

# Terms of Reference

## South Sudan Joint Response

<b>Project name</b>	SSJR endline survey (2022-2023) and baseline survey (2024-2026)	
<b>Position</b>	Consultancy	
<b>Duration</b>	February – March 2024	
<b>Partners</b>	<ul style="list-style-type: none"> <li>• ACROSS</li> <li>• Africa Development Aid (ADA)</li> <li>• Aid Link</li> <li>• CARE</li> <li>• Charity Empowerment Foundation (CEF)</li> <li>• Coalition for Humanity</li> <li>• ZOA Dorcas</li> <li>• Help a Child</li> </ul>	<ul style="list-style-type: none"> <li>• Plan International</li> <li>• Smile Again Africa Development Organization (SAADO)</li> <li>• Save the Children</li> <li>• Tearfund</li> <li>• UNIDOR</li> <li>• War Child Holland (WCH)</li> <li>• Women Development Group (WDG)</li> <li>• Widows and Orphans Charitable Organization (WOCO)</li> </ul>
<b>Reports to</b>	SSJR Coordination office	
<b>Position status</b>	Consultancy work	

### 1. Introduction

#### Dutch Relief Alliance

The Dutch Relief Alliance (DRA) is a coalition of 14 Dutch humanitarian organizations that work in partnership with the Netherlands’ Ministry of Foreign Affairs and many national organizations. The DRA envisions a world in which people affected by crisis stand at the center of a respectful humanitarian response that saves lives, alleviates suffering, restores dignity and contributes to resilience. The mission is to work together with those most in need to develop a timely, efficient and high-quality humanitarian response based on equitable partnership.<sup>1</sup>

#### South Sudan Joint Response

The goal of the South Sudan Joint Response (SSJR) is to provide emergency humanitarian assistance for at-risk populations and building resilience of communities to face acute shocks and recover from crisis. Seven-member organizations of the Dutch Relief Alliance (DRA), together with 9 national partners, provide emergency humanitarian assistance to the most vulnerable people affected by the crisis in different parts of South Sudan. The response also aims to enhance the transition from humanitarian assistance to resilience by addressing the root causes of vulnerability and enabling communities at risk to build resilience to acute shocks and chronic stresses and recover from the crisis.

<sup>1</sup> <https://dutchrelief.org/about-us/>

## 2. Background information

The SSJR 2022-2023 ended on 31 December 2023 and a new phase of the SSJR (2024-2024) started on 01 January 2024. The SSJR partners are continuing in Malakal County, Melut County, Tonj North County and Pibor Administrative Area, while activities in Abyei Administrative Area, Akobo County, Mayendit County, and Rubkona County started from January 2024.

The DRA partners join forces to provide people with Food Security and Livelihoods, WASH, Nutrition, Protection and Multi-Purpose Cash support. From 2024 onwards, education is also a cluster that is supported in a number of Counties / Administrative Areas.

The table below gives an overview of the SSJR partners by location:

