

Project Background

The cluster approach ensures clear leadership, predictability and accountability in international responses to humanitarian emergencies by clarifying the division of labour among organizations and better defining their roles and responsibilities within the different sectors of the response. It aims to make the international humanitarian community better organized and more accountable and professional so that it can be a better partner for the affected people, host governments, local authorities, local civil society and resourcing partners.

The Education Cluster in South Sudan is co-led by UNICEF and Save the Children and Co-Coordinating Partner (CCP) UNKEA, with strong linkages with the Ministry of General Education and Instruction (MoGEI). At the sub-national level, Education Clusters are active in all States, especially those affected by conflict and displacement, and staffed by double hatted UNICEF and NGO Education Specialists.

1. Purpose of the Consultancy

The main purpose of this consultancy is to support the Education Cluster to collect, clean, process, analyse, generate the report and disseminate the information across the country together with a limited number of cluster members that will be used to inform the Humanitarian Needs Programming.

The consultancy will have the following main objectives:

1. To develop the methodology (including tools and Identifying the most context-appropriate approach in guidance of Ethics Research Standards) for the national assessment of the situation of education in South Sudan;
2. To lead and conduct the assessment of the education situation, and prioritize counties for response (focus on school/classrooms functionality, enrolment, attendance, school facilities, Wash in Schools, access to learning material and other indicators required for the cluster to inform Humanitarian Needs Overview (HNO));
3. Develop a comprehensive report on the findings of the Education Needs Assessment to inform HNO Chapter.
4. Involve cluster members (i.e., Assessment Working Group) in the process and help build their capacity by including them in the processes, especially during the needs analysis phase.

2. Approach to the consultancy assignment

- In consultation and close collaboration with the Education Cluster Team, Assessment Working Group and Education Cluster partners, provide technical advice on the most context-appropriate methodology, including sample and information sources, for the national assessment considering resource and access constraints.
- Review and update the existing cluster tools developed for geographic and thematic prioritization, i.e., assessment methodology, questionnaires (incl. potential new indicators), data input matrix and dataset table.
- Train education cluster state focal points and data enumerators on prioritization of schools, data collection tools and methodology and reporting.
- Lead the national assessment and supervise data entry, review and validation, followed by analysis and interpretation; conduct a result validation workshop to analyze findings, learnings and recommendations
- In-country presence and a qualified team of experts is preferable

The consultant will be responsible for supporting the Education Cluster Information Management with focus on:

- Providing technical advice to the Education Cluster Team on the most appropriate assessment methodology, taking into account the broader education sector and donor environment as well as security and accessibility;
- Mapping out which information is needed and can realistically be collected/analysed on the situation of education in South Sudan and geographic prioritization (county level); this will be done through consultations with the Cluster team, Cluster members and Ministry of Education staff;
- The consultant will liaise closely with the State/County Focal Points/Partners, who will collect data from the State and County Education officials;
- Writing the assessment report and to prepare a presentation summarizing the methodology and main findings, learnings and policy recommendations of the assessment.
- Provide inputs for the Humanitarian Needs Overview (HNO) based on the resulting analysis and information from the assessment.

3. Research questions

The consultant will identify the research questions for the assessment which will also include:

- What are the key challenges regarding access to and quality of education in schools and how these are contextually mitigated?
 - What are seasonal considerations, how education actors have been and can position themselves for the lean season, flooding, etc.
- What infrastructure is available to support learning and how can it be leveraged in education programming?
 - What are the average pupil-teacher ratios in classrooms?
 - What are the barriers regarding teacher's motivation, and how can these be overcome?
- What are the key challenges of vulnerable and disadvantaged groups, such as adolescent girls and boys, disabled children and youth?
 - What are average attendance rates per group?
 - What are some good practices that are applied locally which help address these challenges?
- Considering gender roles, how do protection issues and community mobility differently affect access of girls and boys to education?

4. Research design

The consultant will need to propose a tentative research design, which should include a desk review stage that would inform about the gaps that the assessment would seek to address. The detailed research design will need to be thoroughly defined at the onset of the consultancy. The consultant will share the proposed design, tools and methodology in the inception report, and present the design for approval from the cluster.

