I. About PEP NIGERIA

PUBLIC ENLIGHTENMENT PROJECTS (PEP NIGERIA), established in 2000 is a foremost civil society women led NGO working to support the practice that allows the participation of women and young people in decision-making and governance processes by promoting democratic ideals and increasing citizens engagement in democratic governance. The organization also promotes capacity building for institutional strengthening of democratic structures in national and sub national governments. In the Southeast zone, PEP has been leading the work on citizens engagement in the Open Government Partnership (OGP) by championing the uptake of Community Key Needs Identification model of participatory Budgeting. It advocates for change and connects citizens especially women, persons with disabilities and young people to knowledge, experience, and resources to contribute to their communities development. Over the years, PEP has contributed significantly to improving feedback between government and citizens for improved service delivery through the implementation of relevant interventions, policy influencing, and partnering with state and non-state actors in Nigeria. PEP is headquartered in Umuahia, Abia state with Zonal offices in Ebonyi (SE), Bayelsa (SS), Katsina (NW) and Adamawa (NE).

II. Background and Project Description

One of the most daunting challenges in Nigeria’s Local Government system is the unaccountable delivery of public goods and services in rural communities. Communities that are more accessible, visible, and networked often get goods and services that neglected communities should also get, but don’t. Projects in neglected communities, shielded from the oversight that comes with the visibility that more urban locations enjoy, offer more opportunities for corruption without being caught. Often, money that is earmarked for these communities is routed elsewhere, and community members themselves are none the wiser. Neglected communities have little to no access to their public office holders nor to information about public goods and services. This, coupled with a limited awareness of their rights, puts these rural communities at risk of becoming victims of corruption and left with unfinished infrastructural projects such as school buildings and healthcare. It is against this backdrop that PEP Nigeria is implementing a project titled “Ebonyi State Local Governments’ Fiscal Transparency, Accountability and Sustainability (LFTAS) program” with support from the USAID-State2State Project. The objectives are: I. To Strengthen local government fiscal governance, reforms & performance and enhance partnership, peer learning and coordination among project LGAs. II. Enhance government’s responsiveness to the needs of citizens (women, youth, and persons with disabilities in selected seven (7) project Local Government Areas (LGAs) of Ebonyi state. This program is in tandem with the current Ebonyi state Government’s focus of improving fiscal transparency and accountability in both the state and local governments. This is in tandem with the purpose of the DAI “State Accountability, Transparency and Effectiveness” (“State2State”) Activity which is to increase the accountability, transparency and effectiveness of selected state and local governments (LGAs) in Nigeria. It also aligns with two (2) of the stated objectives of the DAI activity, namely Objective 1: Increased Efficiency of Sub National Government Operations: strengthening governance systems (with a focus on public financial I management.
[PFM] and procurement, as well as monitoring and evaluation) related to the delivery of services in the key sectors of basic education, primary health care, and water, sanitation and hygiene (WASH); and Objective 2: Improved Sub National Government Responsiveness to Citizen / CSO Engagement: increasing government ability to respond to citizen needs and priorities.

III. Assignment Description
The essence of this assignment is to establish and document the baseline of the existing gaps, governance weaknesses, and reform issues in the LGAs. The baseline study will also determine the knowledge, attitudes, behaviours, practices and challenges of LGA staff and citizens in relation to the budget, procurement, IGR and citizens participation. The baseline research will enable the project to generate relevant baseline data with critical stakeholders from the state and nonstate actors, local governments, civil society, media, community members. It will interrogate capacities and knowledge of frontline actors and organizations across project target Local Governments in fiscal transparency, open government, budget tracking and participatory budgeting in Ebonyi state in relation to the key sectors of Basic Education, Primary healthcare and WASH. The findings from the assessment will inform PEP’s decision in designing and delivering tailored technical support and results-driven interventions to project Local Governments and citizens groups working to improve participatory budgeting and open government partnership in Ebonyi state Nigeria.

Baseline Methodology
The aim of the baseline is to collect key data to inform implementation of the program. A mix-method approach and methodology will be used to gather key data in order to inform program implementation. The methodologies will include; desk study review, key informant interviews, focus groups, and surveys. This is because PEP’s approach to baseline, assessments and evaluations is grounded in the guiding principles of our work: participatory; culturally sensitive; affirming and positive while honest and productively critical and valuing knowledge and approaches from within the context. PEP will apply this approach to the LFTAS Program Baseline Research which will be carried out in consultation and in participation with key relevant stakeholders, appropriate education, primary healthcare and WASH institutions and key civil society individuals.

