



## TERMS OF REFERENCE (TOR) FOR BASELINE CONSULTANCY IN YEI River COUNTY, OF YEI RIVER STATE, SOUTH SUDAN

### 1: BACKGROUND TO THE IMPLEMENTING PARTNERS

**MDO:** The Mugwo Community Development Forum (MCDF) is a community initiative formed in 2000 and became the Mugwo Development Organization (MDO) in 2011. MDO is an indigenous, independent NGO. MDO works to improve and alleviate poverty and to achieve socio-economic strength for the Yei River Communities. MDO's head office is located at 15 miles Yei-Kaya Road in Mugwo Payam. Because of the security situation, MDO presently operates only in Yei County but is exploring the possibility of re-establishing a presence in Mugwo County.

**RECONCILE:** The Resource Centre for Civil Leadership (RECONCILE) International is an indigenous South Sudanese Non-Governmental Organization, established in August 2003 as an affiliate to the New Sudan Council of Churches (NSCC) (now South Sudan Council of Churches (SSCC)). RECONCILE works to mitigate conflicts between communities.

**HES/EPER:** Hilfswerk der Evangelischen Kirchen Schweiz (HEKS/EPER) is the aid agency of the Swiss Protestant churches, is committed to justice, peace and the integrity of creation. HEKS/EPER's values command respect for all cultures and religions, helping individuals in need, irrespective of their race, colour or religion. All people have a right to live safe, dignified lives, free from all forms of oppression. HEKS/EPER attaches importance to long-term co-operation with its Partner Organisations.

### 2: BACKGROUND OF THE PROJECT

The project will contribute to creation of more stable and resilient communities in Yei Town Council through a dia-praxis, integrated approach of peacebuilding, reconciliation, food security and livelihood. Its key elements are mutually reinforcing. The work will be delivered in the field by two experienced and well reputed national NGOs, MDO and Reconcile International. Peace building and reconciliation work will be managed by RECONCILE International and food security and livelihoods recovery by MDO. The two partners will work in pursuit of the same outcomes with HEKS/EPER ensuring synchronicity by the partners.

#### Summary of project

<b>Project Name:</b>	Community Stabilization through Peace building and Livelihoods in Yei Town
<b>Project Location</b>	Christ the King, Jigomoni and Hai-Leben IDP Zones of Yei Town Council, Yei River State, South Sudan.
<b>Project Goal and Outcomes</b>	<p><b>Goal:</b> To contribute to more stable and resilient communities in Yei Town through Peace building, Reconciliation, Food Security and Livelihood Recovery</p> <p><b>Outcomes:</b></p> <ol style="list-style-type: none"><li>1. Improved community relationships in Yei Town (RECONCILE)</li><li>2. A resumption of livelihoods by IDP, returnee and host community HHs on 1,050 additional acres of land in Yei Town MDO</li><li>3. An increase in the production and market-place availability of vegetables and quality cereal seeds (MDO)</li></ol>



<b>Project Name:</b>	Community Stabilization through Peace building and Livelihoods in Yei Town
<b>Project Target Population and Beneficiaries</b>	<b>Total Number of People Affected within the Target Area:</b> 37,585 Households (187,609 persons) leaving in Yei Town Council by August 2018.  <b>Total Number of People Targeted:</b> 1,420 conflict affected IDPs, Returnees and HC Households (8'520 persons).
<b>Estimated life of the Project</b>	24 Months (1st October 2018 – 30th September 2020).

More details on project indicators may be seen in relevant project documents.

### 3: SCOPE OF BASELINE STUDY

Under the overall supervision of the Project Officer and HEKS/EPER, the identified Consultant will support and provide guidance to partners in the preparation, implementation and completion of the baseline survey in Yei Town Council. The baseline study will consist of two parts. First, a conflict analysis to provide greater clarity on conflict lines and actors, including a review of the Theory of Change and the identification of indicators. Second, a baseline assessment, collecting baseline data on the indicators identified during the conflict analysis and ToC review, as well as the food security and livelihood indicators from the current logframe. The consultant will lead in the baseline survey coordination during survey planning, questionnaire design, sampling, training, fieldwork, data processing, data analysis, dissemination and archiving, ensuring that agreed upon protocols and recommendations are always followed. The consultant will communicate effectively with the Project Officer for HEKS/EPER and Project Managers for the Partner Organisations (MDO and RECONCILE International). S/he will respond promptly to any related needs and issues as they arise.

