# Terms of Reference
## The Gambia Food Security and Livelihoods Assessment
## Nov – Dec 2010

## Background

The Gambia is the smallest country in continental Africa stretching along the banks of the Gambia River for approximately 400 km, varying in width from 24 to 48 km. It has an area of 11,295 sq km and an estimated population of 1.7 million inhabitants with an annual growth rate of 2.7 per cent. It is classified as a Least Developed, Low Income Food Deficit Country and is currently ranked as 168 out of 182 countries according to the United Nations Development Program's Human Development Index (2009). Poverty remains widespread with approximately 66 percent of the population living below the poverty line and 22 percent considered as food poor (FAO, 2009).

Agriculture is the primary livelihood source for approximately 70 percent of the population and is the second largest sector in the economy accounting for 29 percent of GDP of The Gambia. Nonetheless, The Gambia remains a food deficit country where domestic production of major grains covers up to only 40-50%percent of consumption requirements during a normal year with the remaining gap filled by commercial imports and food aid. A relatively undiversified economy relying heavily on food imports, especially for rice, the main staple food, and earning foreign exchange through groundnut exports, tourism and remittances, leaves the economy highly vulnerable to external shocks.

This became painfully evident during the food price crisis in 2008: The Gambia was severely affected by the consequences of the high oil and food prices, which led to the shortage and high costs of rice in particular. A FAO-WFP-World Bank inter agency assessment mission concluded at that time that existing poverty levels combined with food price increases made the extremely poor population in rural and urban areas highly vulnerable to food insecurity and recommended to identify those most vulnerable within the urban and rural poor. More recently, the country experienced heavy rains and floods for the past three months, which further deteriorated household food security.

While the current food prices are below the 2008 levels and the outlook for the overall economy as well as agricultural production for the upcoming harvest season is generally positive in The Gambia, little is understood with regard to the extent to which vulnerable households have absorbed these recent shocks and what are the risks and opportunities for household food security.

## Objectives

The main objective of the Food Security and Livelihoods Assessment (hereafter FSA) is to update the knowledge base on the food security and livelihoods situation at the household level in The Gambia taking into account the recent natural and economic shocks experienced by the population.

Specific objectives include:

- To estimate the proportion of the food insecure in the 8 regions (LGAs or Local Government Areas)[1] of the country.

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[1] The Gambia is divided into 8 regions or Local Government Areas (LGAs) including two municipalities: Banjul City Council (BCC) and the Kanifing Municipal Council (KMC), and six provincial administrative regions: Western Region (WR), North

- To describe the profile of households and individuals affected by food insecurity.
- To illuminate the immediate and underlying causes of food insecurity.
- To forecast the evolution of the food security situation in the next 12 months and describe the groups most likely to be food insecure.
- To identify targeting criteria for the food insecure in rural and urban settings.
- To recommend selection of surveillance sites (at district level) and indicators that should be monitored at community and household levels to follow up the evolution of the food security and vulnerability of the rural and urban poor.

A special emphasis will be placed on collecting primary data to fill the information gaps on household food security inter, alia: food consumption (food frequency and dietary diversity); household expenditure; access to food, health, water, sanitation and education services; household exposure and response to risk including coping strategies; assets and livelihoods (e.g. income/ livelihood sources, ownership of physical assets such as land and livestock); seasonality of food insecurity and employment including migration patterns.

Given the time and resource constraints, this FSA will not collect primary data on markets (e.g. food supplies, prices, trade, etc.) and rely on available secondary data. The same applies to nutrition (e.g. U5 malnutrition, anthropometric measurement, disease prevalence, etc.) although depending on the consultations with partners, a minimum nutritional component may be included in the survey tools.

## Methodology

1. Literature review
   A thorough and critical literature review of existing information on the food security and nutrition situation of populations will be conducted. This information includes previous VAM surveys, nutrition surveillance reports by the National Nutrition Agency, crop assessments, agricultural sample surveys, market price monitoring reports, early warning reports, World Bank Poverty Assessment (2009), the Integrated Household Survey (2003/2004), MICS (2005/2006), etc.

