

FORUM FOR AFRICAN WOMEN EDUCATIONALISTS ZIMBABWE (FAWEZI)



O3 PLUS PHASE II PROGRAMME

Terms of Reference for a Consultancy to Conduct the O3 PLUS Baseline Survey (Full Service) and the O3 PLUS Safety Audit Data Analysis and Report Writing (FCSAI)

(2026)

1. BACKGROUND

The Forum for African Women Educationalists Zimbabwe (FAWEZI), in partnership with the UNESCO Regional Office for Southern Africa and three other consortium members, is implementing the four-year “Our Rights, Our Lives, Our Future Plus (O3 PLUS)” Phase II Programme across 21 partner Higher and Tertiary Education Institutions (HTEIs) in Zimbabwe. The Programme strengthens health-promoting, safe, and inclusive campus environments for young people, and depends on robust baseline evidence to measure change over its implementation period.

FAWEZI has developed two complementary, ready-to-administer instruments to generate this evidence: (i) the FAWEZI O3 PLUS Baseline Tool (student survey, staff survey, and key informant interview guide), which captures student and staff knowledge, attitudes, practice, and perceptions; and (ii) the FAWEZI Campus Safety and Accessibility Index (FCSAI), a weighted, 9-domain, 57-indicator observational audit of physical safety, security, safeguarding, accessibility, and menstrual health management provisions at each HTEI.

The two exercises will be conducted concurrently across the same 21 institutions between 31 August and 19 September 2026, using a single joint field itinerary. To maximise the shared field window, FAWEZI's M&E Officer and Safeguarding Officer will collect FCSAI data directly, while one consultant will undertake the Baseline Survey fieldwork, analysis, and reporting, as well as the Safety Audit analysis and report writing. This approach avoids duplicate travel and logistics and enables a consultant familiar with both datasets to produce coherent, cross-referenced outputs.

Scope note: this consultancy covers TWO distinct components under one engagement — Component A: Baseline Survey (full service: tool administration, fieldwork, analysis, and reporting) and Component B: Safety Audit (FCSAI) data analysis and report writing only. FCSAI fieldwork/data collection is out of scope for this consultancy and remains with FAWEZI staff.

2. RATIONALE FOR THE ASSIGNMENT

Robust, disaggregated baseline evidence is essential to measure the change the O3 PLUS Programme will bring about over its four-year implementation period, and to establish an accurate institutional safety and accessibility profile against which future progress can be tracked. FAWEZI is commissioning this joint consultancy to ensure both data sets are collected, analysed, and reported to a consistently high standard, on a shared timeline, by a team that understands how the two instruments relate to one another — particularly where they intentionally overlap (e.g., student safety perceptions captured in the Baseline Survey directly inform the FCSAI reports) and where they intentionally do not (FCSAI does not re-engage students, to avoid duplicating their input).

The assignment will ensure alignment with the O3 PLUS Results Framework and Baseline Indicator Matrix and will apply ethical standards consistent with international guidance on researching gender-based violence and student well-being throughout Component A fieldwork.

3. OBJECTIVES OF THE ASSIGNMENT

The objectives of the consultancy are to:

- i. Administer the FAWEZI O3 PLUS Baseline Tool (Student Survey, Staff Survey, and Key Informant Interviews) across all 21 partner HTEIs, generating baseline values for the indicators in the O3 PLUS Baseline Indicator Matrix.
- ii. Clean, analyse, and report on the Baseline Survey data, disaggregated by sex, disability status, residence status, and institution.
- iii. Receive, clean, and analyse the FCSAI observational audit data collected by FAWEZI's M&E Officer and Safeguarding Officer across all 21 HTEIs.
- iv. Integrate relevant Baseline Survey findings (particularly students' campus safety perceptions) with the FCSAI findings to produce a single, coherent safety and accessibility evidence base per institution.

- v. Produce a comprehensive Safety Audit report covering all 21 institutions, 21 separate institution-level Safety Audit reports, and accompanying Excel/Power BI dashboards.
- vi. Provide FAWEZI with clean, well-documented datasets and actionable, disaggregated reports for both exercises to inform O3 PLUS implementation and end-line evaluation.

