



## Terms of Reference (ToR)

### Pilot Review of Support for implementation of the South Sudan Council of Churches (SSCC) Action Plan for Peace

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#### Introduction

The purpose of this Terms of Reference is to provide a framework for planning and conducting the pilot implementation review of **Support for implementation of the South Sudan Council of Churches (SSCC) Action Plan for Peace**. The pilot review will review and document the key learnings from the pilot implementation, methodologies, and targeting of the three major pillars (Advocacy, Neutral Forum, and Reconciliation). The documented lesson learned from the pilot implementation will inform better programming during the scaling up process of the action plan for peace in South Sudan. To capture the lesson learned, the review would apply diverse research methods including qualitative analysis, to ascertain the impact of the pilots. It will also assess what factors enhanced and limited the achievement of pilot results.

#### Background and description of the Action.

The South Sudan Council of Churches (SSCC) is an ecumenical body for the churches in South Sudan including membership of the Episcopal Church of Sudan, the Sudan Interior Church, Catholic Church, the Presbyterian Church of South Sudan, the Africa Inland Church, Sudan Pentecostal Church, South Sudan Evangelical Church.

SSCC creates a platform for consultation and collective action by churches in South Sudan on issues of common interest and functions as a medium through which the church seeks to enhance the spirit of ecumenical cooperation. SSCC has a presence throughout the country, and its networks reach people through the national office in Juba, regional offices in Equatoria, Bahr-El-Ghazal and Upper Nile areas, and inter-church committees (ICC). These consist of representatives from the highest to the lowest levels of the church governing system.

The church in South Sudan has had an influential role in solving conflicts, reconciling parties and building trust and confidence between communities, and this is the historical experience that it continues to build and base its credibility on.

In early 2015, SSCC began to increasingly raise its voice in demand of peace and reconciliation in South Sudan and began to take a stronger position as a unified church body against the violent conflict that erupted in December 2013. This increased engagement materialized in a church leaders' retreat in Kigali, Rwanda, which was a spiritual retreat in which church leaders developed a vision and a call to contribute to the solving of the conflict in South Sudan. The concrete outcome of the retreat was the Kigali Statement of Intent, a document that provides the framework for the engagement of the church in resolving the conflict, building peace and reconciling the people of South Sudan. The statement has been developed into a concrete Action Plan for Peace (publicly launched in August 2015), which is the backbone of SSCC's peace programming, consisting of three core strategic pillars. These are advocacy, Neutral Forum, and Reconciliation.

To support the churches effort in the implementation of the Action Plan for Peace, NCA and FCA received funding from the EU in 2016 and piloted the implementation of the critical pillars of the APP. The overall objective of the action is to contribute to building sustainable Peace and Reconciliation in South Sudan. The specific objective is to support the effective roll out of the South Sudan Council of Churches Action Plan for Peace in South Sudan. The key results of the action/ the Action are:

**Result 1:** SSCC organizational structure strengthened.

**Result 2:** Peace advocacy at national and community level mobilized.

The pilot review focuses on documenting key lessons from the pilot implementation of the three pillars of the Action Plan for Peace. These are Advocacy, Neutral Forum, and Reconciliation Activities.

The pilot review is forward-looking and will capture key lessons in terms of the Action design, implementation modalities, and its contributions towards peaceful coexistence in South Sudan. It will collate and analyze lessons learned, challenges faced and best practices obtained during pilot implementation which will inform the programming strategy in the scaled-up programming phase of support for the implementation of the South Sudan Council of Churches Action Plan for Peace in the current context of the country.

### **Scope and focus of the pilot review**

The pilot review covers the period from July 2016- July 2019 focusing on Central Equatoria, Boma, Jonglei Lakes, and the Amadi States, and it will document key learnings from the pilot implementation of the APP.

The indicative pilot review questions are categorized as follows:

### **What are the key lessons learned in the implementation of the Action in terms of advocacy, neutral forum, and reconciliation? In addition, the pilot review will address the following questions:**

- ✓ To what extent did the pilot implementation approach and objectives address the issues relevant for the beneficiaries (women, youth, interchurch committees, traditional leaders, and duty bearers) in South Sudan?
- ✓ Was the Action relevant to the target groups identified needs, and did it respond to those needs?
- ✓ What do the beneficiaries say about the relevance of the action?
- ✓ What are the key lessons learned in terms of the effectiveness of the action?
- ✓ What and how much progress has been made towards achieving the overall outputs, and outcomes of the Action (including contributing factors and constraints)?
- ✓ How effective were the strategies and approaches used in the implementation of the Action?
- ✓ What are the recommendations in terms of effectiveness for scaled up and similar interventions?
- ✓ Do the beneficiaries recognize that the Action is an initiative of the SSCC?
- ✓ Was the action achieving results efficiently? Specifically did the actual or expected results (outputs and outcomes) justify the costs incurred?
- ✓ Were the resources effectively utilized?
- ✓ What factors contributed to implementation efficiency? Deficiency?
- ✓ How efficient is the coordination between the SSCC secretariat, ICC, and FCA while piloting the implementation? What can be improved for scaled-up implementation?
- ✓ What lessons can be learned in terms of the positive and negative contributions in the lives of the target group because of the implementation of the Action?
- ✓ What impact did the Action have on groups such as women and youth who often face distinct barriers to their participation and influence stemming from age and gender?
- ✓ Is there an improvement in the peaceful coexistence of the communities reached by the pilot intervention?