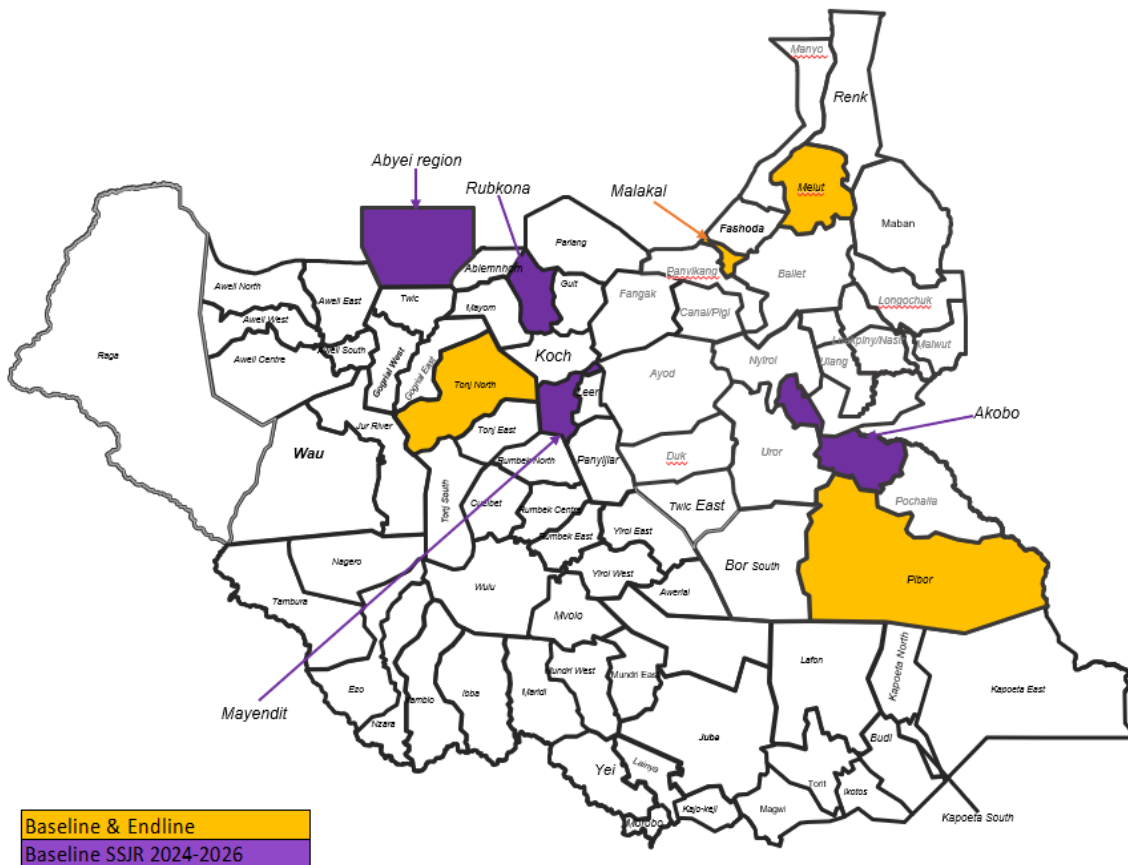
State / Administrative Area	County	SSJR partners	
<b>Warrap</b>	Tonj North	ZOA Dorcas Help a Child	WDG
<b>Upper Nile</b>	Malakal	Plan International	War Child Holland
	Melut	SAADO	WOCO
<b>Unity</b>	Rubkona	CH Tearfund	UNIDOR
	Mayendit	ADA CH	Tearfund
<b>Pibor Administrative Area</b>		ACROSS Care	ZOA Dorcas Help a Child
<b>Abyei Administrative Area</b>		CEF	Save the Children
<b>Jonglei</b>	Akobo	AidLink	Save the Children

## 3. Scope of the survey

Led by Save the Children (lead SSJR 22-23) and Help a Child (lead SSJR 24-26), the SSJR partners are looking for interested experts, consultancy firms, organizations, or institutions to conduct the combined endline survey (4 areas) and the baseline survey for SSJR 24-26 (4 areas).

### Locations

The map below indicates the counties and administrative areas that are included in the survey:



**Baseline & Endline**  
**Baseline SSJR 2024-2026**

**Overview of the indicators**

The survey will cover the outcome indicators included in the table below. Annex 1 provides additional information about the indicator descriptions and the recommended methods for data collection.

Sector	Indicator
<b>Food Security &amp; Livelihoods (FSC)</b>	
<ul style="list-style-type: none"> <li>Sufficient food intake</li> </ul>	% of target population with acceptable food consumption score (FCS)
<ul style="list-style-type: none"> <li>Coping strategies</li> </ul>	rCSI (coping strategy index)
<ul style="list-style-type: none"> <li>Dietary diversity</li> </ul>	MDD-W Diet diversity score of women of reproductive age
<b>Water, Sanitation &amp; Hygiene (WSH)</b>	
<ul style="list-style-type: none"> <li>Adequate WASH services and practices</li> </ul>	% of target population with adequate WASH services and hygiene practices
<b>Protection (PRO)</b>	
<ul style="list-style-type: none"> <li>Protection</li> </ul>	% of targeted persons reporting an increased sense of safety and well-being after engaging in the protection activities under this project
<ul style="list-style-type: none"> <li>MHPSS</li> </ul>	% of target persons who report improvement in their mental health and psychosocial well-being
<b>Multi-Purpose Cash (CSH)</b>	
<ul style="list-style-type: none"> <li>Using cash</li> </ul>	% of households who report being able to meet their basic needs as they define and prioritize them.
<b>Accountability (ACC)</b>	
<ul style="list-style-type: none"> <li>Protection mainstreaming</li> </ul>	% of beneficiaries reporting that humanitarian assistance is delivered in a safe, accessible, accountable, and participatory manner

Sector	Indicator
<ul style="list-style-type: none"><li>Accountability mechanisms</li></ul>	% affected people report being actively involved in different phased of the response (for example, participation in needs assessment, programme design, implementation and M&E activities)

### Indicators by County and Administrative Area

The table below gives an overview of the Counties and Administrative Areas where the outcome indicators need to be measured.