4. SCOPE OF WORK

FAWEZI will engage a Consultant or Consulting Firm to undertake both components of this assignment over an estimated period of 40 days [to be confirmed at contracting], within the joint field window of 31 August – 30 September 2026.

Component A: O3 PLUS Baseline Survey (Full Service)

- i. Review the FAWEZI Baseline Tool (Student Survey, Staff Survey, KII Guide) and propose any refinements in consultation with the FAWEZI M&E Lead prior to fieldwork.
- ii. Assist with digitising the tool onto a mobile/electronic data collection platform (e.g., Kobo Collect or ODK) with appropriate skip logic, supporting offline data collection.
- iii. Develop a sampling framework for each of the 21 HTEIs, achieving a minimum representative, gender-balanced sample per institution (a minimum of 50 students per HTEI unless otherwise agreed at inception).
- iv. Recruit and train enumerators, including mandatory training on GBV research ethics, safeguarding, referral protocols, and use of the digital data collection platform.
- v. Coordinate with HTEI O3 PLUS Focal Persons and the FAWEZI M&E Officer to schedule institutional access in line with the joint field itinerary.
- vi. Administer the Student Survey and Staff Survey through private, ethically conducted interviews or self-administered questionnaires, and conduct Key Informant Interviews with Student Affairs, Campus Clinic staff, Counsellors, and Institutional Leadership at each HTEI.
- vii. Apply the ethical and safeguarding protocols in Section 6 throughout data collection, including provision of referral information to every respondent.
- viii. Clean, code, and analyse the Baseline data, disaggregating by sex, disability status, residence status, and institution, and populate the Baseline Indicator Matrix.
- ix. Present preliminary Baseline findings to FAWEZI and relevant stakeholders for validation and produce the Draft and Final Baseline Reports.

Component B: O3 PLUS Safety Audit (FCSAI) — Data Analysis and Report Writing

FCSAI fieldwork is out of scope: the FCSAI is administered directly by FAWEZI staff at each institution, working from a single completed tool per HTEI. The consultant's role begins once that data (and the related Baseline Survey Section F safety-perception data) is available.

- i. At inception, propose a standard institution-level Safety Audit report template (structure, sections, indicators presented, and visual format) for FAWEZI's review and sign-off, to be used consistently across all 21 institutional reports and to avoid renegotiating format later in the assignment.
- ii. Receive the completed FCSAI datasets (Excel scoring workbook) for all 21 institutions from the FAWEZI M&E Officer.
- iii. Participate in a structured data handover session with the FAWEZI M&E Officer and Safeguarding Officer upon receipt of the FCSAI datasets, to review data collection context, clarify ambiguous or borderline entries, and confirm correct interpretation before analysis begins — given the Consultant was not present during FCSAI fieldwork.
- iv. Clean and quality-check the FCSAI data, flagging any incomplete or inconsistent entries to FAWEZI for follow-up before analysis proceeds.

- v. Analyse FCSAI domain and overall institutional scores, and cross-reference against the relevant Baseline Survey Section F findings (students' campus safety perceptions and reasons for feeling unsafe) for the same institutions, to triangulate observed conditions against lived experience.
- vi. Produce one comprehensive Safety Audit report synthesising findings across all 21 institutions, including comparative analysis, priority risk areas, and recommendations.
- vii. Produce 21 separate institution-level Safety Audit reports, each presenting that institution's FCSAI domain scores, priority gaps, and recommended actions.
- viii. Develop Excel and/or Power BI dashboards visualising institutional and cross-institutional FCSAI results for ongoing FAWEZI M&E use.
- ix. Present preliminary Safety Audit findings to FAWEZI and relevant stakeholders for validation prior to finalising reports.

