

TERMS OF REFERENCE

Knowledge, Attitude, Practice and Behaviour Survey (KAPB)

Humanity & Inclusion project in Thailand

1. Background

1.1 About Handicap international

Handicap International, operating under the name Humanity & Inclusion (HI), is a non-profit independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster. HI works in emergency, post-emergency reconstruction or rehabilitation, chronic crises and development settings.

HI works alongside people with disabilities and vulnerable populations, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights. HI works to meet the needs and defend the rights of children, women and men with disabilities.

HI started working in Thailand in 1982 to deliver mobility and assistive devices to Cambodian and then Burmese landmine survivors. Since then, HI focuses its work to refugee camps (so called temporary shelters) along the Thai-Myanmar border to provide physical rehabilitation services to persons with disabilities, as well as promoting their inclusion and participation into community life. HI also provides Explosive Ordnance Risk Education for the overall refugee communities across all 9 temporary shelters.

1.2 Context in which the project takes place

Under Disability and Social Inclusion project, which is in focus for this KAPB survey, HI seeks to ensure refugees with disabilities have an increased access to mainstream services, through a three-fold approach:

- direct support to representative organization of refugees with disabilities (Self Help Groups),
- direct support to refugees with disabilities using Triage assessment and personal plan development, which includes psychosocial support, access to livelihood opportunities etc,
- awareness raising for services providers, CBOs¹ and community leaders ²

The project is supported by funds from the Bureau of Population Refugee and Migrant (BPRM) of the US Government in 3 temporary shelters (Mae La, Umpiem and Nupo) in Tak province.

2. OBJECTIVES OF THE CONSULTANCY:

2.1.Objective

The overall objective of the consultancy is to conduct a survey to measure HI's impact, assessing the Knowledge, Attitude, Practice and Behaviour (KAPB) of the Self-Help Groups (SHG) in the 3 temporary shelters targeted by the project regarding advocacy for the Rights of People with Disability, accessibility, peer support and counselling, access to services but also their representation role and relation with HI. In order to fully assess the KAPB of the SHG, people directly targeted by their action such as camp leaders, HI staff members, general population, service providers and people with disabilities themselves should be targeted. A specific attention to the sense of safety and well-being of people with disabilities should be assessed.

2.2.Specific objectives:

¹ Community Based Organization

² Camp committee, section leaders, security leaders, zone leaders and religious leaders

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1. To assess the change on KAPB of the SHG members regarding disability fundamentals, advocacy and empowerment in inclusion, SGBV and accessibility.
2. To assess the KAPB of service providers (including protection actors), community leaders and the general population regarding the disability fundamentals and the action plan from the training / awareness raising.
3. To assess the level of safety and well-being reported by people with disabilities through SHG and HI action.

2.3. Expected results of the survey

- The level of KAPB of the SHG members in terms of disability fundamentals is assessed.
- Strengths and weaknesses of the service providers, community leaders and camp population are reported with a view to adjust training and coaching to the SHGs.
- Level of safety and well-being of people with disabilities is assessed to identify points of improvement, lessons-learned and good practices for SHGs.
- Practical recommendations are formulated in regards of gaps in terms of KAPB among SHG members.

3. METHODOLOGY:

The exact methodology should be proposed by the consultant/s in the application documents.

The KAPB survey will be participatory, taking into account the opinions of the different targeted actors. The methodology should include but not be limited to quantitative data. The sampling techniques and target groups will be developed by the consultant, as well as the KAPB protocol. A KAP survey was conducted in 2020 to assess the level of KAP of service providers, CBO/NGOs, camp leaders and will be available for the selected consultant, if necessary.

The technical feedback on the tools and outcome will be delivered by the DSI Project Manager, MEAL Officer, Technical Unit Manager and the relevant Specialists at HI HQ as well as from target groups after testing the questionnaires.

3.1 Desk phase, during which the consultant will:

- Review existing project documents;
 - On this basis, the consultant/s will develop the survey tools (survey protocol; data collection tools: questionnaire, focus group guide and semi structured interviews guide);
 - Develop method of data collection (sampling size and procedure, data entry form etc)
 - Coordinate the translation of the tools from English to Karen / Burmese;
 - Prepare the surveyors training and materials;
 - Gather and analyse secondary data;
 - Define a detailed working plan including the list of stakeholders to meet during field phase.
- These elements will be combined in an inception report that will have to be validated by HI team.

3.2 Field phase (steps/methodology to be detailed by the consultant/s)

Consultants should be aware of potential restrictions to access the camps due to COVID-19 prevention and control rules.

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3.3 A reporting phase during which the consultant will:

- Submit the preliminary report to get comments and feedback from HI team within 5 working days;
- Submission of a final survey report to HI of 30-pages maximum including Annexes.

