



Terms of Reference

Consultancy Service for DRA-EU Baseline Assessment in Akobo, Malakal and Rubkona Counties

Funded by: EU

Draft TOR-DRA Baseline

Type of Assessment	Baseline Assessment
Name of the Project	Building Resilient Communities: Empowering South Sudan for Peace and Prosperity
Project Start and End Dates	1/2/2024 - 31/1/2027
Project Duration in Months	36 Months
Project Locations:	Akobo, Malakal and Rubkona
Thematic Areas	Multi-sectorial thematic: (FSL, WASH, Protection and Peacebuilding)
Sub-themes	Building Resilient Communities: Empowering South Sudan for Peace and Prosperity
Donor	EU
Estimated Beneficiaries	231,277 affected individuals.
Overall Objective of the Project	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, and peaceful South Sudan

INTRODUCTION

This document provides the Terms of Reference (ToR) for baseline assessment consultancy service for EU funded DRA response implemented by Save the Children in Akobo County, War Child Holland and WOCO in Malakal County and Tearfund and CH in Rubkona County. Save the Children South Sudan is therefore seeking consultancy services of an individual consultant, consultancy firm, organization, or institution to conduct the baseline assessment in the 3 respective locations.

Project 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, and peaceful South Sudan.

Outcome 1: An 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, 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.

Project locations & partners: Save the Children in Akobo County, War Child Holland and WOCO in Malakal County and Tearfund and CH in Rubkona County. Consortium lead: Save the Children.

The **proposed action aims at building on existing best practices and established partnerships as part of the long-term collaboration of DRA partners in South Sudan**, who will jointly with relevant authorities and duty bearers on local, regional, and national level, implement this integrated Action to foster resilience, stability, and peace. The Action will be integrated with DRA humanitarian activities that will simultaneously take place in the target locations, while building on the outcomes of humanitarian interventions implemented by DRA members separately. The Action will also complement and contribute to national initiatives while avoiding duplication, including the Reconciliation Stabilisation Resilience Trust Fund (RSRTF), the Partnership for Recovery and Resilience (PfRR) and the Comprehensive Action Plan to End and Prevent Grave Violations Against Children. Specifically, this Action will build on best

practices and partnerships established under previous programming and build synergies with ongoing/future programmes.

Purpose of the baseline assessment

The overall purpose of the assessment is to determine a sound basis of evidence on program (the action) indicators in order to establish benchmarks that will allow credible correlation during or towards the end of the action.

Scope of the baseline assessment

The scope of this assessment is tied to provision undertaking a thorough assessment to help understand consortium partners understand the effect of crisis on targeted areas and population at various levels – household, community, local economy. It also aims to identify both negative and positive effects of any crises as well as any existing opportunities and capacities for recovery. The results will be used to inform the re-design and implementation phases of intervention that support resilient and peaceful communities, enhance resilience, and reduce vulnerability.

The baseline assessment will be conducted concurrently in the project locations (Akobo, Malakal and Rubkona counties) during May 2024.

The consultant will conduct design tools and interviews, guided by the indicators.

The overall timeframe required to fulfill the assignment is estimated to be around 30 working days.

METHODOLOGY

The baseline assessment will be conducted in a participatory manner involving key project stakeholders including but not limited to; DRA EU response beneficiaries, community leaders, government and non-governmental partners operating in Akobo, Malakal and Rubkona counties. The successful consultant will develop the methodology and all relevant tools and present together with the inception report.

Study Design

The consulting team will develop an assessment design and produce an assessment plan through an inception report to outline in detail the proposed methodology and establish the guiding principles of the baseline assessment. Specifically, this will outline assessment objectives and key questions, overall Methodology, Data collection methods, sampling considerations, timeline, and logistics among others.

Data collection tools: The consulting team will design context- and project-specific data collection tools for the key informants and focus group discussions based on the agreed questions. These will be reviewed by technical and operation teams of the consortium to ensure they are appropriate and relevant for the context.

Sampling

The overall sampling framework will be directed by the consulting team. Save the Children and the consortium technical team members will review and approve the final sampling framework before signing off.

Data Sources and Data Collection Methods and Tools

The methodology will be determined by the consulting team, with approval from consortium technical members. However, the consulting team must follow the assessment guidance as set out in the SC assessment handbook. The consulting team should ensure that there is meaningful participation from both children and adults especially for those areas where activities planned for children have been sighted.