The scope of work is expected to be completed within December 2018. This includes preliminary preparations, data collection, analysis and final reporting.

### 4: PURPOSE, OBJECTIVES, AND RATIONALE

The baseline assessment will provide benchmarks for defining the proposed HEKS/EPER funded diapraxis approach of peacebuilding, reconciliation, food security and livelihood key elements as per the indicators provided in the project M&E plan. This baseline will be used to measure results at the outcome and impact levels and will be calibrated to specific vulnerabilities and resilience capacities relevant to the context.

### 5: BASELINE SURVEY KEY RESULT AREAS

#### a. Improved community relationships in Yei Town

The baseline will map actors and describe the conflict lines between specific actors and the status quo of the relationships. Furthermore, it will provide:

- A comprehensive examination of the conflict situations (dividers and connectors) and the possible impact of the project activities on those;
- The percentage of reported incidents of violence against people of our concern (PooC) by the beginning of the project;
- The availability, access to and use of functional local institutions for conflict resolution as well as the quality of those;
- The levels of participation in, representation by and satisfaction of users with local institutions for conflict resolution at the start of the project within the target locations.

#### b. A resumption of livelihoods by IDP, returnee and host community HHs on 1,050 additional acres of land in Yei Town.



Conduct a food insecurity assessment focusing primarily on indicators that could signal the availability and levels/numbers of food insecure households, challenges related to access to cultivable land and production corridors, the number of HHs with access to land by the start of the project, levels (%) of production and yields by the start of the project.

**c. An increase in the production and market-place availability of vegetables and quality cereal seeds.**

The baseline should determine the % of HHs within Yei with access to cereal seeds by the start of the project; % of farmers producing cereal seeds and vegetables for the market place by the start of the project; current levels and number of households with disposable income through the sale of surplus agricultural produce.

**6: SPECIFIC OBJECTIVES OF THE BASELINE SURVEY**

The specific objective of the baseline survey is to provide an effective studied data and information for the future impact assessment of the project on its beneficiaries. Therefore, the following are some of the specific objectives outlined:

- a. Conduct a conflict analysis, to provide greater clarity on conflict lines and actors
- b. Assess appropriateness project design (impact pathways), indicators, and project strategies and recommend necessary changes according to OECD DAC criteria.
- c. Food security status/ livelihood situation in the targeted areas in the areas including access and availabilities of factors influencing food security/livelihoods.
- d. To examine the method of farming and technologies of production used in the project area and adaptation of new Technologies for improving and increasing production.
- e. Sources and availability of seeds.
- f. Access to markets, market information systems, market product and marketing systems available in the project area.
- g. To provide information on service availability coverage, gaps and programming needs.
- h. To assess and determine levels of key cross-cutting themes for programming i.e. gender Issues and conflict sensitivity.
- i. To test the beneficiary knowledge, attitude and practices on Food Security and Livelihoods.
- j. To provide data to HEKS/EPER and partners to inform programming.

**7: BASELINE SURVEY APPROACH AND METHODOLOGY**

- a. The survey will use both quantitative and qualitative methods depending on the data requirement of proposed indicators.
- b. To maintain the quality of the data, all quantitative data will be collected using Digital Data Gathering Devices and qualitative data will be triangulated as much as possible.
- c. A statistically representative sample will be taken from the list of beneficiaries registered for project target of 1,420 households (8'520 persons).
- d. Baseline tools, methodology and findings should be reviewed and validated with various stakeholders and approved by HEKS/EPER.
- e. Primary data collection will involve mostly mix methods, especially questionnaires, FGD, most significant change interviews, KII and secondary data reviews to address agreed indicators.
- f. Some of the key stakeholders that must be targeted through the primary data collection include: Households of beneficiaries; Individual women, youths and men; Community leaders (Chiefs, Landlords, Religious leaders etc); Police department; Health Units; Government officials for line ministries/departments; CSO/NGO partners, UN offices.