## Methodology

The consultant is expected to use the following methods:

- Desk / literature review
- Household survey with the target population

As further explained in annex 1 (indicator definitions with recommended sources of information), the following tools are expected to be used:

1. WFP food consumption score
2. Coping strategies index
3. IndiKit water, hygiene, and sanitation indicators
4. Multi-Purpose Cash Outcome Indicators
5. Washington Group Questionnaire
6. Alliance Child Wellbeing Tool
7. South Sudan Protection Cluster - **Key Informant Interview (KII) questionnaire** [South Sudan | Global Protection Cluster](#)
8. DG ECHO Protection Mainstreaming key outcome indicators
9. Mental health and psychosocial support in emergency settings

## Expected outcomes, deliverables and timeline

Phase	Activity	End Results	Who
<b>Inception Phase</b> <b>February 2024</b>	Document review: <ul style="list-style-type: none"> <li>- SSJR 22-23 logframe</li> <li>- SSJR 24-26 logframe</li> <li>- SSJR 22-23 baseline reports</li> </ul>	Comprehensive overview of project locations, indicators, partners, and previously collected data	Consultant
	Preparation of inception report including: <ul style="list-style-type: none"> <li>- Detailed workplan</li> <li>- Evaluation matrix</li> <li>- Timeline for data collection per County/Administrative Area</li> <li>- Survey methodology &amp; tools</li> <li>- Sampling frame</li> <li>- Data collection tools by location</li> <li>- Logistics</li> </ul>	Approved work plan, survey methodology and tools.	Consultant to share the draft report and incorporate feedback from SSJR coordinator, SSJR partners, Save the Children and Help a Child in final version of the inception report.
	Online meeting with SSJR partners about data collection methods and timeline in the different locations	Final data collection schedule	Consultant to share the proposed methodology, tools and timeline with the partners for their input during the meeting
<b>Data collection</b> <b>March 2024</b>	Data collection in the counties according to the approved methodology and tools	Data collected of all relevant clients	Consultant
	Reflection session in the county with the SSJR partners before the enumerators move to the next area.	Initial feedback and reflections on data collected	Enumerators supported by the consultant
<b>End phase</b> <b>April 2024</b>	Submission draft report, including: <ul style="list-style-type: none"> <li>- Executive summary</li> <li>- Table with survey results</li> </ul>	Draft report shared with Save the Children and Help a Child.	Consultant

Phase	Activity	End Results	Who
	<ul style="list-style-type: none"> <li>○ By County/Administrative Area</li> <li>○ Combined results for endline SSJR 22-23</li> <li>○ Combined results for baseline SSJR 24-26</li> <li>- Methodology</li> <li>- Description of data collection process for each County/Administrative Area</li> <li>- Main findings</li> <li>- Main learnings</li> </ul>	Feedback is incorporated by the consultant and draft report shared with the SSJR partners for their input and feedback.	
	Submission of raw data set (Kobo)	Data set	Consultant
	Online reflection session with SSJR partners, Save the Children and Help a Child, where draft findings are presented and sense-making of the data is done	Review of data collection process and initial results  Consultant incorporates feedback collected during the reflection session.	Consultant
	Based on comments from SSJR coordinator, SSJR partners, Save the Children, and Help a Child South-Sudan, the consultant will write a final report in Word, max 20 pages incl. annexes) – <b>deadline 26 April 2024</b>	Final report	Consultant

## Roles and responsibilities

### Role of Save the Children and Help a Child:

- Responsible for the consultant selection process
- Act as focal person for the consultant
- Avail the relevant project documents
- Avail contact details of the SSJR partners
- Organize online meetings with the SSJR partners
- Provide timely feedback on documents submitted
- Seeking for ethical approval of the inception report (according to Save the Children’s policy)
- Provision of all consent forms for the different methods of data collection
- Prepare payments for the consultancy

