



## Terms of Reference

For

### Consultancy Service on gender and age sensitive analysis under building Resilient Communities: Empowering South Sudan for Peace and Prosperity in South Sudan

April 2024

<b>Project name</b>	Building Resilient Communities: Empowering South Sudan for Peace and Prosperity
<b>Project locations</b>	<i>Rubkona, Akobo and Malakal</i>
<b>Donor</b>	<i>EU</i>
<b>Expected Start Date</b>	April- May 2024
<b>Duration for assignment</b>	27 working days
<b>DRA Partners</b>	<ul style="list-style-type: none"> <li>• Save the Children</li> <li>• Tearfund</li> <li>• War Child Holland (WCH)</li> <li>• CH</li> <li>• WOCO</li> </ul>

## INTRODUCTION

Gender analysis is a key component to mainstreaming gender equality within humanitarian and development programs. Understanding barriers and risks faced by women, girls, men, and boys together with their various gender-specific needs is integral in effective design and implementation of programs in addressing gender inequality. To design and implement gender sensitive and gender transformative programs, it is imperative to have a clear understanding of the specific needs, interests, vulnerabilities and capacities of girls, boys, women, and men. The pre-existing gender inequalities and conflict situations in Rubkona, Akobo and Malakal Counties of unity, Jonglei and Upper Nile states respectively has increased vulnerability of Girls, Men, Women, and boys, as they are exposed to many challenges including risks of GBV and child marriages limits their participation, access to economic resources, lack of sustainable livelihoods and exposes them to harmful practices.

It is against this background that Save the children as the lead partner together with War child Holland, Tearfund, CH and WOCO desired to commission an individual expert, consultancy firm, organization, or institution to conduct agender and age sensitive analysis to identify the different needs, abilities, interests, barriers and risks faced by girls, boys, women and men and coping mechanisms and build understanding of how the project can support them to champion gender equality. The analysis will further focus on gender roles and time use, decision-making and power dynamics in household, access to and control of resources and assets, meaningful participation and decision making at household and community level. The gender analysis is also expected to bring out the interaction of girls, boys, women, and men in project intervention components (WASH, livelihoods, Peacebuilding and MHPSS services).



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The gender-and-age



sensitive analysis in

each location will also be used to validate and refine the intervention logic and activities of the Action. In the three counties, we will also further unpack the structural drivers of conflicts as well as existing coping strategies through joint and gender-disaggregated Focus Group Discussions. Conflict analysis will be used to discuss the type and causes of conflicts with local actors, underlying tensions and grievances, possible competition over resources, and functionality of existing dispute resolution redress mechanisms.

## PROJECT BACKGROUND

**Building Resilient Communities: Empowering South Sudan for Peace and Prosperity** is a 3-year project that aim at contributing to resilient and peaceful communities that are protected from violence and other harm, able to survive, and prepared to face future challenges to support a more stable, resilient, and peaceful South Sudan. It has strong focus on Peacebuilding, Livelihoods, WASH, Gender and MHPSS. The project will be implemented between February 1, 2024- January 31, 2026. The project will be implemented by three Dutch Relief Alliance (DRA) partners namely: Save the children, Tearfund, War Child Holland, CH and WOCO. The project seeks to achieve the following results:

**Overall objective:** To contribute to resilient and peaceful communities that are protected from violence and other harm, able to survive, and prepared to face future challenges to support a more stable, resilient, gender responsive, inclusive, and peaceful South Sudan.

**Outcome 1:** Enhanced effectiveness of subnational governance structures and communities on inter- and intra-communal peace dialogues and in addressing discriminatory gender/social norms.

### Output 1.1

Local mechanisms and structures for peace dialogue, natural resource management and reconciliation are promoted.

### Output 1.2

Capacity of community and civil society, including women, youth and those living marginalized/vulnerable situations are strengthened to participate and engage in inclusive peacebuilding, address discriminatory gender and social norms, and improve mental health and psycho-social resilience.

**Outcome 2:** Enhanced effectiveness of local communities, subnational level authorities and other relevant actors to improve food and water security and develop sustainable, green, gender inclusive and resilient economies.

Output 2.1: The life skills of young adults and women at the local level are strengthened and economic opportunities created.

Output 2.2: Climate-smart food systems and water infrastructure are enhanced and peacefully managed.