5. Deliverables and proposed tentative timeline.

The consultant is expected to lead, accomplish and submit the following deliverables within the agreed timeframe and budget:

Timelines of Deliverables		2023	
No	Deliverables	June.	July.
1.	Technical guidance/inputs were provided to Cluster Team on the most context-appropriate methodology for the assessment. Output: Inception report (which includes an assessment proposal, a risk assessment that includes child safeguarding, PSEA, and safety risks and mitigation methods, and approval from ethical review, quality assurance plan, and methodology for the research that identifies data sources, assessment sites, i.e. counties and payams	Yes	
2.	Context- and needs-relevant assessment tools (questionnaires, data input matrix, dataset, training of enumerators/Validators) are updated and approved.	Yes	Yes
3.	Data is collected, cleaned and analyzed (dataset available). Raw data will be shared after the report is finalized.		Yes
4.	Train and transfer of know-how of the needs assessment process	Yes	Yes
5.	One validation workshop is conducted at the national level to analyze findings and review recommendations		Yes
6.	1. A comprehensive assessment report is prepared; 2. A PowerPoint summarizing key findings and policy recommendations is available for presentation to education sector stakeholders, i.e., donors, Ministry of Education, and partners. 3.		Yes

	One pager National Education Assessment infographic. This should be a summary of the main report.		
7	Develop a Child Friendly version of the National Education Assessment		

6. Qualifications and experience

Required

Qualifications

- (For consultants) University degree, preferably at an advanced level, in a subject area relevant to information management; extensive work experience relevant to this post (M&E, research, assessments, EMIS) may be considered as a replacement for formal qualifications; formal training in cluster information management an advantage.
- (For consultancy firms) previous experience, permission, to work in South Sudan, familiarity with the context, and an ample support team.

Experience

- Expert(s) should have at least 3-4 years progressively responsible humanitarian work experience with UN and/or NGO, including information management in the first phase of a major emergency response relevant to the cluster;
- Experience conducting learning outcomes assessments that involve vulnerable or at-risk population (children, people with disabilities, people living in rural areas) in accordance with children/adult safeguarding policies.
- The team/firm to have a high level of technical knowledge and understanding of approaches to Child Protection, and Education in Development and Emergencies and the application of the INEE Minimum Standards.
- Extensive work experience outside the humanitarian sector which is relevant to this post may be considered as a replacement for humanitarian experience and coordination and effective communication experience with UN Agency will be desirable.
- Candidate with previous professional experience in South Sudan will be preferred for this assignment.
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Knowledge and Skills

- Sufficient understanding of key technical issues for the cluster to be able to: engage with cluster participants; understand their cluster-specific information management needs.
- Excellent knowledge of MS Excel or MS Access (e.g. pivot tables and functions); proven technical expertise for managing data entry and storage, for analysing diverse datasets, and presenting information in user-friendly tables, charts, maps, graphs and reports; proven skills in using GIS and map-making packages. High degree of analytical skills using diverse and complex quantitative data from a wide range of sources is desirable. The knowledge of a statistical package software such as SPSS and/or STATA/ R is highly recommended.
- Excellent writing skills.

Languages

- Fluency in English required.
- Ability to communicate effectively, both orally and in writing, to varied audiences.

Application Requirements;

- ✓ Provide a detailed assessment proposal outlining the most effective methodology to undertake the learning outcomes assessment. The methodology to also outline the best sampling approach and distribution to inform the process.
- ✓ A scope of work, outlining timelines for the assessment and coverage.
- ✓ A financial proposal for the proposed scope of work. Detailing a budget to cover the entire exercise.
- ✓ Samples (2-4) of previous related assignments specifically on assessing Learning Outcomes. It will also be critical to outline the qualifications of the proposed technical team/s that will engage in undertaking the assessment.

- ✓ For consultancy firms, please provide CV summaries of key team members that will be involved in the assessment, their qualifications, previous experience and the key roles they will play in the assignment.
- ✓ Ethics and Child Safeguarding approaches: applicants are required to set out their approach to ensuring complete compliance with international good practice with regards to research ethics, protocols, safeguarding of children and compliance to set guidelines.

Other requirements

1. Ability to work in a multi-cultural environment.
2. The incumbent is expected to perform the above functions under difficult working conditions in conflict affected areas, related to office accommodation, procedures, workload, mobility, and institutional and personal safety. There is limited access to health care and recreational facilities, and this is compounded by long working hours and potentially stressful conditions.

7. Guiding Principles and Values

Adherence to Save the Children Code of conduct, Child Safeguarding practices and confidentiality when interviewing or photographing children. Gender mainstreaming is key to Save the Children and the donor; therefore, the lead consultant will have to ensure that the research team is gender balanced, ensuring that females are available to interact with female beneficiaries and vice versa. The consultant will also take into account principles of impartiality, independence, objectivity, participation, collaboration, transparency, reliability, privacy, and utility throughout the process. The consultant will get approval from the relevant Ethical Review Committee/group.

8. Selection process

Save the Children will use Approved Quality Proforma humanitarian evaluation guidelines to select the successful consultant. The guidelines require consultant to submit a proposal explaining their comprehension of the ToR and how they would approach this assignment with a summary of their methodology especially in terms of how they plan to meet the objectives, including a time planning and budget. This should include a team composition with a lead consultant and at least one other experienced evaluator and a cv of each person to be involved in the assignment, including relevant experience, a detailed budget and time availability. The candidates are expected to complete the Expression of interest Template that is included in the ToR.

