

# Baseline Analysis and Writing Consultant

**Assignment title:** Baseline Analysis and Writing Consultant

**Assignment location:** Berlin or Remote

**Assignment duration:** January – March 2025

**Deadline for application:** 15 December 2024

**Application submission to:** [MEL@berghof-foundation.org](mailto:MEL@berghof-foundation.org)

## Project description

Working with methods of holistic conflict transformation, **the infrastructure for peace (i4p)** programme aims to strengthen infrastructures for peace in focus countries while also implementing flexible mediation interventions in other contexts. The project will strengthen the evidence base for how the following approaches contribute to social cohesion, resilience and trust as pillars of peace:

- Strengthening spaces for inclusive dialogue;
- Strengthening local peacebuilding capacities and resources;
- Supporting locally grounded, evidence-based policy making as infrastructures for peace in conflict countries.

The project includes regular learning loops between projects, the BF team, and partners, with policy influencing being an integral part of all activities to scale the impact of interventions.

The purpose of this consultancy is to **support the baseline study** for the i4p programme, which aims to gather information on our learning questions and key indicators of success before the programme begins. This baseline data will help guide the programme's design and inform the first round of programme adaptation and learning. This baseline will also serve as the foundation for evaluating progress at mid-term and end-line assessments, ensuring alignment in data collection and analysis throughout the programme's lifecycle.

## Scope of assignment

The consultancy will focus on qualitative data analysis, with a strong emphasis on coding and summarising interview notes, focus group discussion summaries, and other qualitative data sources.

The consultancy will include the following tasks.

### 1) Initial mapping of data for sensemaking

The consultant will collate and provide an initial mapping of the data collected from interviews, focus group discussions, and other sources, and summarize the findings in a clear and concise manner for reflection purposes. The consultant will identify key patterns and insights related to BF's learning questions and key indicators of success. The consultant will make these dashboards available for sensemaking and validation workshops with the country teams to refine and validate the findings.

### 2) Supporting report writing

The consultant will draft key findings and work on finalizing the report, refining it through multiple review rounds to ensure accuracy and clear communication of insights. Additionally, the consultant will support the visualization of findings, making the data more accessible and actionable for the team.

## Expected outputs and deliverables

The consultant is expected to deliver:

- **Preliminary Analysis:** A summary of the initial data analysis, highlighting key patterns and insights. The findings will be presented to the team within six weeks of the start date.
- **Draft and Final Reports:** Approximately 15 pages, including a 2-page executive summary and key recommendations, finalized after multiple review rounds. The report will include graphs, charts, and other visuals to clearly communicate findings.
- **Analysed Data and Notes:** An organized repository of all analysed data, including anonymized interview and focus group notes.

## Required Qualifications

### Essential:

- Degree in social sciences, peace and conflict studies, or a related field.
- Proven experience in qualitative and quantitative data analysis, ideally in baseline studies or evaluations.
- Experience in data visualisation and mapping, ideally proficiency in data visualization tools (e.g. Power BI, Tableau or similar).

- Excellent written and verbal communication and reporting skills in English.

**Desirable:**

- Familiarity with peacebuilding in fragile contexts is an advantage, but not essential.
- Additional language skills relevant to the target countries (Arabic, Somali).

**Timeframe and budget for required service:**

The consultancy will span 10-12 weeks, starting in January 2025 or earlier, if possible, for a total of 18 days of work. Key milestones include:

- Inception Report: Within two weeks of contract signing.
- Preliminary Analysis for Sensemaking Workshops: Week of 24 February 2025.
- Draft Final Report: By 14 March 2025.
- Final Report Submission: By 28 March 2025.

**Assessment and Application Procedure**

Only proposals meeting the essential criteria and within the budget limit will be considered.

Proposals will be assessed on the basis of:

- Qualifications and suitability of the personnel put forward (50%),
- Realistic budgeting and the cost of the proposal (50%).

Offers will be evaluated according to Combined Scoring Method – where the technical criteria will be weighted a maximum of 70% and where the lowest financial proposal will be weighted a maximum of 30%.

To apply for the consultancy, candidates/organizations should submit electronically a joint project proposal in English to [MEL@berghof-foundation.org](mailto:MEL@berghof-foundation.org) **before midnight CEST on** submission deadline. The proposal should include:

- The profile of the organization, or individuals replying to this call including their CVs indicating past experience from similar projects, a description of how the interested consultants meet the personnel specifications and contact details of the candidate and two professional references.
- A financial proposal indicating the all-inclusive fixed total contract price, supported by a breakdown of costs including the number of days and daily rates of all involved consultants and all anticipated costs and expenses.

Please feel free to contact [MEL@berghof-foundation.org](mailto:MEL@berghof-foundation.org) with any questions.