Suggested methodologies are as follows:

- Desk review of all existing key project documents, monitoring data, and reports from the program, such as but not limited to the project proposal, MEAL Plan, IPTT, progress reports, etc.
- Desk review of secondary data relevant to the project, such as, but not limited to consortium members assessments, Humanitarian Response Plan, Humanitarian needs overview, including project proposal.
- Key informant interviews (KII) with relevant key stakeholders (from national & field offices) such as beneficiaries and staff from line ministries, other NGOs, and SC.
- Focus Group Discussions (FGDs) to capture the opinions and perspectives of beneficiaries of the project (adults and children). Consultations with children must follow SC's Child Safeguarding Policy and be in line with SC's child participation approach.
- Visiting the project sites.
- Cross-sectional surveys to collect quantitative data to support other qualitative findings.

It is expected that the baseline assessment methodology will be participatory, inclusive (i.e., include consultations with all stakeholders, taking into consideration gender, age, disability, and other vulnerabilities), and sensitive to social norms and practices.

The methodology will need to be submitted by the SC PDQ department, consortium technical team members and to the EU to ensure it is in line with ethics and data protection standards. This is mandatory for all processes that collect personal information. All data must be disaggregated by sex and age.

The study team is required to adhere to the [Save the Children Child Safeguarding: Protection from Sexual Exploitation and Abuse: Anti-Harassment, Intimidation and Bullying](#); and Data Protection and Privacy policies throughout all project activities.

Ethical Considerations

It is expected that this baseline assessment will be:

- **Child participatory.** Children should be meaningfully involved in the baseline assessment as a holistic process and not only as informants. Refer to the Practice Standards in

Children's Participation ([International Save the Children Alliance 2005](#)); and Global Indicator technical guidance (SCI M&E handouts Package, Volume 2).

- **Inclusive.** Ensure that children from different ethnic, social, and religious backgrounds have the chance to participate and children with disabilities and children who may be excluded or discriminated against in their community.
- **Ethical:** The baseline assessment must be guided by the following ethical considerations:
 - Child safeguarding – demonstrating the highest standards of behavior towards children
 - Sensitive – to child rights, gender, inclusion, and cultural contexts
 - Openness - of information given to the highest possible degree to all parties involved
 - Confidentiality and data protection - measures will be put in place to protect the identity of all participants and any other information that may put them or others at risk.
 - Public access - to the results when there are no special considerations against this
 - Broad participation - the relevant parties should be involved where possible
 - Reliability and independence - the baseline should be conducted so that findings and conclusions are correct and trustworthy

It is expected that:

- Data collection methods will be age and gender appropriate.
- Baseline assessment processes will provide a safe, creative space where children and adults feel that their thoughts and ideas are essential.
- A risk assessment will be conducted that includes any risks related to children or young people's participation.
- Informed consent will be used where necessary.
- The baseline assessment protocol, tools, and consent forms will be submitted for review and approval in advance of data collection.
- The final report must include a limitation section mentioning all the risks and limitations faced during the baseline assessment. This includes but not limited to any difficulty faced in assessing causation due to lack of counterfactual or any other reason.

Expected outcomes and deliverables.

Process

The assignment shall start in May 2024 with an inception meeting. A first meeting shall be held with the DRA EU Consortium Management Unit (Save the Children) before the assignment starts in order to review the ToR and agree on tentative work plan.

An inception report shall be submitted to the DRA EU Consortium Management Unit (Save the Children) detailing the work plan, sampling frame and data collection tools. The consultant will finalize the report, incorporating feedback and suggestions coming from the DRA EU Consortium Management Unit (Save the Children)

The consultant will be responsible for data collection including hiring enumerators where required. Data collection and fieldwork by the consultant shall take place in May 2024 and the

methodology will be mutually agreed upon by DRA response team and the consultant.

A draft assessment report should be ready by end of May 2024. One feedback and verification workshop will be conducted where the main findings are presented to the project team who will be provided with the opportunity to provide verbal and written feedback.

The final report should be delivered no later than May 31st, 2024. The content of the report will be finalized through mutual discussion between DRA project team and the consultant.

Deliverables

The study deliverables and tentative timeline (subject to the commencement date of the Baseline assessment) are outlined below. The assessment lead will agree with the consulting team on final milestones and deadlines at the inception phase.