9. Submission of application

Interested candidates/institutions/firms should submit a technical and financial proposal as mentioned above to Southsudantenders@savetheChildren.org . **Candidates/institutions/firms who did not fill the evaluation criteria in Annex I and did not attach requested supportive documents will not be considered for evaluation.**

Submission: All completed bids should be submitted to the below email address:

Southsudantenders@savetheChildren.org and deadline is **Thursday 08th June 2023 by 5:00pm CAT**

In case of any clarifications, please address it to Juba.Procurement@savethechildren.org.

Annex 1-Evaluation criteria

SECTION 1 - ESSENTIAL CRITERIA

INSTRUCTIONS – Bidders are required to complete all sections of the below table.

Item	Question	Bidder Response	
1	MANDATORY CRITERIA: Supplier accepts Save the Children's 'Terms and Conditions of Purchase' included within Appendix 1 of the ITT, and that any work awarded from this tender process will be completed under the attached 'Terms and Conditions of Purchase'	Yes / No	Comments
2	MANDATORY CRITERIA: The Supplier and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG's policies and code of conducts listed below.	Yes / No	Comments
	1) Child Safeguarding Policy		
	2) Anti-Bribery & Corruption Policy		
	3) Human Trafficking & Modern Slavery Policy		
	4) Protection from Sexual Exploitation and Abuse Policy		
	5) Anti-Harassment, Intimidation & Bullying Policy		
	6) IAPG Code of Conduct		
	7) Conditions of Tendering		
3		Yes / No	Comments
	MANDATORY CRITERIA: The Supplier confirms it is not linked directly or indirectly to any terrorism related activity, and does not sell any Dual-Purpose goods / services that may be used in a terror related activity.		
4	MANDATORY CRITERIA: The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this.	Yes / No	Comments

5	MANDATORY CRITERIA: The Supplier confirms it is fully qualified, licensed and registered to trade with Save the Children (including compliance with all relevant local Country legislation).	Yes / No	Comments/Attachments
	This includes the Supplier submitting the following requirements (where applicable):		
	- Legitimate business address		
	- Valid Tax registration number & certificate		
	Valid Operating License		
	Valid certificate of incorporation.		
	Valid Tax Compliance Certificate.		

SECTION 2 – CAPABILITY QUESTIONS

Instructions – Bidders are required to complete all sections of the below table.

Item	Question	Bidder Response	Attachment(s)
1	Expert(s) should have at least 3-4 years progressively responsible humanitarian work experience with UN and/or NGO, including information management in the first phase of a major emergency response relevant to the cluster; - If yes, Bidder should attach Poof of qualification.		
2	Proven experience in conducting learning outcome assessments that involve vulnerable or at-risk population (children, people with disabilities, people living in rural areas- in accordance with Safeguarding principles. If yes, Consultant should attach proof of previous experience in under taking similar assignment.	Bidder Response	Attachment(s)
3		Bidder Response	Attachment(s)

	Proven experience working in the South Sudan- If yes, consultant should attach proof of experience conducting similar evaluation/s in South Sudan.		
4	Sufficient understanding of key technical issues for the cluster to be able to: engage with cluster participants; understand their cluster-specific information management needs. If Yes, consultant to clearly detail how he/she will achieve this deliverable.	Bidder Response	Attachment(s)
5	The team/firm to have a high level of technical knowledge and understanding of approaches to Child Protection, and Education in Development and Emergencies and the application of the INEE Minimum Standards.- If yes, attach proof of experience.	Bidder Response	Attachment(s)
6	Extensive work experience outside the humanitarian sector which is relevant to this post may be considered as a replacement for humanitarian experience If yes, attach proof.	Bidder Response	Attachment(s)
7	Have a strong methodological background in multi-in-depth evaluations (national or multi-country). If Yes, Consultant should explain in detail the methodological approach he/she will employ to conduct this evaluation.	Bidder Response	Attachment(s)
8	The proposal includes a detailed budget with scope of work to cover the entire exercise. If Yes, the Consultant should explain in detail the methodological approach he/she will employ to conduct this evaluation.	Bidder Response	Attachment(s)
SECTION 2 – SUSTAINABILITY QUESTIONS			
<i>Instructions – Bidders are required to complete all sections of the below table.</i>			
Item	Question	Bidder Response	Attachment(s)

1	Does bidder commits to employ workforce (gender-balanced) staffed from the local community / region from both gender of female and male . If yes, please indicate in terms of percentage and attach proof.		
2	The Bidder to confirm it is registered / has its primary operations in close proximity to the programming location. If yes, please indicate the physical address and attach proof.		