### Role of the SSJR partners

- Provide information about the target group for the different sectors, and make key documents available to the consultant
- Request RRC approval prior to the data collection
- Make the necessary logistical and security arrangements to receive the data collection team
- Inform the key staff, relevant stakeholders and crisis-affected people about the upcoming survey
- Brief data collection team upon arrival
- Introduction to the communities/target group, making sure that the people involved in the survey are available for participation
- Support with logistics within the County/Administrative Area

- When the results are validated, organize discussions with key stakeholders to provide more insights in the results of the household survey
- Supervision of consultant during field data collection exercise

**Consultant is responsible for:**

- Preparation of the data collection tools, inception report, and final report
- Data collection according to the approved methodology and tools
- Development of methodology to measure indicators if needed
- Hiring of enumerators
- Provision of data collection equipment
- Transport to the Counties/Administrative Areas
- Transport to the data collection sites
- Accommodation in the Counties/Administrative Areas
- Data analysis and data cleaning
- Organize a reflection session in the County/Administrative Area with the SSJR partners before the enumerators move to the next area.
- Prepare the online reflection session with the SSJR partners, Save the Children and Help a Child, where draft findings are presented and sense-making of the data is done
- Incorporate feedback from SSJR partners, Save the Children, and Help a Child in the inception and final report
- Submission of raw data to Save the Children and Help a Child

## Qualifications and Experience requirements

Interested experts, consultancy firms, organizations, or institutions should:

1. Have proven experience conducting quantitative household surveys in South Sudan
2. Have proven experience with the following tools:
  - WFP food consumption score
  - Coping strategies index
  - IndiKit water, hygiene, and sanitation indicators
  - Multi-Purpose Cash Outcome Indicators
  - Washington Group Questionnaire
  - Alliance Child Wellbeing Tool
  - South Sudan Protection Cluster - *Key Informant Interview (KII) questionnaire* [South Sudan | Global Protection Cluster](#)
  - DG ECHO Protection Mainstreaming key outcome indicators
  - Mental health and psychosocial support in emergency settings
3. Be cultural sensitive and considerate of local cultural practices and languages spoken
4. Be proficient in English and have the ability to produce good quality written documents in English

It is an added advantage if the experts, consultancy firms, organizations, or institutions have:

1. Previous work experience with the DRA and/or SSJR partners
2. Previous experience in the following Counties / Administrative Areas:
  - Akobo
  - Abyei



- Rubkona
- Mayendit
- Tonj North
- Pibor
- Malakal
- Melut

## Application Requirements

Save the Children is inviting any competent experts, consultancy firms, organizations, or institutions are encouraged to apply before the deadline of 31 January 2024. No consideration shall be applied based on religion, nationality, and organization status. Any firm, organization, institution or individual trying to influence the selection shall NOT be considered.

The Expression of Interest should include all of the following:

- 1) A **technical proposal** that responds to the asks of this ToR (not exceeding 10 pages). The following sections should be included in the technical proposal:

- Capacity statement of the expert, consultancy firm, organization, or institution
- Proposed methodology
- Proposed tools for the assignment
- Tentative work plan with clearly defined milestones

- 2) A **financial proposal**

Financial bids must be prepared and submitted with clearly defined breakdown of consultant(s) daily fee and other associated costs, including taxes (20%) and administrative costs.

While developing and finalizing the financial proposal ensure it covers the consultant(s) daily fee and other associated costs including cost of enumerators, international and in-country travels, visa fee, insurance, and accommodation throughout his/her stay in South Sudan during the course of assignment.

Please be aware that, along with the quality of the technical proposal and of the sample of previous work submitted, the amount of the financial proposal will also be a criterion for assessing the Expression of Interest received.

- 3) CV (max 2 pages each) for all proposed team members. If there is more than one consultant on the proposed team, please attach a table describing the level of effort (in number of days) of each team member in each of the activities.
- 4) At least one sample of similar previous work
- 5) Two references, to be attached as annex to the technical proposal.
- 6) Valid company documents

Please note that incomplete expressions of interest will not be assessed. Willing experts, consultancy firms, organizations, or institutions as mentioned above should submit their completed Expression of Interest to: [Southsudantenders@savetheChildren.org](mailto:Southsudantenders@savetheChildren.org).

