

**TERMS OF REFERENCE
FOR
HIRING A CONSULTANT TO CONDUCT A CONFLICT ANALYSIS ASSESSMENT
UNITY STATE, SOUTH SUDAN**

20th May 2016

Overview

This is an open and competitive selection process. The successful candidate will be selected following the review of each bidding consultant's proposal documents. These must be submitted to Samaritan's Purse¹ no later than **31st May 2016** and are to include the following:

- 1) A cost analysis bid broken out by cost per line item
- 2) A short 1-2 page proposal that briefly outlines methodology, logistics plan and work schedule at a high level
- 3) An example of the consultant's past work such as a written conflict report
- 4) References need to be supplied

A. Program/Project Description

This consultancy will inform the proposal design of the USAID funded Livelihood, Vulnerabilities and Resilience Program (LVRP). The LVRP seeks to build resilience through the reduction of chronic vulnerability of households and communities. By restoring livelihoods and strengthening systems that are a source of community resilience while integrating related infrastructure and WASH interventions, the program can improve the ability of households and communities to withstand, recover from, and prevent shocks that negatively impact livelihoods – whether they are naturally occurring or related to violent conflict.

B. Purpose/Reason for the Evaluation

The aim of this consultancy is to develop a thorough understanding of the conflict context in Mayom, Abiemnhom, and Pariang counties in Unity State. The report produced by the consultant will provide facts, feelings, and forecasts that were revealed in the assessment for the target area that will inform the project design and give information in regards to areas in which to target during implementation.

Specific Objective

The consultancy will be hired to conduct a conflict assessment to understand the complexity of the conflict in Mayom/ Abiemnhom and Pariang and how it impacts individuals in their ability to make a livelihood. The conflict assessment should provide insight and support the overall purpose of the intended project.

¹ Please send submission documents to: SouthSudanSealedBid@Samaritan.org

C. Scope of Evaluation

The Assessment will be conducted in Unity State, South Sudan in Mayom, Abiemnhom, and Pariang counties.

The assessment will be conducted in June 2016 and the report will be written and completed by **22nd July 2016**. Men, women and youth should be represented within the assessment. Samaritan's Purse is currently operational in the counties mentioned. In 2016, these counties have been relatively peaceful but some areas may have restricted access due to ongoing conflict and insecurity. The assessment will only be carried out in areas that are relatively safe and accessible.

D. Evaluation Methodology

It is expected that the consultancy will use the Conflict Assessment Framework (CAF 2.0 Application Guide) to conduct the evaluation.

Key Informant Interviews (KII): In collaboration with Samaritan's Purse, the consultancy shall identify key informants to interview for the assessment in the target areas of analysis. The consultancy shall coordinate these interviews of key individuals (e.g. government officials, community leaders, religious leaders, army and rebel group leaders, etc.) to respond to questions about exceptions, beliefs, and attitudes towards the current conflict and idea of a LVRP program.

Focus Group Discussions (FGDs): As appropriate, the consultancy will convene and interview groups of individuals with similar backgrounds (e.g. women, men, youth, displaced people, ethnic/religious groups) to respond to questions about exceptions, beliefs, and attitudes towards the current conflict and idea of a LVRP program.

Document Review: It is expected that a document review of relevant reports, assessments, newspaper articles, and other relevant information will be carried out prior to the field assessment. This document review will inform the creation of the key KIIs and FGDs questions.

Furthermore, it is imperative that the consultancy bear in mind the USAID/South Sudan's definition of conflict sensitivity when undergoing the assessment outlined below²:

- a. Conflict Sensitivity – USAID/South Sudan's definition of conflict sensitivity refers to the discipline and capacity of an organization to:
 - Understand the conflict context in which programs are being implemented;
 - Understand how the context might affect programs and how programs might affect the context;
 - Act on this understanding to minimize risk of negative impacts on programs (i.e., staff, beneficiaries, communities, results) and the conflict dynamics; and

² USAID's LVRP APS NOFO APS-668-16-000002 section 1.6.2

- Identify options for positively impacting the conflict context (through approaches to sectoral work).

It is essential that the recipient implement programming under the LVRP in a conflict-sensitive manner with upfront and continuing contextual analysis and monitoring that inform interventions throughout the life of the program. Strengthening intra- and intercommunal social bonds and interdependencies or strengthening inclusive systems for negotiating resource access and use and resolving natural resource-related disputes can provide a basis for avoiding violent conflict that disrupts livelihoods and destroys assets and infrastructure. This could mean focusing on transformational opportunities to strengthen systems and build trust, reconciliation, and coexistence within and between communities in approaches to activities under any of the three objectives.

Other required programmatic approaches in the LVRP which should be taken into account in this context (conflict) analysis are:

- b. Gender Sensitivity
- c. Youth Engagement – South Sudan’s youth (ages 15 – 29) constitutes 60 percent of the population and is increasing. This group makes up the newest cohort of mothers, fathers, wage earners, teachers, entrepreneurs, political and civic leaders, and voters. They are an influential segment of South Sudanese society, with the potential to stabilize or destabilize the country.
- d. Protection and Trauma-Informed Approaches
Applicants are expected to mainstream protection by describing the risks for harm, exploitation, or abuse faced by the affected population in general and in relation to the proposed intervention. Technical descriptions must include measures to mitigate and respond to protection risks. In addition, applicants will be required to take into account the negative impacts of psychosocial trauma on beneficiary populations related to livelihoods and community resilience and build in approaches to counter those impacts.

There are three objectives of the grant in which Samaritan’s Purse is pursuing. The consultancy is expected to focus on one, bearing in mind the other two.

