

## Terms of Reference (ToR)

### Consultancy – Gender Transformative Emergency Preparedness & Contingency plan

#### Ministry of General Education Instructions- South Sudan

##### 1. Introduction:

South Sudan is one of the most vulnerable countries to climate change, man-made and natural hazards<sup>ii</sup>. Flooding and droughts are perennial occurrences. Since 2011, the country has been experiencing extreme drought, followed by severe floods in 2014, 2017, 2019 and 2022. These extreme weather events have resulted in a record challenge to the education sector such as school closures, school occupation by displaced people and increased number of out-of-school children (an estimated 2.8 million children), according to the education cluster report Dec 2023. Economic hardships resulting from these disasters further limit family's ability to support their children's education. In 2021, floods displaced over 300,000 people and resulted in economic losses of at least \$671 million.<sup>iii</sup>

Save the Children International (SCI), Norwegian Refugee Council (NRC) and Finn Church Aid (FCA) and sub-grantee partners are currently implementing a Multi Year Resilience Programme (MYRP) in South Sudan, aimed to reach 135,000 of the most in-need girls and boys across fourteen prioritized counties impacted by conflict and climate risks. The overall goal is to ensure safe and equitable access, improved quality of teaching and learning, increased inclusivity, and a more resilient education system. The MYRP is funded by GPE and ECW and is working closely with the MOGEI, the Education Cluster, and other flagship education programmes in the country. The proposed preparedness plan development is aligned to two key MYRP programme Outcome 1: **Safe, equitable, gender responsive, and uninterrupted access to protective and quality learning opportunities** increase for crisis-affected girls and boys including those with disabilities and Outcome 4: **The education system becomes more responsive and resilient** to the impacts of crisis through improved data for decision-making, strengthened coordination, and meaningful engagement of local actors.

A consultant is hereby needed to support the Ministry of General Education & Inclusion develop a robust Emergency Preparedness and Contingency Plan in collaboration with stakeholders in line ministries and CSOs working on Disaster Risk Reduction and Climate Change Adaptation.

##### 2. Purpose & Objectives

The purpose of an emergency preparedness and contingency plan is to serve a practical guide for MoGEI to mitigate the impact of potential crises or disasters by proactively organizing resources and responses to ensure education continuity before, during and after disasters. The preparedness plan will also inform MoGEI Climate change and Disaster management policy and practices.

##### 3. Specific Objectives:

The Consultant is expected to engage MoGEI team and stakeholders in other line ministries to accomplish the following specific Objectives;

1. Identify potential risks and vulnerabilities to minimize their impact through preventive measures in the Education sector.
2. Establish clear roles, responsibilities, and procedures to ensure a swift and organized response during emergencies and disasters.
3. Guide MoGEI in efficient allocation of resources such as personnel, equipment, and finances to address emergency situations effectively.

4. Enable MoGEI develop a robust communication plan to ensure timely and accurate dissemination of Early Warning information to stakeholders, both internal and external.
5. Provide a basis for regular training Climate risk education exercises and awareness programs to enhance the preparedness of schools, parents, communities and education sector emergency response.
6. Ensure the continuity of education services and operations during and after emergencies to minimize disruptions learning in communities prone to climate risks and disasters.

#### 4. Scope of Work

In a participatory and collaborative approach, work with MoGEI team to;

1. Identify potential disasters risks negatively impacting on Education sector and prioritize risks based on their likelihood and potential impact on the education sector.
2. Engage key stakeholders, including local communities, government agencies, and relevant organizations to identify collaboration opportunities to minimise the impact of disasters on the education sector.
3. In consultation with MoGEI and Education stakeholders develop a robust communication plan to facilitate timely and accurate early warning information dissemination during emergencies.
4. Develop communication protocols for MoGEI to use for internal and external stakeholders during emergency situations.
5. Develop a mechanism for MoGEI to leverage technology for early warning systems, data analysis, and communication tools and ensure the availability and functionality of technological resources during emergencies.
6. Collaboratively engage MoGEI team to budget, Identify and allocate necessary resources, including personnel, equipment, and finances to support the implementation of the preparedness and contingency plan
7. Conduct a formal training sessions and drills to ensure that MoGEI personnel are familiar with their roles and responsibilities before, during and after emergencies.

#### 5. Expected Outputs/Deliverables:

The consultant is expected to ensure MoGEI ensure that participants leave the emergency preparedness planning workshop with tangible tools and resources to implement and improve emergency response capabilities. The following deliverables are expected of the consultant.

- A. **Preparation of the Inception Report** - The Consultant/Firm is required to prepare an inception report that details the approaches/methodologies, timelines, risks, mitigation measures, assumptions, expected results and milestones associated with the Consultancy.
- B. **Emergency Preparedness /Contingency plan**- outlining the emergency preparedness triggers, thresholds, activities and procedures for responses before, during and after disasters.
- C. **Risk Identification and Assessment Report**- Documented analysis of potential hazards and risks specific to the education sector and school communities.
- D. **Stakeholder mapping** with clear delineation of roles and responsibilities for key stakeholders involved in emergency response.
- E. **Communication Strategy and Plan** - outlining protocols for internal and external communication during emergencies.
- F. **Preparedness Training report**- Structured training on Emergency Preparedness for personnel involved in emergency response.
- G. **Budget and resources plan**- including personnel, equipment, and funds emergencies
- H. **PTA, SMCs and Community Engagement Framework**- Strategy for involving local communities in emergency preparedness efforts.