4. DELIVERABLES:

- Produce an inception report in English, including all proposed tools to be introduced at the end of the desk phase. The inception report will have to be validated prior launching the field phase. This includes the final KAP Protocol including all the data collection tools and methodology, and training materials.
- A Final Report (30-pages maximum) in English within 2 weeks after completing field data collection. HI will provide comments within 5 working days for the consultant to finalise/adjust the report. The final report should be divided into the following sections:
 - Executive summary of KAP findings;
 - Introduction to the context;
 - KAP survey methodology, including selection and sampling methods, and explain any constraints and challenges encountered, and strategies used to overcome them;
 - Detailed key findings and conclusions;
 - Recommendations;
 - Appendix – all data collection tools;
 - Data base(s);
 - List of persons met during the survey process and salient points of the meetings.

Within the report confidentiality will be respected when representing personal information. A consent form needs to be used prior taking any photo used will have HI permission form completed, any inclusion of pictures of children will have the statement within the document... “All names & information about the location of children and family privacy in conformity with HI Child Protection Policy”

NB: For reasons of confidentiality, the survey report remains the intellectual property of HI exclusively.

5. TIMELINE:

The start of the consultancy is expected to be on 10th June 2021. The final deadline for the submission of the finalized KAPB survey report is 25th July, 2021. This might be adjusted based on the possibility to access the temporary shelters. The mission will be planned in accordance with HI team and dependent on activities planned for the proposed timeframe for a maximum of 35 working days.

6. PROFILE OF THE CONSULTANT:

The KAPB survey can be carried out by an expert or a team of experts/ support staff.

Local consultants based in Thailand will be privileged due to the travel restrictions related to the COVID-19 pandemic.

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If a team of experts is selected, the survey will be put under the responsibility of one team leader chosen among the team of experts. This person will ensure all communication with HI Thailand office and will be the sole responsible party for managing the organization of the KAPB survey.

The expert or team of experts should combine the following skills, experience and knowledge:

- Proven experience in conducting research / surveys / assessments.
- Proven experience in data analysis and reporting.
- Good knowledge of MS Office, especially MS Excel.
- Experience and/or knowledge in refugee contexts, preferably along the Thai-Myanmar border.
- Excellent spoken and written English.
- Knowledge of Karen language is an asset.
- Background in disability, or other vulnerable or marginalized groups, preferably with a working knowledge on civil society organizations.

7. FORMALITIES:

Proposals from interested consultant(s) should include:

1. Letter of expression of interests (compulsory);
2. Technical proposal (compulsory) including the survey design and methodology, including data collection and analysis, and proposed timeline (max 5 pages);
3. Financial proposal (compulsory) for the KAP survey. All costs related to the survey without exceptions should be figured into the financial plan of the consultant, including consultancy fees, transportation, accommodation, interpreters, enumerators, data collection and analysis fees, logistics costs, organization of workshops, etc. (transportation from Mae Sot to the temporary shelters will be provided by HI). **Note:** No per diem will be paid to the consultant(s). Also, international travel days (if any) will not be considered as working days and will not be paid;
4. Curriculum vitae (compulsory) detailing a consultant's preparedness, experience & expertise in surveys and disability work;
5. ID card or authorization to operate in Thailand (compulsory).

For NOTE - Camp/ field visit limitations:

- *No entry to the temporary shelters without camp-pass permission;*
- *No camp visit during National Holiday;*
- *No work/interviews on the weekends at the temporary shelter level;*
Mae La is 45 minutes far from Mae Sot; Umpiem Mai and Nu Po camps are about 2 and 6 hours from Mae Sot- accommodation at Umphang (mid-way for both camps), where HI rents a guesthouse and where the consultant(s) can be accommodated.

Evaluation of the proposals/ applications will be made through a selection committee through two phases:

- Administrative selection: checking for completeness of application
- Technical selection: criteria to select the best application will be based on the quality of the technical proposal, competitive financial proposal, demonstrated expertise of the applicant.

Incomplete applications will not be taken into consideration for technical selection.

The deadline for submission of proposals is **19th May, 2021 at midnight Thailand time.**

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Proposals should be submitted to the following email with KAPB survey as email title:
recruitment@thailand.hi.org

Only candidates who passed the administrative selection will be taken into consideration for a technical assessment and will be afterwards notified on final decision. Selected applicants may be invited for a (phone/skype) interview.

HI reserves the right to contact the applicants for further information before the final selection of the selection committee.

HI is committed to protecting children and vulnerable adults from harm. All staff, including consultants, are expected to comply with the Child Protection, PSEAH Policies, Code of Conduct and other HI Institution Policies. Applicants for this consultancy will be assessed regarding their suitability to work with children and vulnerable adults. All information shared by the applicants remain confidential.