## Child Protection

Staff members from consultancy firms, organizations, or institutions involved in the execution of the TOR are expected to sign and abide to the Save the Children's Code of Conduct and Safeguarding policy.

An ethical review of the inception report with all data collection tools (before any data collection has started) is needed, which takes approximately 2 working days.

## Early Warning

The expert, consultancy firm, organization, or institution shall notify Save the Children and Help a Child as soon as the responsible person is aware of any circumstances that may delay the work. The expert, consultancy firm, organization, or institution shall take all reasonable steps to minimize these effects.

## Remedying Defects

Save the Children and Help a Child may at any time notify the expert, consultancy firm, organization, or institution of any defects or outstanding works. The expert, consultancy firm, organization, or institution shall remedy at no cost to Save the Children and Help a Child any defects due to the design, planning, quality of materials or workmanship.

## Payment Schedule

The expert, consultancy firm, organization, or institution shall will be paid in two instalments following the terms and conditions agreed in the time of the signing of the agreement.

1. 30% first payment after submitting an approved inception report to Save the Children and Help a Child South Sudan
2. 70% payment will be released upon successful completion of the assignment and acceptance of the final report and any other deliverables by Save the Children and Help a Child South Sudan.

The consultant will be paid fixed fee as per signed contract after deduction of all taxes applied by South Sudanese law. Any other costs will be covered by the consultant.

**Annex 1: Indicator definitions with recommended sources of information**

Cluster	Indicators	Definition (including sampling group - catchment area vs target group)	Recommended sources of information	Links to further information / Comments
<b>Food Security &amp; Livelihoods (FSC)</b>				
Sufficient food intake	% of target population with acceptable food consumption score (FCS)	<ul style="list-style-type: none"> <li>FCS measures dietary diversity, energy and macro and micro value of the food consumed at household level.</li> <li>FCS score calculated according to WFP methodology and definition of thresholds, and is a composite indicator (see link).</li> <li>'Acceptable' is generally designated as a score of greater than 35.</li> <li>Measured on target group</li> </ul>	FCS specific surveys on household level with at least 5% statistically accurate representative sample.	<ul style="list-style-type: none"> <li><a href="#">Food Consumption Score (FCS)</a></li> </ul>
Coping strategies	rCSI (coping strategy index)	<ul style="list-style-type: none"> <li>The rCSI is an experience -based indicator measuring the behaviour of households over the past seven days when they did not have enough food or money to purchase food.</li> <li>Conduct interviews with a representative sample of households (one respondent per household) assessing if, in the past seven days, the household resorted to any of the five strategies included due to lack of food or money to buy food by asking: "In the past 7 days, if there have been times when you did not have enough food or money to buy food, how often has your household had to: [name separately all five strategies]"</li> <li>The five standard coping strategies and their severity weightings are:               <ul style="list-style-type: none"> <li>eating less-preferred foods (1.0),</li> <li>borrowing food/money from friends and relatives (2.0),</li> <li>limiting portions at mealtime (1.0),</li> <li>limiting adult intake (3.0), and</li> <li>reducing the number of meals per day (1.0).</li> </ul> </li> </ul>	To be used for monitoring purposes and in early onset of food security crises. Use it together with other evidence, especially with household surveys, in severe and protracted food security crisis situations.	<ul style="list-style-type: none"> <li><a href="#">Reduced Coping Strategies Index (rCSI)</a></li> </ul>
<b>Water, Sanitation &amp; Hygiene</b>				
Adequate WASH services and practices	% of target population with adequate WASH services and hygiene practices	<ul style="list-style-type: none"> <li>Average % of the following indicators:               <ul style="list-style-type: none"> <li>% of population considering that their basic WASH needs are met.</li> <li>% of population with adequate hygiene practices (according to SPHERE standards on appropriate use and regular maintenance of facilities and on hand washing)</li> </ul> </li> <li>Sample size should be based on your specific target group, not on the catchment area. Standard list of questions can be found on <a href="#">indikit.net</a>. Only include questions based on the intervention: <b>water, hygiene, and sanitation</b>.</li> </ul>	Focus group discussions, KAP survey, Household surveys with at least 5% statistically accurate representative sample.	<ul style="list-style-type: none"> <li><a href="#">Adequate WASH Services and Hygiene Practices</a></li> </ul>
<b>Protection</b>				
Protection	% of targeted persons reporting an increased sense of safety and well-being after engaging in the protection activities under this project	<ul style="list-style-type: none"> <li>Definition: "Sense of safety" is defined as: A reasonable age- and circumstance-appropriate level of comfort and satisfaction in security levels as well as a lack of fear in surroundings (i.e. in and around places or individuals). "Sense of well-being" is defined as: A general sense of either comfort, trust, health, mental/psychosocial stability, functionality, and/or freedom from abuse, neglect, exploitation, or violence. The definition of wellbeing should be context-specific and locally validated.</li> <li>1) Safety and dignity to be defined and qualified in each context based on the elements identified in the risk analysis – this could be improved freedom of movement; reduced level of violence; better access to services, livelihoods, etc. This requires a solid baseline around questions best qualifying safety and dignity in that particular context to be established at the start of the intervention, and measured again at the end of the intervention. In order to cope with attribution the people interviewed should also be able to mention at least X [X to be defined at proposal stage]</li> </ul>	Baseline and end-line survey with at least 5% statistically accurate representative sample of population. For Child Wellbeing best to use the Alliance Child Wellbeing Tool	<ul style="list-style-type: none"> <li><a href="#">Contextualizing and Measuring Child Well-Being in Humanitarian Action</a></li> <li><a href="#">Key Informant Interview (KII) questionnaire South Sudan   Global Protection Cluster</a></li> </ul>