#### 6. Timelines for Deliverables:

<b>Deliverables /Actions</b>	<b>Indicative Duration (Days )</b>
A. Consultancy Proposal design	7
B. Inception Report & Workshop Tools/Materials preparation	5
C. Literature Reviews/Secondary data	14
D. Preparedness Training Workshop for MoGEI and Consultations with stakeholders	4
E. Risk Identification and Assessment Report	3
F. Stakeholder mapping + Roles and responsibilities	3
G. Communication Strategy and Plan	3
H. Budgeting for Emergency Preparedness Plan	4
I. Community Engagement Framework	3
J. Final Emergency Preparedness and Education Continuity/Contingency Plan	5
K. Dissemination Meeting with stakeholders/Education cluster	1
<b>Total Man Days</b>	<b>50</b>

## 7. Qualifications and experience:

### Required

#### Qualifications

- (For consultants) University degree/MSc/MA or equivalent qualification in development practice, international relations, health, natural resource management, engineering, or other relevant social science or comparable field experience.
- (For consultancy firms) previous experience, permission, to work in South Sudan, familiarity with the context, and an ample support team.

#### Experience

- At least 5 -10 years' experience in DRR and Climate change, in an International NGO. Previous working experience in DRR & CCA Risk and Vulnerability Capacity assessments and Emergency Preparedness/Contingency Planning.
- 5-10 years' experience in providing consultancy services into NGOs, Local government and CSOs and private sector on DRR/CCA
- Evidence of similar consultancy services provided on DRR/CCA programming including Preparedness and contingency planning. The consultant will be expected to avail a copy of similar plan/report done by their consulting form/team
- Experience and knowledge of the working of Ministry of Education, Ministry of Humanitarian Affairs and Disaster management, Ministry of Environment Climate change Directorate and Ministry of Water and Irrigation in South Sudan
- A good understanding of risk-based approaches to DRRCCA and Locally Led Anticipatory Action Programme within South Sudan.
- Experience of working with local partners and Payam/county /State and national level Local Government in DRR/CCA, Emergency responses, Post disaster recovery work, Health, Education, or Child Protection program delivery.
- Evidence of and Ability to write clear and well-argued analytical reports.
- Excellent communication skills. Fluent written and spoken English. Knowledge of Arabic is an added advantage.

## 8. Application Requirements;

- Provide a detailed consultancy proposal outlining the most effective methodology to develop the preparedness and contingency plan
- A scope of work, outlining timelines for the planning actions and processes.

- C. A financial proposal for the proposed scope of work and timelines above. Detailing a budget to cover the entire exercise.
- D. Samples (2-3) of previous emergency and contingency plan developed by the consultant.
- E. For consultancy firms, please provide CV summaries of key team members that will be involved in the assignment, their qualifications, previous experience and the key roles they will play in the assignment.
- F. 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.

**1. 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.

**2. 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 co-consultant 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 provided by SCI

**3. Submission of application**

Interested candidates/institutions should submit a technical and financial proposal and two samples of similar previous assignments. Applications should be submitted to [SouthSudanTenders@savethechildren.org](mailto:SouthSudanTenders@savethechildren.org) no later than **19<sup>th</sup> March, 2024**

Annex:

**Evaluation Criteria:**

This is a mandatory field that requires every vendor to fill in and submit as part of the bid response documents.

**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: 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’</b>		

2	<p><b>MANDATORY CRITERIA: 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.</b></p> <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>	Yes / No	Comments / Attachments
3	<p><b>MANDATORY CRITERIA: 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.</b></p>	Yes / No	Comments / Attachments
4	<p><b>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.</b></p>	Yes / No	Comments
5	<p><b>MANDATORY CRITERIA: The bidder confirms it is fully qualified, licensed and registered to trade with Save the Children (including compliance with all relevant local Country legislation).</b></p>	Yes / No	Attach
	<p>This includes the bidder submitting the following requirements (where applicable):</p>		Attach
	<p><b>- Legitimate business address</b></p>		Attach
	<p><b>Tax Registration Certificate</b></p>		Attach
	<p><b>Valid Operating/Trading License</b></p>		Attach
	<p><b>Valid certificate of incorporation/Registration</b></p>		Attach
6	<p><b>For Individual Consultants</b>, applicants must submit the following documents:  <b>- Copy of Passport 'data page' or National ID</b>  <b>- Individual tax registration</b>  <b>- Curriculum Vitae(CV)</b></p>		

## SECTION 2 – CAPABILITY QUESTIONS

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

Item	Question	Bidder Response	Attachment(s)
1	(For consultants) University degree/MSc/MA or equivalent qualification in development practice, international relations, health, natural resource management, engineering, or other relevant social science or comparable field experience. <b>If yes, Bidder should attach Proof of qualification.</b>		
2	(For consultancy firms) previous experience, permission, to work in South Sudan, familiarity with the context, and an ample support team.- <b>Please attach proof of experience</b>	Bidder Response	Attachment(s)
3	At least 5 -10 years' experience in DRR and Climate change, in an International NGO. Previous working experience in DRR & CCA Risk and Vulnerability Capacity assessments and Emergency Preparedness/Contingency Planning- <b>If yes, consultant should attach proof of experience</b>	Bidder Response	Attachment(s)
4	Experience and knowledge of working with Ministry of Education, Ministry of Humanitarian Affairs and Disaster management, Ministry of Environment Climate change Directorate and Ministry of Water and Irrigation in South Sudan- <b>Bidder to attach proof</b>	Bidder Response	Attachment(s)
5	Evidence of and Ability to write clear and well-argued analytical reports. <b>As a proof, bidder to attach previous reports</b>	Bidder Response	Attachment(s)
		Bidder Response	Attachment(s)

## SECTION 3 – SUSTAINABILITY QUESTIONS

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

Item	Question	Bidder Response	Attachment(s)
1	Does bidder commits to employ workforce (gender-balanced) both female and male. <b>If yes, please indicate in terms of percentage how many female staffs and male staffs are working for your company.</b>		
2	The bidder demonstrates experience and understanding of local context and community		