IV. Specific Tasks and Estimated Levels of Efforts
Specific tasks include, but are not limited to the following, and are subject to amendment should initial engagement warrant:
- Identify and define baseline priority areas, methodology and recommendations;
- Development of concept note including data gathering tools on existing capacities and knowledge of frontline actors and organizations on Public Finance Management;
- Design and implement data collection coordination with the mapping team
- Engage stakeholders in the assessment process;
- Data analysis coordination with the mapping team and reports;
- Develop and present a draft baseline report to PEP staff and other stakeholders;

V. Deliverables
1. Approved Inception Report & Workplan Framework 2. Approved Data Collection Tools & Ethical Documents 3. Training slides for field officers on the scope of work, methodology, research ethics and administration of data collection tools 4. Report of facilitated sessions with field team 5. Draft Baseline Report 6. Final Baseline Reports (15-20 page) covering key findings, major conclusions and recommendations (including credible indicators and the setting of a baseline to measure progress) in order to help inform the development of the program. and consist of: Table of contents; Executive summary of key baseline data, findings and recommendations (no more than 2 pages); Research findings, analysis, and conclusions with associated data presented, where appropriate in clear graphs or charts; and linking directly to the baseline objectives and indicators; Recommendations for future program implementation;
Appendices, which include collected data, detailed description of the methodology with research instruments, list of interviewees, bibliography, and consultant (s) brief biography; One electronic copy, in English.

VI. Qualifications and Experience
- University level advanced degree in Public Finance Management, Health financing, Education, statistics; or a related social science field preferred.
- Minimum 5 years applied experience in research and Design Monitoring & Evaluation experience in PFM, procurement, fiscal transparency, budgeting and citizens engagement programs in a developing country – preferably Nigeria.
- Proven quantitative and qualitative research skills (candidates should provide a copy of baseline/evaluation reports produced);
- Strong background in participatory design, monitoring and evaluation methodologies;
- Knowledge of the use of PFM curriculum, behavior change communications and media;
- Experience in working with CSOs leading interventions to reduce incidences of corruption in Nigeria and increase participatory budgeting, and open Government will be an added advantage.
- Excellent written and spoken English and aability to deliver on the assignment
- Experience in conducting baseline assessments funded by USAID will be an added advantage.

VII. Supervision
The Baseline Research Lead Consultant will report to the PEP Executive Director or her designee. All deliverables must be approved by the Executive Director and Project Management Team prior to payment of the consultant’s invoice. The Consultant will also liaise with the Project Manager where appropriate.

VIII. Locations, Timing, and Level of Efforts
The estimated level of effort is up to 12 days to include work days and in-country travel. The level of effort is estimated as follows:
- Inception meeting with PEP Executive Director and Project Management Team 1 day
- Development of concept note, data gathering tools and work plan 1 day
- Co-facilitation of a 1-day training for all the Field Officers 1 day
- Preparation of report of facilitated training for Field Officers 1 day
- Field Research 3 days.
- Analysis of data gathered across target Local Government Areas 2 days.
- Preparation of Draft Baseline Assessment Report 1 day
- Preparation of Final Baseline Report 2 days. The consultant is free to adjust the level of effort as desired so long as the maximum of 12 days is not exceeded.

ix. Final receipt of all deliverables
- Workplan and inception report due by February 123rd 2022.
- First draft of assessment due by February 23, 2022.
- Final receipt of all deliverables due by March 10, 2022.

x. Logistical Support
PEP Nigeria will provide preparatory and logistical assistance to the consultant(s), which include:
- Background materials (Program Proposal/TOR, Log Frame, etc.);
- Preparation meeting with Executive Director and key program personnel;
- Joining Mapping Workshop and work together with mapping team
- Identify interviewees and set up interviews; Arrange transportation, lodging, etc.

The proposed timing of this assignment is on or about o/a February 14 through March 17, 2022, across various seven local Government areas (Abakiliki, Afikpo South, Ebonyi, Ezzi South, Ikwo, Ohaukwu and Ohaozara) of Ebonyi state Nigeria. Candidates interested in the above post should send their applications and (electronically only) to pepnigeria2016@gmail.com indicating the position as Subject Matter, no later than February 12, 2022 (Midnight West Africa Time).
Only shortlisted applicants will be contacted. Applications should include a cover letter addressing the key skills identified and a current curriculum vitae. Incomplete applications will not be considered. PEP encourages applications from women, people with disabilities and young professionals.