Deliverable / Milestones	Timeline
The study Team is contracted and commences work	2 days
The study Team will facilitate a workshop with the relevant stakeholders at the commencement of the project to develop the inception report.	1 day
<p>The consultant will submit an inception report that will highlight the methodology and the guiding principles of the baseline assessment in the project implementation areas. The inception report will include the objectives and key assessment questions, methodology, overview of method and source of information per the assessment sub-question), data collection methods, sampling approach, timeline and logistics, tools to be used for data collection.</p> <p>The Consulting Team will submit an inception report* in line with the Inception Report Template here, including:</p> <ul style="list-style-type: none"> ▪ Study objectives, scope, and key study questions. ▪ Description of the methodology, including design, data collection methods, sampling strategy, data sources, and study matrix against the key study questions. ▪ Data analysis and reporting plan. ▪ Caveats and limitations of study ▪ Risks and mitigation plan ▪ Ethical considerations including details on consent. ▪ Stakeholder and children communication and engagement plan ▪ Key deliverables, responsibilities, and timelines ▪ Resource requirements ▪ Data collection tools (in line with the study matrix) ▪ Once the report is finalised and accepted, the consulting team must submit a request for any change in strategy or approach to the study manager or the steering committee. 	3 days
<p>Ethics submission (if applicable): Should approval from a Human Research Ethics Committee be required, an ethics submission should include:</p> <ul style="list-style-type: none"> ▪ study protocols (participant recruitment, data security and storage, consent, and confidentiality etc.) ▪ considerations for consulting with children and other vulnerable groups (if applicable) ▪ participant information statement and consent forms 	2 days
<p>Final data collection tools (in the report language):</p> <ul style="list-style-type: none"> ▪ Survey instrument. 	9 days

<ul style="list-style-type: none"> Data collection mechanism 	
<p>An [Power Point Presentation] including a summary of formative findings from the study. The focus will be on:</p> <ul style="list-style-type: none"> Summary of interim findings Any emerging program issues or risks (if applicable) Any changes that have had to be made to the study design (if applicable) Key tasks for the next stage of the study and any proposed refinements or changes to methodology (if applicable) 	1 day
<p>A Study Report* (Draft Version – Final Report Template if useful though external actors may want to use theirs) including the following elements:</p> <ul style="list-style-type: none"> Cover page including report title, month baseline assessment conducted in, Save the Children, Tearfund and War Child and CH and WOCO, and EU logos. Executive summary Background description of the Program and context relevant to the Study Scope and focus of the study. Overview of the study methodology and data collection methods, including a Study matrix Findings aligned to each of the key Study questions. Specific caveats or methodological limitations of the Baseline assessment. Conclusions outlining implications of the findings or learnings. Recommendations Annexes (Project logframe, study ToR, Inception Report, Study schedule, List of people involved) <p>A consolidated set of feedback from key stakeholders will be provided by Save The Children within 1 weeks of the submission of the draft report.</p>	4 days
Data and analyses including all encrypted raw data, databases, and analysis outputs	3 days
Final Study Report* incorporating feedback from consultation on the Draft Study Report	4 days
<p>Knowledge translation materials:</p> <ul style="list-style-type: none"> PowerPoint presentation of Study findings Evidence to Action Brief** 	1 day
Total number of days	30 days

Baseline assessment timeframe & budget available

The baseline assessment will be conducted during May 2024 and will not exceed more than 30 working days of consultancy. This is inclusive of travel times. The timeframe assumes data collection with electronic handsets, and as such, it does not include time for data entry with exception of the qualitative components. The consultant should indicate a breakdown of timeframe showing the detail work plan and expected dates of each major activity. The overall work should be completed in not more than 30 days including the final approved report for the baseline assessment.

Professional skills and qualifications

Interested experts/consultants/consultancy firms/institutions are required to provide copies of their respective CVs and academic qualifications detailing their experience in conducting similar type of assignments in the past.

