CONSULTANCY SERVICES – REQUEST FOR PROPOSALS
(Service Level Agreement)

Consultant Data Analyst for a Community Needs Assessment:
Simalaha Community Conservancy, Zambia

BACKGROUND

Simalaha Community Conservancy (SCC) is Zambia’s pioneer Community Conservancy, which follows a community-led approach to wildlife conservation and supports multiple initiatives improving food security, generating alternative livelihoods, and providing social amenities through a conservation-enabled economy. The Conservancy is fundamental to re-establishing wildlife populations and their migration routes in the Kavango-Zambezi Transfrontier Conservation Area (KAZA TFCA). As part of KAZA TFCA, SCC provides vital ecological connectivity between Chobe National Park in Botswana and Kafue National Park in Zambia, allowing wildlife movements between the two Protected Areas.

Peace Parks Foundation (PPF), through funding from various donors and capacity building, supports the development of SCC with a focus on improving the social, economic, and environmental circumstances of the region. While the responsibility of programme implementation is now transferred to the SCC Conservancy Management Unit, PPF support will continue with a view to bring SCC on the road to sustainability and to help the organization to refine its strategic vision and further develop its planning and implementing capacity. This is carried out in the context of PPF’s strategic, technical, and financial support mandate in the development of the Conservancy.

CONTEXT

In 2023, SCC commenced with the revision of its Strategic Business Plan (SBP). The work is being led by the SCC Board with the facilitation of the PPF Planning Department. In parallel, a Comprehensive Needs Assessment (CNA) is proposed at household and Village Action Group (VAG) levels, to inform the selection of conservation-compatible livelihood interventions, human-wildlife conflict mitigation measures, and conservation planning. The information pack will feed into the SBP and subsequent Management Plan. It will also be useful for mobilisation of funding from international agencies, the donor community, and the private sector.

OBJECTIVE

Within the framework of implementation of the CNA, PPF and the SCC are seeking a suitably qualified and experienced consultant Data Analyst to support the design, capture, analysis, and presentation of the data collected from the CNA in Simalaha. The consultant will work closely with the Conservancy Management Unit team and appointing party to provide insights into the data collected during the CNA and present findings with recommendation to relevant stakeholders.
Terms of Reference
for a Data Analysis of a Community Needs Assessment -
Simalaha Community Conservancy, Zambia.

Scope of Work:
The consultant data analyst will be required to perform and/or contribute to the following activities and tasks:

1. Comprehensive Needs Assessment Preparation
   - Contribute to design (Approach and Methodology) and development of data collection tools.
   - Develop the templates for data capture, monitor and control quality of incoming data.
   - Train enumerators in mobile data collection in preparation for conducting the needs assessment. (necessary travel expenses will be supported by appointing party).
   - Contribute to the inception report and participate in inception / project meetings.

2. Specific Duties and Responsibilities
   - Responsible for overall data entry and analysis, working with the PPF Community Development Programme Team to support design and ensure quality outputs.
   - Contribute to feedback on the deliverables produced, as applicable.
   - Attend to other issues and participate in other activities incidental to the project.
   - Ensure that all ethical and data protection protocol is followed as per industry standards and PPF guidelines.

3. Data Cleaning and Preparation:
   Cleaning data collected during the needs assessment and compile an electronic dataset. This includes checking for completeness and consistency and formatting the data for analysis to ensure production of a quality needs assessment report.

4. Data Analysis:
   - The consultant will work with the project team to develop a framework for analysis that aligns with the project goals.
   - Use appropriate statistical methods (software and analytics resources) to analyse the data collected during the CNA. This includes identifying trends, patterns, and relationships in the data.
   - Highlight key findings and tabulate the data for report preparation.

5. Findings Presentation:
The consultant will prepare a Final Report that presents the findings of the data analysis. The report should be well-structured, easy to read and understandable to a non-technical audience. The consultant will work with the project team to ensure that the report meets the organization’s standards.

6. Information sharing and presentation:
The consultant will present the findings of the data analysis to key stakeholders, including project team members, community members, and funding partners. The presentation should be engaging, interactive and provide strategic insights into the data collected during the CNA.
7. **Deliverables:**

The consultant will provide the following deliverables, in alignment with a Service Level Agreement:

2. A clean electronic dataset for analysis.
3. A detailed technical report outlining the findings of the data analysis and interpretation.
4. A Power Point presentation summarising the findings of the CNA data analysis.

8. **Timeframe and payment:**

The project period is approximately 40 days over +- four-month from November 2023 to February 2024. The consultant will be expected to work *in- and ex situ* with the project team to develop a workplan and timeline for deliverables, subject to CNA process. Payment to be deliverables linked.

9. **Experience, Qualifications and Requirements:**

The ideal candidate for this role will have the following qualifications:

- At least five years of demonstrable experience in qualitative and quantitative data analysis.
- Strong technical skills in data management, cleaning and preparation with appropriate tools.
- Advanced skills in statistical analysis and data visualization for various stakeholders.
- Excellent written and verbal communication and presentation skills in English.
- Experience working with / for community-based organisations, NGO’s and in the Southern African conservation related projects field will be advantageous.
- Valid passport, driver’s license, clean records, three recent references with contact details.

10. **Application:**

Interested parties should submit a cover letter, Curriculum Vitae, and Proposal in English for evaluation against criteria by an advisory panel. The Proposal should follow the following broad framework and include:

**Technical component**
- Interpretation and understanding of the project and Terms of Reference.
- Proposed approach, methodology and tools to perform the data analysis and presentation.
- Examples of previous relevant work and contact information of clients.

**Financial component**
- Proposed budget break down: professional fees and operational expenses.
- Proposed workplan with timeline for deliverables.

*Expression of interest with application should be submitted electronically in .pdf format by **6 November** to: smatema@peaceparks.org ; and nviljoen@peaceparks.org .

[Shortlisted applicants will be contacted within 7-10 days].