5. EXPECTED DELIVERABLES

The Consultant/Consulting Firm will be expected to deliver the following outputs across both components:

Ref.	Deliverable	Description
A1	Combined Inception Report	Finalised Baseline tools, digitised platform, sampling framework, enumerator training plan, HTEI coverage schedule, and a combined workplan and budget covering both components.
A2	Baseline Field Data Collection Report	Institution-by-institution coverage summary, response rates, and fieldwork challenges encountered.
A3	Draft Baseline Report	Preliminary Baseline findings across all modules, disaggregated by sex, disability, and institution.
A4	Final Baseline Report	Consolidated Baseline findings, populated Baseline Indicator Matrix, and recommendations, incorporating stakeholder validation feedback.
A5	Baseline Data Pack	Complete cleaned Baseline datasets (student, staff, KII) and visualisations.
B1	Draft Safety Audit Reports	Draft comprehensive report (21 institutions) and 21 draft institution-level reports, with preliminary dashboards.
B2	Final Safety Audit Reports and Dashboards	Final comprehensive report, 21 final institution-level reports, and Excel/Power BI dashboards, incorporating stakeholder validation feedback.
—	Final Presentation	A concise presentation of key findings and recommendations from both components for FAWEZI and O3 PLUS consortium partners.

6. ETHICAL CONSIDERATIONS

These apply primarily to Component A fieldwork. The Consultant/Consulting Firm will:

- i. Disclose any potential conflicts of interest that could compromise the objectivity and integrity of the assignment.
- ii. Obtain all required ethical clearances and institutional permissions prior to commencing primary data collection.
- iii. Ensure informed consent is obtained from all Baseline Survey participants, with participation fully voluntary and the right to skip questions or withdraw at any time.
- iv. Guarantee anonymity and confidentiality of all Baseline respondents; no directly identifying information will be collected on the Student or Staff Survey.

- v. Apply the safety and ethical safeguards required for GBV-related research: private, one-on-one administration; no probing beyond categorical screening questions; provision of referral information to every respondent; and, wherever possible, matching of enumerator and respondent sex for sensitive sections.
- vi. Handle FCSAI data received from FAWEZI (Component B) with the same confidentiality standard as Baseline data, particularly any safeguarding-related observations, and report only in aggregate or clearly institution-attributed form as agreed with FAWEZI.
- vii. Ensure all data collection and reporting are inclusive, non-discriminatory, and sensitive to gender, disability, and other vulnerabilities.

7. REPORTING

The Consultant will report to the FAWEZI M&E Officer, who will serve as the primary focal point for coordination on both components, and will liaise directly with the FAWEZI Safeguarding Officer for the handover of FCSAI data under Component B.

- i. **Progress Reports:** Submit periodic progress reports at agreed intervals covering both components, outlining institutions covered, preliminary findings, emerging issues, and risks. Reporting timelines will be agreed at inception.
- ii. **Draft Report Review and Feedback:** For each draft deliverable (Draft Baseline Report; Draft Safety Audit Reports — comprehensive and institutional), FAWEZI will review and provide consolidated written feedback within 10 working days of submission. The Consultant will incorporate this feedback in producing the corresponding final deliverable and will confirm in writing how each comment was addressed.
- iii. **Final Reports and Presentation:** Submit the Final Baseline Report and Final Safety Audit Reports/dashboards and deliver a joint presentation of key findings and recommendations to FAWEZI.
- iv. **Stakeholder Engagement:** Participate in debriefing, consultative, and validation meetings for both components as required.

8. TIMELINES AND MILESTONES

Duration

- The assignment will be conducted over an estimated 40 days [to be confirmed at contracting], with Component A fieldwork aligned to the joint field itinerary (31 August – 19 September 2026) and Component B analysis/reporting following fieldwork completion.
- A detailed combined work plan and timeline will be agreed at inception, sequencing Component A fieldwork and analysis alongside Component B's dependency on FCSAI data becoming available from FAWEZI.

Governance and Reporting

- The Consultant will report to the FAWEZI M&E Officer, who will serve as the primary focal point for coordination across both components.

9. REQUIRED QUALIFICATIONS AND EXPERIENCE

The assignment will be undertaken by an individual Consultant or a Consulting Firm with demonstrated expertise across both research fieldwork and data analysis/reporting.

Principal Investigator (Team Lead):

- A Master's degree or PhD in Public Health, Social Sciences, Development Studies, Gender Studies, Education, or a closely related field.
- At least 7 years of proven experience leading large-scale, multi-site institutional or school-based surveys.
- Demonstrated expertise in mixed-methods research design and implementation (quantitative and qualitative).

