



Terms of Reference: Project Baseline & Endline Survey Data Collection (Uganda)

We are seeking an outstanding consultancy firm to lead data collection for baseline and endline surveys of our project being implemented in Luuka, Uganda.

The firm we're looking for will be well-versed in survey data collection planning and implementation, with experience in rural Uganda.

Reports to:	Senior Monitoring, Evaluation & Learning Advisor, Hand in Hand International
Location:	Remote with in-person data collection in Luuka, Uganda (established presence or strong track record in Uganda required)
Contract:	Consultancy
Period:	Approx. 15 days per evaluation (approx. 60 days total)
Languages:	English, Luganda, and Lusoga
Rate:	To be agreed with selected candidate

Background

At Hand in Hand, we help women beat the odds and succeed as entrepreneurs. We are motivated by the opportunity to help women increase their incomes, gain decision-making power and break the cycle of poverty for their families and communities. Since 2003, we've helped more than 6 million women launch small businesses that can stand the test of time.



Project Description

Hand in Hand, in partnership with local organisation Imagine Her, is expanding into Uganda. Luuka District, Uganda faces high levels of rural poverty, youth underemployment, and limited income-generating opportunities for women, making it an environment where Hand in Hand's proven enterprise development model can create meaningful, measurable change.

Imagine Her brings over a decade of experience delivering women's economic empowerment programmes in Uganda, and together, we aim to equip women with entrepreneurial skills and resources to create and grow micro-enterprises and provide a sustainable pathway out of poverty.

Our 15-month step-by-step approach to enterprise development equips our members with the skills and abilities to generate income, increase their financial resilience, improve their quality-of-life, and exit the poverty cycle.

First, target members living on or below the poverty line are identified and mobilised into community-owned Self-Help Groups (SHGs) of approx. 25 members each, where they learn to save and lend together. Next, qualified Enterprise Development Coaches deliver group training sessions on topics such as enterprise development, design thinking, financial management, value chains, gender equity, climate resilience, and more. Members are supported to finance their enterprises through access to seed funding invested into their SHGs as well as being connected to pro-poor financial service providers for further business investments. Lastly, members are supported to access wider markets.

1,000 target members will be divided into two cohorts of approximately 500 members each. Cohort 1 will run July 2026 – September 2027 and Cohort 2 will run October 2027 – December 2028.

Surveys & Data Collection

Hand in Hand is seeking a **qualified firm to lead in-person data collection for baseline and endline surveys** of both project cohorts. These will be divided into three data collection phases (see below for details). Due to project implementation timelines, it is expected that the Cohort 1 endline survey and Cohort 2 baseline survey can occur back-to-back, though it is essential that each Cohort's



sample and resulting data are managed separately and not combined.

Phase	Assignment	Expected timeframe*
Phase 1	Cohort 1 Baseline Survey	July 2026
Phase 2	Cohort 2 Baseline Survey & Cohort 1 Endline Survey	October 2027
Phase 3	Cohort 2 Endline Survey	Feb 2029

*Exact dates for data collection will be agreed in consultation with the awardee. Dates may shift due to project needs; however, every effort will be made to inform the awardee well in advance and mutually agree any changes.

In conjunction with Hand in Hand and Imagine Her, the awardee will be responsible for:

- Adapting, translating (as necessary) and digitising Hand in Hand's standard survey template (using Kobo Collect or a similar survey platform);
- Recruiting and training qualified enumerators;
- Conducting sampling according to Hand in Hand's standard procedures (a panel approach is expected);
- Planning and executing in-person data collection logistics;
- Supervising data collection;
- Conducting data quality checks; and
- Submitting one field report and completed, quality-assured dataset to Hand in Hand per evaluation.

The awardee will be required to provide all necessary materials to carry out the assignment, including but not limited to:

- Devices & internet/data for data collection;
- Transportation for enumerators;
- Training venue for enumerators; and
- Meals & accommodation for enumerators.

Imagine Her will assist with identifying appropriate community-based venues for data collection (usually the SHG's meeting point) and mobilising members however *it is ultimately the awardee's responsibility to arrange survey logistics and ensure the required sample is reached*. Please note that it is Hand in Hand's policy that incentives are not provided to survey participants.

Hand in Hand will provide all necessary supporting documents including project narrative, logic model & MEL plan, standard survey template, sampling protocols, sampling frame (list of enrolled members & SHGs), and a letter of introduction for the awardee, if required.



It is expected that the survey sample will include 200-250 members, and each survey will take approximately 30-45 minutes to complete. Surveys contain a mix of close- and open-ended questions, related to:

- Members' enterprise ownership
- Enterprise income
- Savings habits
- Credit access
- Market access
- Financial resilience
- Women's decision-making
- Quality-of-life changes (endline only)
- Satisfaction with the project (endline only)

Note that **this assignment is for data collection and associated planning only, and does not include evaluation design, data analysis, or reporting on findings.** The awardee will be expected to use and closely follow Hand in Hand's existing evaluation tools including survey template and sampling procedures. The awardee will be expected to work closely with Imagine Her to plan and execute data collection logistics. Overall, the awardee will be responsible for ensuring data collection is carried out successfully, ethically, and in-line with Hand in Hand's requirements.

Objectives & scope of work

The primary objective of the consultancy is to plan and successfully conduct in-person data collection for four project surveys (baseline and endline across two cohorts).