## Overall objective

The major objective of gender and age sensitive analysis is to identify the different needs, abilities, interests, barriers, and risks faced by girls, boys, women, and men; and coping strategies to build understanding of how the programs can support girls and communities to champion gender equality. The analysis will focus on Gender roles, and time use, decision-making and power dynamics in household, access to and control of resources and assets, meaningful participation, opportunities, decision making at household and community level, and overall outcomes. The gender analysis is expected to bring out the interaction of girls, boys, women, and men. The analysis will also further unpack the structural drivers of conflicts as well as existing coping strategies through joint and gender-disaggregated Focus Group Discussions.



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### Specific Objectives:

- Identify and analyze the specific gender inclusion needs and interests of girls, boys, women, and men related to WASH, Livelihoods, MHPSS Services and GBV.
- Identify unique barriers women, girls, men and boys, face in accessing, and benefiting from Livelihoods, WASH, MHPSS services.
- Examine power relationships and how they influence decision-making processes, societal roles, and the distribution of resources among women, girls, men, and boys.
- Identify gender & social norms and understanding the root causes that contribute to conflicts and inequality in Boys, Girls, Men and Women.  
Recommend actions to address the different needs, vulnerabilities and capacities of women, men, girls and boys and serve to proactively respond to gender discrimination through programs, and interventions that consider experiences of different genders and their specific needs.

### Questions

1. Gender-Specific Roles and Responsibilities in Agricultural Production: Describe the gender-specific roles and responsibilities within targeted households in agricultural production and the access to and use and control of resources. Explain how the roles and responsibilities of women, men, girls, and boys, will be considered in the design of project activities.
2. Safety and Protection Concerns, Including GBV Risks: Describe the safety and protection concerns, including risks of Gender-Based Violence (GBV) for women and men participating in livelihood interventions. Explain how these concerns will be identified and mitigated to ensure the safety and well-being of participants.
3. Equitable and Safe Access for Special Considerations: How will you make concerted efforts to ensure that individuals with special considerations, such as survivors of GBV, female-headed households, persons with disabilities, and older people, have equitable and safe access to the proposed interventions? Detail specific strategies and measures to address the unique needs of these groups and promote their active participation.

### Scope of gender analysis

The study will be conducted in the three counties of Rubkona, Akobo and Malakal of Unity, Jonglei and upper Nile states respectively. The study will engage Boys, Girls, Men, Women, community leaders, girl and women led CSO's and relevant ministries ensuring a comprehensive understanding through disability, gender, and age disaggregation. The study will span **27 working days** from inception to the finalization of the analysis.

### METHODOLOGY

The study will predominantly use qualitative data collection approach to capture a comprehensive understanding of Gender issues as they relate to multi-sectoral (Peacebuilding, MHPSS, Health, Nutrition, Protection, Education and FSL) programming in the selected Counties. The Evaluator will use the following key data collection methods:

- a) Desk review /literature review: Conduct a comprehensive review of existing project documents, reports, and relevant literature to understand the project context, objectives, and potential gender and age-related considerations.
- b) Stakeholder Mapping: Identify and map key stakeholders, including community leaders, women's groups, youth organizations, peacebuilding committees and relevant government ministries. Ensure diverse representation by age, gender, and disability.
- c) Inception Meetings: Hold inception meetings with project stakeholders to introduce the gender and age-sensitive analysis, gather insights into local dynamics, and align with community needs and expectations.



d) Onsite visual

observation: Conduct

on-site visual observations to complement other data collection methods. Observe gender-specific roles in daily activities, resource utilization, and public spaces. Document physical infrastructure and facilities, considering accessibility for different age groups and genders.

- e) Focus Group Discussions (FGDs): Conduct separate FGDs for girls, boys, women, and men within each target community. Use age and gender disaggregated data to explore perceptions, roles, and specific challenges related to WASH, Livelihoods, MHPSS Services, and GBV. Power Analysis tool will be used to discuss the type and causes of conflicts with local actors, underlying tensions and grievances, possible competition over resources, and functionality of existing dispute resolution redress mechanisms.
- f) Safety audits: Assess the safety and security of community spaces, with a specific focus on the experiences of women and vulnerable groups. Identify potential hazards and vulnerabilities to inform recommendations for improvements.
- g) Data Analysis: Analyze both quantitative and qualitative data using gender and age-disaggregated lenses. Identify patterns, trends, and relationships that contribute to a nuanced understanding of gender and conflict dynamics within the project scope.
- h) Validation Workshops: Organize validation workshops with community members and stakeholders to present preliminary findings, receive feedback, and ensure the accuracy and cultural relevance of the analysis.
- i) Report and Recommendations: Compile a comprehensive report outlining key findings, insights, and recommendations for integrating gender and age-sensitive considerations into the project. Provide actionable steps for addressing identified challenges and promoting gender equality and refine the log frame and budget.

