following the end of the project in year 3. The objective of the baseline study is to:

1. Refine the established preliminary benchmark indicators and where necessary, recommend new additional indicators or revise the preliminary indicators as agreed in the project logical framework matrix. The project baseline must be such that results can be measured and evidenced.
2. To design a comprehensive monitoring plan/framework (working in partnership with the Project Manager, Partners & the M&E Specialist) to support the M&E Specialist to monitor and document outputs, outcomes and impacts during the implementation of the project.

3) Baseline Scope of Work (SOW)

Approach

The Consulting team, taking into account EU guidelines, the available budget and time constraints, will define the detailed methodology for each step of the baseline study process.

The Consultant must describe the types of data to be collected and the corresponding methods to be used. The Consultant must refer to the Results Framework, which documents the indicators, baselines, current values, targets and sources /means of verification. The Consultant must indicate the data collection methods and reporting for each category in the results chain (Impact, Outcome, Other outcomes, Outputs and Activities).

Tasks

1. Present a detailed methodology/approach for the survey. The sampling procedure adopted in carrying out the survey must be outlined.
2. Develop detailed work plan, survey itinerary and resources required for the baseline survey.
3. Disaggregate all data (qualitative and quantitative) collected through the assessment by location, sex, age, education, profession, etc. for all target groups and beneficiaries. The baseline information should include but not limited to detailed information and needs assessment of project target groups and beneficiaries (33 communities surrounding the Mole National Park, charcoal producers, Shea cooperatives, youth and women groups, poachers/hunters, farmers, nomads/headers, government ministries and departments, NGOs, development partners, District/Municipal Assemblies, other stakeholders).
4. Do a presentation of initial findings to Ghana Wildlife Society.
5. Finalize and submit a baseline study report in English for approval by Ghana Wildlife Society. The following outline is suggestive but open for modification.
 - Title page
 - Contents page
 - List of abbreviations and acronyms
 - Executive Summary (maximum 1 page, clearly summarizing the study and key findings)
 - Background (maximum 2 pages on the context of the intervention and project objectives)
 - Methodology (maximum 3 pages detailing what data was collected, how it was collected and by whom, what the sample size was, details of control groups used, any possible limitations to the assessment among others.)
 - Results, analysis and findings (not more than 18 pages giving the results of the assessment according to the objectives given in this ToR. The findings must include a summary table showing complete and updated information for all indicators across all categories along the result chain).
 - Recommendations (Maximum 3 pages, recommendations must be clearly related to the evidence given in the findings section of the report. This should also include recommendations to support Ghana Wildlife Society to monitor and evaluate the project.
 - Annexes

The Annexes must include but not limited to the following:

Annex 1. Baseline survey itinerary/ schedule

Annex 2. List of people and organizations consulted and interviewed with contact numbers and emails

Annex 3. References / list of documents reviewed and cited

Annex 4. All data collection tools used (e.g. questionnaires, semi-structured interview questions)

Annex 5. Full data tables of all quantitative results including raw data (where appropriate and if not, all included in main report)

Annex 6. Additional maps, photos or more detailed case studies that further provide information to the project

4) Reporting and Timeline:

The consultant shall report to the Project Manager of Ghana Wildlife Society. The Consultant is expected to complete the study within 30 working days. The study shall commence on the 03 February 2020 and shall be completed before 13 March 2020. The final report will be due for submission not later than 18 March 2020.

5) Experience and qualifications of the Consultant

- The suitable candidate may be either a registered firm or an individual with a team.
- Relevant degree(s) in social sciences or development studies, project management, environmental sciences, forestry, research methods or Natural Resources Management.
- 10 years' experience and knowledge of qualitative and quantitative research methods and sampling techniques.
- At least 5 years proven experience in conducting baseline study surveys for complex conservation projects.
- Demonstrated knowledge and experience in assessing/evaluating EU-funded conservation projects in developing countries.
- Versatility to work with local people in local dialects would be an advantage.
- Experience in engaging high-level stakeholders and the ability to work independently without any supervision.
- Good understanding of M&E in the context of capacity strengthening.
- Good understanding of training & capacity development principles.
- Demonstrable understanding of nature conservation and expertise on carrying out similar baseline studies preferably within a protected area in West Africa.
- Experience in managing and coordinating evaluation/research exercises, delivering agreed outputs on time and on budget.

6) Application Process

Interested candidates should visit www.ghanawildlifesociety.org or scan the QR Code in this advert to download the full information pack for the various positions. **The closing date for all applications is Wednesday 22 January 2020 (12:00 midnight Ghana time).**

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact shortlisted candidates. If you do not hear from us within a week of the closing date, please assume that you were not successful.

To apply:

- A letter of expression of interest (LOI) explaining how you meet the qualifications and your understanding of the terms of reference
- Proposed activities schedule/work plan

- Proposed budget detailing itemized fees for data collection and administrative costs to your experience and skills to the roles indicated in the application pack (include your salary expectations) in your cover letter.
 - Full CV and contact details for two referees and a copy of recent baseline study or related report.
- Email your application to sibci@ghanawildlifesociety.org or deliver by hand to GWS addressing it to The Executive Director, Ghana Wildlife Society, P. O. Box 13252, Accra**