



Caritas Zambia

TERMS OF REFERENCE (TOR)

FOR THE BASELINE

**PROJECT NAME: VOICES OF ACCOUNTABILITY:
ADVANCING CHILD RIGHTS THROUGH
MONITORING, REPORTING AND ADVOCACY
PROJECT**

**IMPLEMENTATION SITES: LUSAKA, CENTRAL AND
NORTHERN PROVINCES**

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1. Introduction and Background

Caritas Zambia, with support from **Save the Children International (SCI) Zambia**, is implementing a three-year project aimed at strengthening child rights monitoring, reporting, and influence in Zambia. The project, titled "*Voices of Accountability: Advancing Child Rights Through Monitoring, Reporting, and Advocacy*," seeks to enhance evidence-based advocacy, improve accountability mechanisms, and promote meaningful child participation in governance and policy processes. To inform the implementation strategy, a **baseline study** will be conducted to establish benchmarks, assess existing child rights monitoring systems, and identify gaps and opportunities for influence at the community, district, and national levels.

The project is being implemented in the following locations:

- **Central Province:** Kabwe and Kapiri Mposhi districts.
- **Northern Province:** Kasama and Luwingu districts.
- **Lusaka Province:** Direct engagement with Munali Boys, Kamwala Secondary, and Matero Boys secondary schools.

2. Purpose of the Consultancy

The purpose of this consultancy is to conduct a comprehensive baseline study that provides a holistic reflection of children's rights and wellbeing in Zambia. The study shall include the following:

- **Analyze** and establish the current status of child rights monitoring, reporting, and advocacy strategies, both within specific project sites and nationwide.
- **Identify** existing institutional structures at the school, community, district, and national levels that support child-led mechanisms for monitoring and influence.
- **Provide** a detailed analysis supported by clear evidence to inform project re-design, indicators, targets, and strategic approaches.
- **Generate** evidence-based recommendations and strategies to strengthen child rights monitoring and advocacy systems.

3. Objectives of the Baseline Study

The primary objectives of this baseline study are:

- **Assess Frameworks:** To evaluate existing child rights monitoring frameworks, tools, and practices currently in place within the target areas.
- **Stakeholder Mapping:** To map key stakeholders, including government bodies, Civil Society Organizations (CSOs), child protection committees, child-led groups, traditional leaders, and other local structures or platforms.
- **Evaluate Participation:** To document current levels of child participation in decision-making platforms and identify existing advocacy opportunities.
- **Gap Analysis:** To identify gaps in child rights reporting, accountability, and policy influence at both the local and national levels.
- **Establish Baseline Data:** To establish clear baseline values for project indicators as defined in the project log frame, ensuring all indicators are **SMART** (Specific, Measurable, Achievable, Relevant, and Time-bound).

4. Scope of Work

The consultant shall be responsible for the following:

- **Literature Review:** Conduct a comprehensive review of relevant literature, national policies, and reports pertaining to child rights in Zambia.
- **Methodology Design:** Design and implement robust data collection tools, utilizing both qualitative and quantitative methodologies.
- **Fieldwork Execution:** Lead and manage fieldwork activities within the specified provinces and districts.
- **Stakeholder Consultation:** Facilitate inclusive consultations with children, community members, CSOs, traditional and local leaders, and relevant government stakeholders.
- **Analysis and Reporting:** Analyze collected data and produce a comprehensive baseline report, including actionable recommendations and clear implementation strategies.

5. Methodology

The consultant is expected to employ a mixed-methods approach, which includes:

- **Conducting** a detailed desk review of existing documentation related to children's rights.
- **Facilitating** Key Informant Interviews (KIIs) with identified stakeholders and other like-minded partners.
- **Organizing** and conducting Focus Group Discussions (FGDs) with children and community members.
- **Administering** surveys to capture quantitative data on child rights monitoring, reporting, and influence.
- **Utilizing** participatory approaches to ensure meaningful engagement and participation from children.

6. Key Deliverables

- ✓ **Prepare an Inception Report** (including methodology, tools, and work plan).
- ✓ **Prepare a Draft Baseline Report** (with preliminary findings).
- ✓ **Hold Validation Workshop** with stakeholders'/local/diocesan partners to review findings (online meeting).
- ✓ **Preparation and presentation of the Final Baseline Report** (including executive summary, findings, implementation strategies, recommendations, and annexes with tools and data collected).

7. Duration and Timeline

Duration: This work will be done within **23 days - Between 13th February, and 9th March, 2026.**

Refer to the calendar of events/activities below:

| Dates | Activity | No. Of Days |
|----------------------|--|--------------------|
| 13th February | Contract signing & briefing meeting and sharing of related materials | 1 day |
| 16th - 17th February | Development of data collection Tools | 2 days |
| 18th February | Review, input/approval of the data collection tools | 1 day |
| 19th to 26 February | Field data collection in Kasama, Luwingu, Kabwe and Kapiri-Mponshi districts | 8 days |
| 27th to 2nd March | Desk review and preparation of the first draft report preparation of first draft | 4 days |
| 3rd March | Presentation of preliminary findings review of first draft by Caritas Zambia | 1 day |
| 4th to 5th March | Review, respond and incorporation of feedback and development of a baseline report | 2 days |
| 6th March | Submission of second draft report and feedback from Caritas Zambia | 1 day |
| 7th March | Validation of the baseline report findings – This will include the presentation of findings to Caritas Zambia and provincial/diocesan project team members – online meetings | 1 day |
| 8th – 9th March | Final report cleaning and submission of the final report to Caritas Zambia | 2 days |

8. Consultant Qualifications

- Advanced degree in Human Rights, Social Sciences, Development Studies, or related field.
- Proven experience in child rights, protection, and advocacy research.
- Strong analytical skills in participatory methodologies and child-sensitive approaches.
- Demonstrated ability to produce high-quality analytical reports.
- Familiarity with Zambia's child rights and protection frameworks.
- Able to speak the local languages from the two regions (Central and Northern provinces).

9. Reporting and Supervision

The consultant shall report to the **Programme Specialist – Child Protection and Peace Bbuilding at Caritas Zambia, Ms. Matanga Munkonze**. Regular updates shall also be provided to the project team and donor representatives as and when required.

10. Ethical Considerations

- ✓ Adherence to child safeguarding and protection policies of the Zambia Conference of Catholic Bishops (ZCCB).
- ✓ Informed consent from participants, especially children MUST be obtained.
- ✓ Confidentiality and data protection compliance must be strictly followed.
- ✓ Use of child-friendly tools and approaches.
- ✓ Complying with the data collection ethical standards prescribed under the Data Protection Act of 2021.

11. Application Process

Interested consultants should submit the following:

- ✓ Technical proposal (understanding or interpretation of the ToRs, with a clear methodology and work plan).
- ✓ Financial proposal – with clear budget breakdown.
- ✓ Submit the Resume (CV) and evidence of relevant experience papers produced in the recent past (preferably the past 5 years).
- ✓ Provide at least two references from similar assignments.

Interested applicants should send their proposal/ expression of interest, resume (CVs) and proposed budgets to: matangamunkonze@gmail.com, cc: edmondkanga@gmail.com, and tabenemhango1@gmail.com By no later than 5:00 PM on Friday, February 13, 2026.