The awardee will be expected to:

- Review project documents to understand the project design, objectives, and Hand in Hand's approach to evaluations.
- Draft an inception report & workplan outlining clear plans for enumerator selection, training, and supervision; fieldwork logistics; and ensuring data quality (max. 5 pages in .docx format; due at least 6 weeks prior to data collection).
- Review Hand in Hand's survey template (to be provided in .xlsx and .pdf format), translate the tool from English as necessary, and program into an appropriate digital survey platform (Kobo Collect or similar). Conduct rigorous testing and piloting to ensure survey is correctly programmed. If any changes or adaptations are made, communicate these in advance for Hand in Hand's approval.



- Using the sampling frame and protocols provided by Hand in Hand, carry out sampling for the survey including contacting sampled members to arrange the survey, and identifying appropriate replacements, as necessary. At least one (1) week prior to data collection, share the list of sampled SHGs/members (and potential replacements) with Imagine Her and Hand in Hand.
- Identify, recruit, and train qualified enumerators and field supervisors, as necessary, to carry out in-person data collection in Luuka, Uganda.
- In collaboration with Imagine Her, plan and execute data collection logistics including travel, mobilisation of respondents, and in-person survey administration.
- Supervise survey administration and **ensure quality control**, including by conducting daily spot-, back- and high-frequency checks. This should include consistent identification and treatment of non-responses, out-of-range responses, coding errors, and outliers.
- Ensure adherence to all safeguarding standards & ethical guidelines of conducting research, including obtaining informed consent, confidentiality, and protecting personal data (encryption, secure storage, and deletion of local copies upon assignment completion).
- Within two (2) business days of completing data collection, submit a fieldwork report (max. 5 pages in .docx format) describing the data collection activities; number of respondents reached; number of non-responses and replacements; quality assurance mechanisms and number of checks conducted; and any challenges, limitations or learnings to help inform subsequent phases.
- Within five (5) business days of completing data collection, submit the completed, **quality assured** dataset with clearly labelled columns to Hand in Hand in .xlsx format.
- Participate in regular check-in meetings with Hand in Hand and Imagine Her during the assignment to provide updates and discuss any emerging challenges, issues, or needs.

The awardee is expected to remain available for all data collection phases as describe in this TOR. However, unsatisfactory performance may result in early termination of contract.



Deliverables

The deliverables for this consultancy are:

Deliverable	Number	Due	Format
Inception report & data collection workplan (max. 5 pages)	Per phase = 3 in total	At least 6 weeks prior to commencing data collection	.docx
List of sampled members / SHGs and replacements	Per phase and cohort = 4 in total	At least 1 week prior to commencing data collection	.xlsx or .csv
Fieldwork Report (max. 5 pages)	Per phase = 3 in total	Within 2 business days of completing data collection	.docx
Completed, quality assured dataset	Per phase and cohort = 4 in total	Within 5 business days of completing data collection	.xlsx

Skills, knowledge, and experience

The firm and lead consultant(s) must demonstrate the following:

- **Established presence or strong track record in Uganda is required.** Firms/consultant(s) without a demonstrable presence or track record in Uganda will not be eligible for this assignment.
- Substantial experience conducting similar field data collection assignments in rural areas of Uganda, and ideally Luuka District.
- Demonstrable track record of enumerator recruitment, selection, training and supervision, with preference given to firms that already have a roster of qualified local enumerators in/near Luuka, Uganda
- Understanding of and experience applying survey sampling procedures, including dealing with non-responsiveness, replacements, etc.
- Understanding of and experience applying data quality assurance mechanisms including spot-, back- and high-frequency checks.
- Experience with digital data capture using platforms such as Kobo Collect or similar.
- Strong attention to detail with excellent communication and interpersonal skills.
- Excellent problem-solving abilities including being able to seamlessly adapt to changing circumstances while maintaining high quality standards.



- Familiarity and experience with gender- and culturally sensitive data collection approaches, including utilising predominantly female enumeration teams, where appropriate.
- Adherence to quality and ethical standards for data collection at all times, including documentation of informed consent.
- Understanding of and experience with micro- and small enterprises, women's economic empowerment, and agricultural value chains.
- Experience working with NGOs/charities highly preferred.
- Lead consultant educated to degree level (advanced degree preferred) in a relevant discipline with minimum 5 years' experience in field research and data collection for community development or livelihoods projects.

How to apply and enquiries

Please submit a proposal (max. 7 pages not including CVs, .pdf format) to gcloutier@hihinternational.org with the subject line **Uganda Data Collection** by **19 April 2026**, incorporating the following:

1. A proposed **workplan and timeframe** for the assignment according to the phases noted above, including the **number of consultants, field supervisors and enumerators** and **number of days**. Please also note the number of anticipated completed surveys per enumerator per day.
2. An explanation of how **data quality** will be ensured throughout the assignment as well as any **anticipated challenges or dependencies** and **mitigation/contingency plans** for the assignment.
3. A summary of **relevant previous assignments**, demonstrating the required skills, experience and knowledge outlined above.
4. CVs of the lead consultant(s) and any other key team members, showing relevant previous assignments and clients (Annex CVs; max 2 pages per CV).
5. A detailed **fee quote** including consultant(s) daily rate(s) and any required materials and logistical/operational costs (including any applicable taxes).

Note that proposals exceeding the maximum page limits or missing the required information noted above will be disqualified.

Successful applicants may be subject to references.

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handinhandinternational.org

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Award criteria

Proposals will be evaluated based on the best value for money, considering the consultant(s)/firm's demonstrated skills and experience, quality of the proposal responding to the above terms of reference, and fee quote.

Management

The awardee will be managed by Hand in Hand International. Terms of payment will be negotiated upon signing the contract, in line with the fee quote. Remuneration is based on submission of agreed deliverables.

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