- Demonstrated experience conducting GBV-sensitive or safeguarding-sensitive research, applying recognised ethical and safety standards.
- Demonstrated experience analysing structured audit/index data and producing multi-report, multi-site outputs (e.g., institutional scorecards or report series).
- Proficiency in Excel and/or Power BI dashboard development.
- Experience with digital/mobile data collection platforms (e.g., Kobo Collect, ODK).
- Experience working with government institutions, development partners, or NGOs in the education or health sector.
- Excellent analytical, report writing, and presentation skills.

Consulting Firm (where applicable):

- Proven institutional experience conducting large-scale, multi-site surveys in education, health, or gender-based fields.
- Availability of a multi-disciplinary team, including expertise in research design, gender/GBV, data analysis, dashboard development, and field enumeration management.
- Strong capacity in field enumerator recruitment, training, and supervision across multiple sites.
- Demonstrated experience delivering high-quality, policy-oriented research and audit-reporting outputs within agreed timelines.
- At least two (2) similar assignments successfully completed in the last five years.

10. EVALUATION CRITERIA

All submitted proposals will be evaluated based on the following criteria:

i. Technical Proposal (70%):

- Understanding of the Terms of Reference and proposed methodology for both components (30%) — clarity and appropriateness of the Baseline fieldwork methodology and the Safety Audit analysis/reporting approach, including how the two data sets will be triangulated.
- Experience and qualifications (20%) — relevant experience of the Consultant/Firm and qualifications of the Principal Investigator and team members, including dashboard/report-writing capability.
- Team composition and capacity (20%) — appropriateness of team structure and demonstrated ability to deliver both components across 21 institutions within the agreed timeline.

ii. Financial Proposal (30%)

- Cost-effectiveness and clarity of the proposed budget.
- Value for money in relation to the proposed methodology, coverage, and outputs across both components.

Only proposals that meet the minimum technical threshold (to be determined by FAWEZI) will proceed to financial evaluation.

11. PROPOSAL SUBMISSION REQUIREMENTS

Interested individuals or consulting firms are required to submit the following:

Technical Proposal

- Demonstrated understanding of the Terms of Reference for both components
- Detailed Component A field methodology, sampling approach, and data collection plan
- Detailed Component B data analysis and reporting approach, including proposed dashboard tools
- Ethical and safeguarding protocols for GBV-sensitive data collection (Component A)

- Combined workplan and timelines, including proposed HTEI coverage schedule
- Team composition and roles (where applicable)

Financial Proposal

- A detailed budget breakdown covering all costs for both components, including professional fees, enumerator costs, data collection costs, logistics, and any other relevant expenses, costed for 21 institutions. Costs for Component A (Baseline Survey) and Component B (Safety Audit data analysis and report writing) must be itemised and totalled separately, in addition to a combined grand total.

Supporting Documents

- Curriculum Vitae (CVs) of the Principal Investigator and key team members
- Company registration certificates, valid tax clearance certificate and Company profile (for consulting firms)
- At least two samples of previous similar work (reports, dashboards, or publications)
- Contact details of at least two professional references (previous clients) for similar assignments completed in the last five years

12. PAYMENT TERMS

Payments will be made based on the satisfactory completion and approval of deliverables as follows:

- 20% upon submission and approval of the Combined Inception Report
- 80% upon submission of all deliverables: A2 to B2 in section 5 above.

All payments will be subject to FAWEZI's financial policies and procedures.

SUBMISSION OF PROPOSALS:

Individuals or research consulting firms interested in this assignment are invited to submit:

- A cover letter
- Technical proposal (including methodology for both components, workplan, and team composition)
- Financial proposal (detailed budget breakdown)
- Curriculum Vitae (CVs) of key personnel
- Company registration documents, valid tax clearance and company profile (for firms) and samples of previous relevant work

Submission Deadline: 02 September 2026, 17:00 Hours

i. Electronic Submission:

applications@fawezi.org

ii. Hard Copy Submission

Addressed to:

The Executive Director
FAWEZI
P.O. Box MP 1058
Mt Pleasant
Harare, Zimbabwe

Or hand-delivered to:

FAWEZI Office
95 Parklane, Kenyan Embassy
1st Floor South Wing
Harare, Zimbabwe