The study methodology should be participatory and inclusive, involving consultations with all stakeholders, including those related to gender, age, disability, and other vulnerability considerations. It should also be sensitive to social norms and practices, ensuring ethical data collection with a focus on safety and obtaining informed consent.

To achieve this, utilize participatory tools such as gender analysis matrices, community mapping, and seasonal calendars. Additionally, incorporate Intersectionality Analysis to actively engage community members in identifying gender roles, challenges, and coping strategies. This approach allows for the recognition and understanding of how factors such as age, gender, disability, and socio-economic status intersect, shaping individuals' experiences within the community.

**Expected deliverables and timeline.**

Phase	Activity	End results	who	Time /Days
<b>Inception Phase</b>  <b>April 2024</b>	Project documents review: <ul style="list-style-type: none"> <li>• logical framework</li> <li>• project proposal</li> </ul>	Complete understanding of project results, locations and implementing partners	Consultant	2 days
	Preparation of inception report that will include: <ul style="list-style-type: none"> <li>• Detailed work plan with timeline for data collection in each location</li> <li>• Survey methodology &amp; Tool</li> </ul>	Approved work plan, survey methodology & tools	Consultant to share the draft inception report and incorporated the feedback from save the children, War child and Tearfund and	3days



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	Online meeting with Save the children, War child, Tearfund, CH, and WOCO representatives about data collection methods and timeline in each location	Final data collection schedule	Consultant	1 day
<b>Data collection</b> <b>April 2024</b>	Data collection in the counties (Malakal, Akobo and Rubkona) according to the approved methodology and tools	Collected data	Consultant	7 days
	Reflection session in the county with save the children, war Child Holland and Tearfund before the enumerators move to the next area.	Initial feedback and reflections on data collected	Enumerators supported by consultant	3 days
<b>First draft report</b> <b>May 2024</b>	Submission of first draft report	Draft report shared with Consortium Management Unit of the consortium (at SCI), who will then collect and provide feedback on behalf of the partners	Consultant	4 days
	Online reflection session with Save the Children, War Child Holland and Tearfund when draft findings are presented, and sense-making of the data is done and adjust logframe and budget	Review of data collection process and initial results  Consultant incorporates feedback collected during the reflection session.	Consultant	1 day
<b>Final Report</b>	The consultant Incorporate the feedback into the final report and write a final report	Final report	Consult	4 days
<b>Validation workshops</b> <b>May 2024</b>	PowerPoint presentation on the findings	Presented results	Consultant	1 day
<b>Total number of days</b>				<b>27 days</b>

### Ethical considerations

Ethical and safeguarding considerations need to be strongly considered during all stages of this assignment including data collection and analysis, ensuring respect and confidentiality for all participants. Anonymity, privacy and data security need to be ensured particularly during data collection, analysis, and storage and reporting. The consultancy team should demonstrate their commitment to children’s rights, safeguarding, ethics and participation, and these principles should be built into the study. All individuals involved to conduct this assignment will therefore be required to comply with Save the Children’s Child Safeguarding Policy and sign the Code of Conduct. Furthermore, the consultant should apply disability, gender and child-sensitive data collection methods which includes conducting data collection separately with women and men as well as having female enumerators engage with female stakeholders and male enumerators with male stakeholders were deemed appropriate and feasible.

### Role and responsibilities of Save the Children Consortium Management Unit:



- Responsible for the consultant selection process
- Act as focal person for the consultant
- Avail the relevant project documents.
- Organize online meetings with the DRA partners.
- Provide timely feedback on documents submitted.
- Provide information about the target group for the different sectors and make key documents available to the consultant.

### **Role and responsibilities of Save the Children, Tearfund, War Child, CH and WOCO**

- Provide information about the target group for the different sectors and make key documents available to the consultant.
- 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

### **Role and responsibilities of consultant:**

- Prepare data collection tools, inception report, and final report.
- Data collection according to the approved methodology and tools
- Hiring of enumerators; recruitment of enumerators with a balanced representation of both female and male candidates.
- Provision of data collection equipment
- Transport to the assessment location
- Transport and accommodation to the data collection sites.
- Data analysis and data cleaning
- Organize a reflection session with Save the children, War child and Tearfund before the enumerators move to the next area.
- Prepare the online reflection session with Save the Children Tearfund and War child, where draft findings are presented, and sense-making of the data is done.
- Incorporate feedback to the inception and final report.