2. Data collection
   Data will be collected via i) household interviews; ii) focus group discussions with village heads (alkalo), Village Development Committees, and other opinion leaders; and iii) key informant interviews with women and youth groups, public health post extension workers, grass-root level NGOs, governor's/ mayor's offices etc. Tools (a household questionnaire, a community questionnaire for focus group discussion, and a Key Informant questionnaire) will be developed for each type of these informants and the results of the different sources will complement each other and enable triangulation in order to control as much as possible potential bias.

3. Sampling (two-stage clustering)
   There are a total of 39 districts across the 8 LGAs and ideally the sample should be representative at the district level. However, after consultations and reviews, it was decided to follow the stratification procedure was adopted during the IHS given the limited time and resources: 39 districts have been regrouped into a total of 16 groups of clustered districts or strata taking the urban/rural nature and geographic location as the two main criteria.

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Bank Region (NBR), Lower River Region (LRR), Central River Region North (CRR North), Central River Region South (CRR South) and Upper River Region (URR).

Subsequently, a two stage sample design will be adopted. The first stage will be the selection of Enumeration Areas (EAs) from each of the 16 strata based on probability proportional to (population) size and the second stage will be the random selection of households within each EA. EAs will be selected from the sample frame provided by GBOS developed for the Population and Housing Census 2003. Households will be selected following simple random sampling or systematic sampling if constructing a sampling frame of all households within each EA is feasible, otherwise the conventional rapid selection of households in the field ("spin the pencil method") will be applied by the data collection team.

The sample size is 2,592 households for 16 strata with 95% level of confidence and a design effect of 1.6% (precision 10%).

4. Data entry and analysis
WFP HQ has agreed to provide PDAs for this FSA which will greatly enhance the quality of data and save time in terms of data entry and cleaning. A technical consultant from HQ will assist the Country Office in developing the database and setting up the data management system prior to the start of the field work. S/he will also conduct a training session on how to use the PDAs during the enumerators' training and also trouble shoot any data cleaning issues that may arise during and after the period of data collection.

Upon completion of data collection, entry and cleaning, it will take additional 20 days to complete data analysis and write up the report. The final report will synthesize the results of the qualitative and quantitative analyses as well as the literature review.

## Output with timeline

A final analytical report which covers all of the specific objectives indicated and includes a food insecurity map of the country based on food access indicators should be available by end January latest.

| Dates | Activities | Outputs |
|---|---|---|
| Nov 1 – 19 | - Draft ToRs<br>- Consultation with all stakeholders (partners, ODD, HQ)<br>- Assessment planning including analysis plan, logistics, partnership arrangements etc.<br>- Secondary data review<br>- Develop survey tools | - Finalized ToRs<br>- Finalized workplan<br>- Analysis Plan |
| Nov 20 – Dec 3 | - Secondary data review (cont.)<br>- Develop survey tools (cont.)<br>- Field testing of survey tools<br>- Develop database for data entry<br>- Procure PDAs<br>- Contracting of enumerators | - Finalized survey tools<br>- Database |
| Dec 4 – 19 | - Training of enumerators<br>- Field work (primary data collection)<br>- Data entry and cleaning | - Completed questionnaires |
| Dec 20 – Jan 9 | - Primary data analysis<br>- Mapping<br>- Report writing | - Draft report<br>- Maps |
| Jan 10 – 17 | - Circulate draft report for comments | - Revised (final) report |
| Jan 18 | - Partner/donor consultation | - Press release |

## Roles and responsibilities

The FSA will follow a participatory and consultative approach involving Government, UN, donors, NGOs and community representatives in order to encourage productive partnerships (i.e. for data collection, analysis, reporting), build synergies and avoid duplication in assessment and analysis activities. The development of survey tools (open-ended or closed-end questionnaires), identification of participants (key informants, focus groups, and households) and determining sampling frame will be carried out in consultation with local experts. Partners involved in the process are expected to contribute in various ways (e.g. provision of resources including staff time, vehicles, etc. and technical inputs) and will also have the opportunity to benefit from trainings on existing food security and nutrition assessment guidelines and newly developed data collection methods using PDAs.