Cluster	Indicators	Definition (including sampling group - catchment area vs target group)	Recommended sources of information	Links to further information / Comments
		<p>activities of the action that contributed to improve safety and dignity;</p> <ul style="list-style-type: none"> <li>2) Provide absolute numbers;</li> <li>3) Disaggregate numbers by age and sex and disability. Can also cover CP through disaggregation.</li> <li>To be measured at target group level.</li> </ul>		
MHPSS	% of target persons who report improvement in their mental health and psychosocial well-being	<p>Dimensions of mental health and/or wellbeing include ((as per IASC MHPSS Framework):</p> <ol style="list-style-type: none"> <li>1) improved functioning (e.g. the ability to carry out essential activities for daily living);</li> <li>2) improved subjective wellbeing (e.g. positive emotions, self-concept, life satisfaction, hopefulness);</li> <li>3) Reduced distress and/or mental, neurological or substance use disorders (or symptoms thereof);</li> <li>4) Improved ability of people with mental health and psychosocial problems to cope with problems (e.g. through skills in communication, stress management, problem-solving, conflict management or vocational skills);</li> <li>5) Improved social behaviour (e.g. reduced aggression);</li> <li>6) Improved social connectedness (e.g. increased quality and number of connections an individual has with other people in their social circles of family, friends and acquaintances)</li> </ol> <p>To be measured at target group level.</p>	<p>The MoV to be used depends on the dimensions of mental health/wellbeing that are addressed by the program. Multiple MoVs can be used as long as appropriate to age, gender and validated for the context and language. In case of a standardized package with recommended MoV tools these should be considered for culture appropriateness.</p> <p>Most common MoVs to measure wellbeing include:</p> <ol style="list-style-type: none"> <li>1) Stirling Children's Wellbeing Scale (SCWBS);</li> <li>2) the Short Warwick-Edinburgh Mental Wellbeing Scale;</li> <li>3) WHO-5 Wellbeing Index (for adults).</li> </ol> <p>MoV for measuring coping: <a href="#">The General Self-Efficacy Scale</a></p>	<ul style="list-style-type: none"> <li>• <a href="#">Contextualizing and Measuring Child Well-Being in Humanitarian Action</a></li> <li>• <a href="#">Key Informant Interview (KII) questionnaire South Sudan   Global Protection Cluster</a></li> <li>• <a href="#">MENTAL HEALTH AND PSYCHOSOCIAL SUPPORT IN EMERGENCY SETTINGS</a></li> <li>• <a href="#">Minimum Standards for Child Protection in Humanitarian Action</a></li> <li>• <a href="#">IASC Guidelines for mental health and psychosocial support in emergency settings</a></li> </ul>