### **Qualification and experience**

#### **Required**

- At least master's degree in Gender and Development Studies, social sciences, or related field
- At least 10 years' experience in consultancy working with humanitarian sectoral programs relating to humanitarian and gender programming.
- The consultant must be able to demonstrate experience in conducting a gender & conflict analysis.
- Excellent cross-cultural communication skills
- Demonstrated experience with qualitative research analysis.
- Experience of working in South Sudan/East Africa



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- Experience of conducting gender assessments
- Proven record of communicating with beneficiaries.
- Ability to deal with hardship and remote area field work.

#### Preferred

- Strong understanding of humanitarian and evaluation ethics and a commitment to ethical working practices
- Experience of working in insecure environments in South Sudan and managing security risks
- Action-oriented and evidence-based approach and strong drive for results.
- Highly developed self-management, and communication skills.

#### Payment schedule

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

- 30% first payment after submitting an approved inception report to Save the Children
- 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

#### How to apply

Any Competent expert, consultancy firms, organizations, or institutions are encouraged to apply before 16<sup>th</sup> April 2024 to: [SouthSudanTenders@savethechildren.org](mailto:SouthSudanTenders@savethechildren.org) \_with Subject of the e-mail as **Consultancy for Gender and age sensitive analysis**. No consideration shall be applied based on religion, nationality, and organization status. The Expression of Interest should include all the following:

- 1) A **technical proposal** that responds to the needs of the ToR. Remember to include the following 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
  - Fill in the below evaluation criteria and ensure all the required documents/legal documents are all attached.
- 2) A **financial proposal**
  - Financial proposal must clearly define breakdown of consultant daily fee and other associated costs that include taxes (20%), cost of Enumerators, international and in-country travels, visa fee, insurance, and accommodation during assignment.
- 3) CV for all proposed team members, should ensure equal representation of females and males. 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 two samples of similar previous work
- 5) Two references to be attached as annex to the technical proposal.



## 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	<p><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’</p>	Yes / No	Comments / Attachments
2	<p><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.</p> <ul style="list-style-type: none"> <li>1) Child Safeguarding Policy</li> <li>2) Anti-Bribery &amp; Corruption Policy</li> <li>3) Human Trafficking &amp; Modern Slavery Policy</li> <li>4) Protection from Sexual Exploitation and Abuse Policy</li> <li>5) Anti-Harassment, Intimidation &amp; Bullying Policy</li> <li>6) IAPG Code of Conduct</li> <li>7) Conditions of Tendering</li> </ul>	Yes / No	Comments / Attachments
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		Yes / No	Comments





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	<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.		
	<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) if not registered in South Sudan	Yes / No	Comments
	This includes the bidder submitting the following requirements (where applicable):		
5	<b>Valid Legitimate business address</b>		
	<b>Valid Tax Compliance Certificate</b>		
	<b>Valid Tax registration number &amp; certificate</b>		
	<b>Valid Business registration certificate</b>		
	<b>Valid Trading license</b>		
	The Bidder confirms it is registered with the appropriate authorities in South Sudan for the purposes of trade.	Yes / No	Comments
	-Valid Operation Licence from the Ministry of Trade and Industry, Central Equatoria State.		
6	-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.	-	-
7	<b>For Individual Consultants, applicants must submit the following documents:</b> - Copy of Passport 'data page' or National ID - Individual tax registration - Curriculum Vitae(CV)	-	-



## SECTION 2 – CAPABILITY QUESTIONS

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

Item	Question	Bidder Response	Attachment(s)
1	At least master’s degree in Gender and Development Studies, social sciences, or related field- <b>Bidder should attach Proof of qualification.</b>		
2	At least 10 years’ experience in consultancy working with humanitarian sectoral programs relating to humanitarian and gender programming. -, If yes, <b>Consultant should attach proof of previous experience in under taking similar assignment.</b>		
3	The consultant must be able to demonstrate experience in conducting a gender & conflict analysis.- <b>If yes, consultant should attach proof of experience conducting similar work</b>		
4	Demonstrated experience with qualitative research analysis- <b>Please attach previous reports</b>		
5	Strong understanding of humanitarian and evaluation ethics and a commitment to ethical working practices - <b>If yes, attach proof of experience.</b>		
6	Proven Experience of working in insecure environments in South Sudan and managing security risks- <b>Attach prove of experience</b>		

## SECTION 3 – SUSTAINABILITY QUESTIONS

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

Item	Question	Bidder Response	Attachment(s)
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>		



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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 **If yes, please explain and attach proof**