- g. Secondary data process, reviewing existing documents and data, will include: a desk review of existing literature including the project/program/initiative proposal, needs assessment, implementation plans, formal policy documents, official statistics, and other relevant quantitative and qualitative secondary data that will support the evaluation implementation strategies. Information will be provided to the external evaluation team as per the proposed evaluation schedule.

## **8: DELIVERABLES**

- a. Inception presentation / report, evaluation matrix, proposed methodology to measure the change / improvement of relationships between different actors and how the consultant needs to conduct the baseline survey.
- b. Daily and weekly progress reports of activities, describing activities undertaken during the week and highlighting challenges met and solutions put in place to mitigate them;
- c. A narrative report of no more than 30 pages (without annexes). The Executive Summary should include the value of the objectives/ Indicators assessed, photos and quotes on key community voices, sections on context, sampling methodology, findings (including gender and other vulnerable groups' segregated data according to selection criteria table showing baseline per indicator/ activity. Raw data of the quantitative and qualitative assessment.
- d. Annexes with the following information: Complete data set (Excel/SPSS), findings on the integration of gender, resilience, conflict sensitivity and engagement with local administration and religious leaders.
- e. Approximately one-hour assessment summary/ review PowerPoint presentation and discussions to be delivered in MDO's Yei office.
- f. Final report with clear baseline findings and recommendations.

## **9: REQUIRED QUALIFICATION**

**Education:** The consultant should have post graduate degree in a related field (development studies, Peace building, Humanitarian Aid, FSL, monitoring and evaluation) with a strong research and evaluation component.

**Experience:** Practical, demonstrable and relevant experience in conducting baseline surveys with multidisciplinary indicators (related to FSL, Peace building and trauma healing).

### **Other competencies.**

- The demonstrated ability to produce timely quality reports of high calibre.
- Strong writing skills.
- Methodological skill to operationalize indicators.
- Ability to work effectively both in a team and individually.
- Strong interpersonal skills.
- Knowledge and ability to work in conflict zones and traumatized war affected communities.

### **Languages;**

- Fluency in spoken English, Local Arabic and Bari.

## **10: SELECTION OF THE CONSULTANT**

**Required External Response to Terms of Reference:** A technical, time and financial proposal based on this Terms of Reference (ToR) is requested from the consultant or consulting firm containing:



- a. Technical proposal detailing survey methodology, sample size and techniques.
- b. Detailed plan of action for field work indicating staff-days required
- c. Specific roles and responsibilities of the team leader, supervisory chain and other core members of the evaluation team.
- d. Schedule of key activities preferably in a format such as a Gantt / Time bar chart.
- e. Detailed budget with justification. The external consultancy proposal should include a reasonable detailed budget to cover all costs associated with baseline study. This should be submitted by major activities and line items for HEKS/EPER's and partners' review and decision. This includes a break-down of the cost to the external evaluation team members, international and local travel, and in-country lodging and per diem, printing and photocopying. Other related costs that might be in the budget include expenditures for hiring local personnel (translators, enumerators and other local technical experts), translating reports, data analysis.
- f. Updated CV of the Team Leader and other core members of the team
- g. A profile of the consulting firm (including a sample report if possible)
- h. Other legal documents for consultancy operation.

### 11: SUBMISSION DETAILS

Interested applicants should send their CV, Technical proposal, time and financial proposals to [mugwo@yahoo.com](mailto:mugwo@yahoo.com) and cc [geri@reconcile-int.org](mailto:geri@reconcile-int.org) and [rose.heks.eper@gmail.com](mailto:rose.heks.eper@gmail.com) by 31<sup>st</sup>/December/2018.

Rose Abio  
 Programme Officer,  
 Juba, South Sudan.  
 December 2018.



Signed by ; MDO:



Signed by: RECONCILE.