**Multi-Purpose Cash**  
**Under this indicator, please report:**  
 - Unconditional and unrestricted cash  
 - Conditional and unrestricted cash  
 - Restricted cash (either unconditional or conditional) should be reported under the specific sector

Cluster	Indicators	Definition (including sampling group - catchment area vs target group)	Recommended sources of information	Links to further information / Comments
Using cash	% of households who report being able to meet their basic needs as they define and prioritize them.	<ul style="list-style-type: none"> <li>DRA definition on how to measure the indicator to be finalised based on: <a href="https://www.calpnetwork.org/wp-content/uploads/2022/04/CALP-MPC-Outcomes-EN-final.pdf">https://www.calpnetwork.org/wp-content/uploads/2022/04/CALP-MPC-Outcomes-EN-final.pdf</a> Measured under the target group</li> <li>Uses a standardized scale of quantified responses (all/most/half/some/none) based on respondent's own evaluation of their ability to meet their basic needs. Uses multiple choice follow-up questions where applicable to identify unmet needs, the reasons for the needs being unmet, and better understand the impact of MPC on household spending.</li> <li>To calculate the indicator, count the number of respondents per response category (all / most / half / some / none), and calculate each category as a percentage of the total number of respondents. For example, if there were 100 respondents and 30 answered 'all', and 25 answered most, the percentage who report being able to meet all their basic needs would be 30%, and the percentage who can meet most of their basic needs is 25%, and so on for each of the response categories.</li> <li>For IATI reporting: More values to be reported by using multiple 'dimensions' (use 5 categories and target values: all, most, half, some, none)</li> </ul>	Household survey	<ul style="list-style-type: none"> <li><a href="#">MULTIPURPOSE OUTCOME INDICATORS AND GUIDANCE</a> Pages 15-17</li> </ul>
<b>Accountability</b>				
Protection mainstreaming	% of beneficiaries reporting that humanitarian assistance is delivered in a safe, accessible, accountable, and participatory manner	The purpose of this indicator is to facilitate the operationalization of protection mainstreaming and provide a way to measure the identification, implementation and monitoring of required corrective actions/measures. The indicator is therefore a process indicator rather than an outcome indicator. This means that the difference between the value at the beginning (baseline) and at the end of the action (target) is not be the focus	DG ECHO developed a standardized tool to be used during endline survey and detailed guidance on how to measure and calculate the indicator	<a href="#">DG ECHO PROTECTION MAINSTREAMING KEY OUTCOME INDICATOR AND MONITORING TOOL</a>
Accountability mechanisms	% affected people report being actively involved in different phased of the response (for example, participation in needs assessment, programme design, implementation and M&E activities)	Has been taken from IASC guidance on MHPSS in emergency settings. See link for guidance on monitoring and the means of verification.		<a href="#">MENTAL HEALTH AND PSYCHOSOCIAL SUPPORT IN EMERGENCY SETTINGS</a>

**Submission of application**

Please note that incomplete EoI will not be assessed. Willing individual, Consultancy firms and organizations as mentioned above should submit their completed Expression of Interest to: [Southsudantenders@savetheChildren.org](mailto:Southsudantenders@savetheChildren.org)

**Submission:** All completed bids should be submitted to the below email address: [Southsudantenders@savetheChildren.org](mailto:Southsudantenders@savetheChildren.org) and deadline is **Tuesday 27<sup>th</sup> February 2024 by 12:00AM CAT.**

In case of any clarifications, please address it to [Juba.Procurement@savethechildren.org](mailto: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	
		Yes / No	Comments / Attachments
1	<b>MANDATORY CRITERIA:</b> bidder 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’		
2	<b>MANDATORY CRITERIA:</b> The bidder 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 / Attachments

	<p>1) Child Safeguarding Policy                  2) Anti-Bribery &amp; Corruption Policy                  3) Human Trafficking &amp; Modern Slavery Policy                  4) Protection from Sexual Exploitation and Abuse Policy                  5) Anti-Harassment, Intimidation &amp; Bullying Policy                  6) IAPG Code of Conduct                  7) Conditions of Tendering</p>		
3	<p><b>MANDATORY CRITERIA:</b> The bidder 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.</p>	Yes / No	Comments / Attachments
4	<p><b>MANDATORY CRITERIA:</b> 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.</p>	Yes / No	Comments