Focus:

Objective: To strengthen the resilience of community and intercommunal systems

Expected Results: Applicants should propose an integrated approach to strengthening community-level resilience through systems that prevent or reduce impact of shocks and support disaster risk reduction, such as the following:

1. Building trust, reconciliation, and coexistence through resource sharing and local economic or trade ties;
2. Strengthening inclusive systems for natural resource management;
3. Developing infrastructure related to building resilient local economies and markets; and
4. Creating or improving community assets through activities such as cash or voucher programs for work.

Other objectives of the LVRP to keep in mind for context only:

Objective: To restore and diversify household level livelihoods

Expected Results: Applicants should propose a comprehensive approach to support the initiation, development, and capacity building of community-led groups engaged in agriculture, livestock, forestry, and fishery production, and self-capitalized savings and credit groups.

Objective: To improve water, sanitation, and hygiene (WASH) and nutrition conditions in order to strengthen household level livelihoods and community resilience.

Expected Results: Applicants should propose a holistic approach to integrate WASH and nutrition activities across Objectives 1 and 2 to support healthy and productive community members.

E. Deliverables

The consultancy will be expected to provide a written evaluation work plan along with data collection and analysis tools prior to the commencement of the evaluation. Upon completion of the evaluation, a final conflict assessment report will be written. All documents will be written in English. Each document is expected to contain the following:

1. An evaluation work plan
 - i. Overview of Program/Project
 - ii. Expectations of Evaluation
 - iii. Roles and Responsibilities
 - iv. Evaluation Methodology
 - v. Evaluation Framework
 - vi. Information Collection and Analysis
 - vii. Reporting
 - viii. Work Scheduling
 - ix. Detailed Evaluation Budget
2. Data collection tools
3. Data analysis tools
4. Produce a conflict assessment report in which facts of the conflict are outlined. Current feelings and perceptions of the conflict should also be explained and any potential future trends and their triggers discussed. The report should include the following information:
 - i. Acknowledgements
 - ii. List of Abbreviations and Acronyms
 - iii. Executive Summary
 - iv. Background and Context
 - v. Aim
 - vi. Objectives
 - vii. Methodology
 - viii. Limitations
 - ix. Results
 - x. Discussion
 - xi. Recommendations
 - xii. Conclusions
 - xiii. References
 - xiv. Annexes
 - a. Data collection tools
 - b. Consent form
 - c. Recommendations for targeted locations for future programming

The report will be used to inform Samaritan's Purse on the current conflict and how it impacts the target population as well as influence future programming.

The proposed activity schedule is:

- *Submission of application of bid by **31st May 2016***
- *Assessment to be conducted between **12th June – 9th July 2016***
- *Consultant to submit evaluation methodology plan and assessment tools to be reviewed by M&E Manager and IHQ technical staff before commencement of the Assessment and before hiring has been agreed and the contract has been signed*
- *Data sets and a preliminary report must be submitted and presented to Samaritan's Purse within a week of assessment completion. All recommendations, comments, and questions from Samaritan's Purse must be addressed in order for the final report and dataset to be considered finalized.*
- *The Final Report and full data set must be submitted to Samaritan's Purse no later than **22nd July 2016**.*
- *The consultant will meet with the M&E Manager before the assessment commences. During implementation, the consultant will keep in regular contact and will meet with the M&E Manager once the preliminary results have been shared.*
- *The consultant will respond to questions/comments on the preliminary results and from the M&E Manager.*
- *The final report and the complete data set should be submitted electronically to the M&E Manager.*
- *The Samaritan's Purse IHQ staff will be involved in review and approval of all documents including the survey methodology produced by the consultant. In addition, IHQ will provide technical guidance and final approval of the consultant hired.*

F. Evaluator Qualifications and Competencies

The consultancy will be required to demonstrate the following qualifications and competencies:

- Demonstrable expertise in monitoring and evaluation methodology
- Track record in developing, conducting and reporting on various types of evaluations including qualitative and quantitative data collection for international NGOs
- Strong oral and written communication skills with an ability to respond to comments and questions in a timely, appropriate manner
- Fluent in English
- Fully acquainted with USAID rules and regulations
- Experience in conducting conflict assessments; preferably in a complex conflict environment

G. Payment Schedule

The consultant will need to submit a clear bid in USD (\$) indicating the costs for the assessment to be conducted. The budget should include ALL related expenses and costs that the consultant should incur including consultant fee, and any other support staff/ enumerators. Lodging and food can be provided at

the SP bases. Any international flights, visas required and internal flights should all be included. In the bid proposal, the consultant must clearly breakdown the relevant costs so it's clear how the total cost/budget has been determined. Once an agreement has been made any additional costs that the consultant should incur above and beyond what was stipulated in the bid will need to be covered by the consultant.

H. Agreement of Terms

The consultant should agree to these specific terms that have been outlined in the TOR above upon signing the contract. Samaritan's Purse reserves the right to terminate the agreement at any point based on lack of access due to insecurity or non-performance of contract, in which Samaritan's Purse would reimburse for the services provided to date. Compensation for the deliverables outlined in this TOR will be paid on the following schedule:

25% upon signing of contract once methodology and tools have been approved by SP

25% after field data is collected and the consistency and quality in the dataset is verified by SP

50% upon submission of final report once it has been approved by SP IHQ.

I. Data Ownership and Confidentiality

All datasets and documents passed to the Consultancy remain the property of SP and are required to be considered under the strictest confidence. The datasets and documents must not, under any circumstance, be shared with a third party without the prior agreement of the SP Director of Program Development.