Technical expertise

The following areas of technical expertise should be demonstrated in the expression of interest:

- Master's degree in economics, statistics, social sciences, development studies or a related field
- At least 10 years of experience in quantitative and/or qualitative research design and implementation in the humanitarian sector ideally as part of a monitoring, evaluation, and learning (MEL) work of project implementation, and specifically in conducting baseline.
- Strong experience and skills facilitating group workshops and discussions such as validation workshops.
- Proven experience in conducting an assessment in multiple locations concurrently using the same type of tools.
- Experience in quantitative and qualitative data collection and analysis, use of sound statistical methods to identify causal relationships and address threats to internal validity.
- Relevant subject knowledge and prior experience of working on multi-year programming in the emergency and humanitarian sector to ensure that design and research methods are as relevant and meaningful as possible as given in the work scope of this assignment.
- Proven knowledge and experience with using humanitarian sector frameworks for quality and accountability in baseline assignments.
- Statistical analysis: A range of statistical modelling and analysis of impact data; highly proficient user of Epi Info, SPSS, STATA or equivalent; and Nvivo or Atlas ti for qualitative data analysis techniques.
- Language proficiency: Proficiency in English and the ability to produce good quality written documents in English is a mandatory requirement of this assignment.
- The baseline assessment team should have prior experience of developing research designs that involve remote data collection and management.
- Regional experience and cultural sensitivity: it is particularly desirable that the baseline assessment team has experience working in the South Sudan context or at the least work with a qualified national consultant during the execution of the tasks.

The expression of interest (EoI) should include:

- 1) *A technical proposal (not exceeding 10 pages) that responds to the queries of this ToR. The technical proposal should contain a clear outline of the research methodology, data collection and analysis techniques, a tentative work plan with clearly defined milestones to achieve within the given timeline of the assignment, and a financial proposal.*
- 2) *CVs and prove of academic qualifications for all proposed team members.*
- 3) *At least one sample of similar previous work preferably in South Sudan.*
- 4) *Minimum two references, to be attached as annex to the technical proposal.*
- 5) *The financial bid must be prepared and submitted with clearly defined breakdown of*

consultants' daily fee and other associated costs including taxes (20%), administrative costs, flights, costs, and all other costs that will be incurred in executing this assignment. Please carefully read section payment schedule of the ToR while developing and finalizing financial proposal.

Please note that incomplete EoI will not be assessed.

Payment schedule:

There will be two-payment schedule; first instalment of 30% of contract value after submission and approval of inception report while the remaining 70% will be paid after submission and approval of the final report to Save the Children South Sudan Country office. 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 EoI received.

Management and technical guidance

- a) The consultant will work under the overall supervision of the Consortium manager and, will be the direct contact persons for the consultant and responsible for day-to-day supervision and link to any organizational support necessary.
- b) Roles and responsibilities of Save the Children in this baseline assessment.
 - o Responsible for the consultant selection process
 - o Act as focal person for the consultant.
 - o Seeking for ethical approval of the inception report
 - o Provision of all consent forms for the different methods of data collection
 - o Prepare payments for the consultancy.
 - o Provide access to all necessary documents and manuals that are relevant to the assignment.
 - o Liaise with other implementing partners (Tearfund, WCH, CH and WOCO)
- c) Roles and responsibilities of SC, Tearfund and War Child
 - o Provide information about the target group for the different sectors and make important documents available to the consultant.
 - o Make the necessary logistical and security arrangements to receive the data collection team.
 - o Inform the key staff, relevant stakeholders, and crisis-affected people about the upcoming assessment.
 - o Brief data collection team upon arrival and the briefing will include security updates in the respective counties.
 - o Introduction to the communities/target group, making sure that the people involved in the survey are available for participation.
 - o Support with logistics within the respective counties where the baseline assessment will be conducted in.
 - o Supervision of consultant during field data collection exercise to ensure quality of data collected for better decision making.
- d) Roles and responsibilities of the consultant
 - o Preparation of data collection tools, facilitate the data collection process, analysis, and cleaning.
 - o Preparation of inception report and final report
 - o Collection data according to the agreed methodology and tools by Save the Children, Tearfund and War Child

- Hiring of enumerators
- Provision of data collection equipment
- Transport to the data collection sites.
- Accommodation in the Counties
- Prepare an online reflection session with the DRA response partners (Save the Children, Tearfund and War Child), where draft findings are presented, and sense-making of the data is done.
- Incorporate feedback from DRA response partners and prepare the final report.
- Submission of raw data to DRA EU Consortium Management Unit (Save the Children).