5	<p><b>MANDATORY CRITERIA:</b> The bidder confirms it is fully qualified, licensed and registered to trade with Save the Children (including compliance with all relevant local Country legislation).</p>	Yes / No	Comments
	<p>This includes the bidder submitting the following requirements (where applicable):</p>		
	<p><b>Valid Legitimate business address</b></p>		
	<p><b>Valid Tax Compliance Certificate</b></p>		
	<p><b>Valid Tax registration number &amp; certificate</b></p>		
	<p><b>Valid Business registration certificate</b></p>		
	<p><b>Valid Trading license</b></p>		
6	<p>The Bidder confirms it is registered with the appropriate authorities in South Sudan for the purposes of trade.</p> <p>-Valid Operation Licence from the Ministry of Trade and Industry, Central Equatoria State.                      -Valid Tax identification from the National Revenue Authority                      -Valid Tax clearance from the National Revenue Authority.                      -Valid Certification of Incorporation from ministry of Justice and Constitutional Affairs                      -Membership Certificate Issued by South Sudan National Chamber of Commerce, Industry and Agriculture.</p>	Yes / No	Comments
		-	-

**SECTION 2 – CAPABILITY QUESTIONS**

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



Item	Question	Bidder Response	Attachment(s)
1	Advanced skills in quantitative and qualitative research methodologies- <b>If yes, Bidder should attach Poof of qualification.</b>		
2	Have proven experience in conducting Endline and baseline assignment using the tools specified in the ToR -, <b>If yes, Consultant should attach proof of previous experience in under taking similar assignment.</b>	<u>Bidder Response</u>	<u>Attachment(s)</u>
3	Proven experience working in South Sudan- <b>If yes, consultant should attach proof of experience conducting similar evaluation/s in South Sudan.</b>	<u>Bidder Response</u>	<u>Attachment(s)</u>
4	Ability to work independently, take initiative and respond appropriately to constructive feedback and be proactive in conducting evaluation in consultations with the Program teams and able to submit quality report as per the agreed timelines. <b>If Yes, consultant to clearly detail how he/she will achieve this deliverable.</b>	<u>Bidder Response</u>	<u>Attachment(s)</u>
5	Experience in sharing and discussing review findings with clients, in-country partners and beneficiaries, and within an international research network- <b>If yes, attach proof of experience.</b>	<u>Bidder Response</u>	<u>Attachment(s)</u>
6		<u>Bidder Response</u>	<u>Attachment(s)</u>

	Have proven experience in layered and complex evaluations after appropriate ethical review processes and Consultant should confirm whether they have conducted a combined evaluation focusing on measuring outcomes of different projects implemented jointly by multiple organizations. <b>If yes, attach proof.</b>		
7	Have a strong methodological background in multi-organizations evaluations. Experience with DRA and/or SSJR partners is a strong added asset. <b>If Yes, Consultant should explain in detail the methodological approach he/she will employ to conduct this evaluation.</b>	<b>Bidder Response</b>	<b>Attachment(s)</b>
8	Bidder Should be proficient in English and have the ability to produce good quality reports in English. <b>If yes, attach samples of previous reports prepared for similar work.</b>	<u>Bidder Response</u>	<u>Attachment(s)</u>
9	Provide along with your proposal a certified and notarized bank statement for the last six (6) months (July - December 2023) in the registered company name bidding for this award?	<u>Bidder Response</u>	<u>Attachment(s)</u>

**SECTION 2 – SUSTAINABILITY QUESTIONS**

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

<b>Item</b>	<b>Question</b>	<b>Bidder Response</b>	<b>Attachment(s)</b>
1	Does bidder commit to employ workforce (gender-balanced) staffed from the local community / region from both gender of female and male. <b>If yes, please indicate in terms of percentage and attach proof.</b>		

2	The Bidder to confirm it is registered / has its primary operations in close proximity to the programming location. <b>If yes, please indicate the physical address and attach proof.</b>	<b>Bidder Response</b>	<b>Attachment(s)</b>
3	What strategies do you have in place to promote diversity & inclusion in terms of recruitment of your staff to ensure equal opportunity for staff of different gender and/or ethnic background <b>If yes, please explain and attach proof</b>	<b>Bidder Response</b>	<b>Attachment(s)</b>