Key partners in this survey include (tbc):

- Gambia Bureau of Statistics (GBOS), who will be consulted primarily on methodological issues pertaining to sampling and provide the necessary sampling frame and ad hoc technical support in primary data analysis (in particular price monitoring) as necessary;
- Department of Agriculture, MoA, who will be consulted on the latest information on agricultural production and markets;
- National Nutrition Agency (NaNA), who will be consulted on linking food security with nutrition issues, provide technical support in developing the nutritional component of the survey tools, and participate in the primary data collection (in particular key informant interviews at health centres and hospitals);
- National Disaster Management Agency (NDMA) and their regional structures, who will be invited to participate in the primary data collection process and facilitate the key informant interviews and focus group discussions;
- Civil society and development organizations who are engaged in food security and agriculture sectors including Action Aid The Gambia, Concern Universal, Gambia Red Cross Society, Peace Corps etc. who will be invited to participate in the primary data collection process and facilitate the key informant interviews and focus group discussions; and
- UN partners such as FAO, UNFPA, UNICEF and WHO, who will be consulted in the areas of their respective technical mandates such as agriculture, nutrition, water, health and sanitation.

WFP, as the primary sponsor of this FSA, will take the lead in facilitating the collaborative efforts among several interested stakeholders and be responsible for the overall planning and implementation. The roles and responsibilities of each WFP team member at different levels can be summarized as follows:

Person 1, (Team Leader), VAM Officer, WFP CO: Responsible for overall planning, implementation and supervision. Specific tasks include:

- ✓ develop workplan;
- ✓ conduct literature review and secondary data analysis of existing documents;
- ✓ communicate and coordinate with all stakeholders including partners and RB/HQ;
- ✓ ensure preparation of survey tools;
- ✓ lead training of enumerators on household data collection, entry and use of questionnaire forms and other tools;
- ✓ follow up with RB on data entry; and
- ✓ lead preparation of final report based on analysis of primary and secondary.

Person 2, Food Security Assistant, WFP CO: Responsible for training of enumerators, field work supervision, and administrative tasks. Specific tasks include:

- ✓ liaise with Peace Corps volunteers for participation in the primary data collection process (draft call of interest, obtain contact details, organize transport for participation in enumerator training, etc.);
- ✓ assist in training of enumerators, preparation and field testing of survey tools, supervision of field work; and
- ✓ assist in analysis and report writing (proofreading, editing).

Person 3 and 4, Food Security Analysts, WFP HQ: Advisors to assessment regarding methodology and data analysis. Specific tasks include:

- ✓ provide technical support in defining overall methodology of quantitative/qualitative data collection in coordination with CO VAM Officer and ODD;
- ✓ responsible for all issues related to sampling, including development of a sampling plan; and
- ✓ provide ad hoc technical support in household data analysis and interpretation (generating SPSS output tables, and graphs).

Person 5, Nutrition Expert, WFP HQ: Advisor to assessment regarding methodology and data analysis related to nutrition issues.

Person 6, Food Security Monitoring System (FSMS) Advisor, WFP HQ (tbc): Advisor to assessment regarding methodology and data analysis with a view to ensuring the linkage to a sustainable food security monitoring system.

tbc, Data analyst/Consultant, WFP HQ: Responsible for developing database for data entry and data cleaning. Specific tasks include:

- ✓ adapt survey tools to PDA friendly formats;
- ✓ develop database for data entry;
- ✓ conduct training of trainers (ToT) for PDA use; and
- ✓ manage and hand over completed database.

Person 7, WFP ODD (tbc): Provide support with mapping. Specific tasks include:

- ✓ develop ArcGIS shape file for The Gambia; and
- ✓ provide ad hoc technical support to CO VAM officer in producing maps (poverty, malnutrition, food insecurity maps etc.) disaggregated at (clustered) district level.

Person 8 and 9, Regional VAM Advisors, WFP ODD (tbc): Advisor to all aspects of the assessment (methodology, planning, communication and coordination etc.) and provide ad hoc technical support as necessary.