Guiding principles and values

The consultant will adhere to the respective partner’s codes of conduct, child safeguarding policy and practices, and confidentiality of respondent’s views. Gender mainstreaming is key to DRA response partners and the donor; therefore, the consultant will have to ensure that the research team on the ground is gender balanced, ensuring that females are available to interact with female beneficiaries and vice versa. The consultant will also consider principles of impartiality, independence, objectivity, participation, collaboration, transparency, reliability, privacy, and utility throughout the process.

Selection process

The DRA EU response lead (Save the Children) will use its internal guidance, checklists, and an interview process to select the successful consultant.

Application requirements

Save the Children is inviting both individuals as well as teams of consultants, consultancy firms and/or institutions, to apply for this assignment. Interested candidates who meet the key qualifications and have relevant experience in designing and delivering similar type of assignments must submit their technical and financial proposals in two different folders to the following email address: Southsudantenders@savetheChildren.org not later than **April 16th, 2024**.

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: 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’	Yes / No	Comments / Attachments

2	<p>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.</p> <p>1) Child Safeguarding Policy</p> <p>2) Anti-Bribery & Corruption Policy</p> <p>3) Human Trafficking & Modern Slavery Policy</p> <p>4) Protection from Sexual Exploitation and Abuse Policy</p> <p>5) Anti-Harassment, Intimidation & Bullying Policy</p> <p>6) IAPG Code of Conduct</p> <p>7) Conditions of Tendering</p>	Yes / No	Comments / Attachments
3	<p>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.</p>	Yes / No	Comments / Attachments
4	<p>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.</p>	Yes / No	Comments
	<p>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) if not registered in South Sudan</p>	Yes / No	Comments
5	<p>This includes the bidder submitting the following requirements (where applicable):</p> <p>Valid Legitimate business address</p> <p>Valid Tax Compliance Certificate</p> <p>Valid Tax registration number & certificate</p> <p>Valid Business registration certificate</p>		

	Valid Trading license		
	The Bidder confirms it is registered with the appropriate authorities in South Sudan for the purposes of trade.	Yes / No	Comments
6	-Valid Operation License 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.		
7	For Individual Consultants, applicants must submit the following documents: - 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	Master’s degree in economics, statistics, social sciences, development studies or a related field- Bidder should attach Proof of qualification.		
2	At least 10 years of experience in quantitative and/or qualitative research design and implementation in the humanitarian sector ideally as part of a monitoring, evaluation and learning (MEL) work of project implementation, and specifically in conducting baseline.. - , If yes, Consultant should attach proof of previous experience in under taking similar assignment.		
3	Have a strong methodological background in conducting similar evaluations. If Yes, Consultant should explain in detail the methodological approach he/she will employ to conduct this evaluation		
4	Strong experience and skills facilitating group workshops and discussions such as validation workshops.- If yes, consultant should attach proof of experience		

5	Proven experience in conducting an assessment in multiple locations concurrently using the same type of tools.- Attach proves		
6	Experience in quantitative and qualitative data collection and analysis, use of sound statistical methods to identify causal relationships and address threats to internal validity. - If yes, attach proof of experience.		
7	Relevant subject knowledge and prior experience of working on multi-year programming in the emergency and humanitarian sector to ensure that design and research methods are as relevant and meaningful as possible as given in the work scope of this assignment.- If Yes ,please attach proof		
8	Proven knowledge and experience with using humanitarian sector frameworks for quality and accountability in baseline assignments. If Yes ,please attach proof		
9	Statistical analysis: A range of statistical modelling and analysis of impact data; highly proficient user of Epi Info, SPSS, STATA or equivalent; and Nvivo or Atlas ti for qualitative data analysis techniques. If yes, please attach sample of previous assignment		
10	Language proficiency: Proficiency in English and the ability to produce good quality written documents in English is a mandatory requirement of this assignment.- As a proof, please attach copy of previous report		
11	Prior experience of developing research designs that involve remote data collection and management- If yes, please attach a proof of previous experience		

SECTION 2 – SUSTAINABILITY QUESTIONS

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

Item	Question	Bidder Response	Attachment(s)
1	Regional experience and cultural sensitivity: it is particularly desirable that the baseline assessment team has experience working in the South Sudan context or at the least work with a qualified national consultant during the execution of the tasks.- If Yes please attach proof and details of all the consultants you tend to engage in this assignment		
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		



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