### **The proposed pilot review methodology.**

The review of the Action involves qualitative and quantitative methods to review the referenced Action implementation and performance. It makes strategic recommendations for the next programming cycle of the peacebuilding work of the SSCCs APP in South Sudan.

The data will be collected through (but not limited to) the following methods:

- ✓ Desk study will be conducted including review of relevant literature related to the Action, and South Sudan national policies related to (inclusive peace) at national/local levels and review of all relevant Action documentation including Action proposal, annual work-plans, Action progress, and annual reports.
- ✓ In-depth interviews to gather primary data from key stakeholders using a structured methodology.
- ✓ Focus Group Discussion (FGD) with Action beneficiaries and other stakeholders.

- ✓ Interviews with relevant key informants.
- ✓ Observations (field visits using a checklist).

**Duration of the pilot review and schedule.**

The review is expected to start on 1 July 2019, for an estimated duration of 15 working days. This will include desk reviews, fieldwork - interviews, and report writing.

Activity	Deliverable	Time Allocated
Desk Review: pilot review design, methodology, and detailed work plan.	Desk review and pilot review plan	Two days
Inception Meeting: Initial briefing with the selected consultant.	Inception Report	One day
Field Visits and data collection.	Draft Report	Seven days
Data analysis, debriefing, and presentation of the draft review report		Two days
Draft report presentation and validation meeting with the lead consultant.	Final Report	One day
Finalization of pilot report incorporating additions & comments and submission to FCA.		Two days
Total		15 days

**Expected Deliverables:**

**An inception report:** The consultant will prepare an inception report, which details the consultant understands of the assignment and how the pilot review questions will be addressed. The inception report will include the pilot review matrix summarizing the review design, methodology, pilot review questions, data sources, data collection and analysis tool for each data source and the measure by which each question will be reviewed. The report will include the scope of work, agreed work plan, agreed on timeframe/ schedule of tasks, activities, and deliverables, with clear responsibilities for each task or product.

**The draft report:** The draft report prepared by the consultant and submitted to FCA for review and comments. FCA, SSSC, and relevant partners will provide comments within five days after the reception of the draft report. The report will be reviewed to ensure that the pilot review meets the required quality criteria.

**The final report:** The final report (maximum 12-15 pages excluding annexes) will be submitted within five days after receiving and incorporating the comments from FCA, SSSC, and partners. The content and the structure of the final analytical report with finding, recommendations, and lessons learned covering the scope of the pilot review should meet the requirements of the FCA M&E Policy and should include the following:

1. Executive summary
2. Introduction
3. Description of the pilot review methodology
4. Situational analysis of the outputs and outcome.
5. Analysis of opportunities to guide future programming
6. Key findings, including best practices and lessons learned
7. Conclusion and recommendations
8. Appendices: including charts, terms of reference, field visits, people interviewed, documents reviewed, etc.

**Proposed Schedule of Payments.**

The consultant shall be paid the consultancy fee upon completion of the following milestones.

- ✓ 30 % after adoption of the inception report.

- ✓ 30 % after the presentation of the draft report.
- ✓ 40 % after the approval of the final report.

The consultancy fee will be subjected to income tax by the South Sudan Financial ACT 2017/18, section 53 of the Taxation Amendment ACT 2016.

**NOTE:** The contract price will be fixed regardless of changes in the cost components.

### **Required expertise and qualification**

The consultant for the pilot review must have the following expertise and qualifications:

- ✓ Master's degree in Peace and Conflict studies, Monitoring & evaluation, international relations, or related relevant field.
- ✓ Knowledge of context (South Sudan or the region) and thematic expertise on inclusive /community-based peacebuilding, church-led peacebuilding.
- ✓ Expertise on gender and youth inclusion as well as inter-faith peacebuilding.
- ✓ Extensive expertise, knowledge, and experience in the field of pilot review of peacebuilding programs.
- ✓ Proven experience with research methods (including quantitative, qualitative, and participatory information analysis and report writing).
- ✓ Experience of program design/ formulation, monitoring, and evaluation.
- ✓ Fluency in English required.

### **Selection Criteria**

The consultants will be evaluated by using the **Quality and Cost** approach (combined scoring method). Technical proposal will be evaluated on a 70% score, whereas the financial proposal will be evaluated on a 30% score. The incumbent consultant is responsible for all personal logistics. FCA will arrange logistics in the target field locations for the consultant, including organizing sessions for FGDs.

### **How to apply**

Interested consultants and consultancy firms are required to complete the information in this link <https://ee.humanitarianresponse.info/:YzFE>. Also, submit a technical and financial proposal marked "Technical and Financial Proposal for the Pilot review Consultancy" based on the FCA standard Proposal Template (attached as an annex to this TOR) through email: [Procurement.Ssuco@kua.fi](mailto:Procurement.Ssuco@kua.fi) and [worku.aymelo@kua.fi](mailto:worku.aymelo@kua.fi) by **5:00 pm** (East Africa Time) on **15 June 2019**. For inquiries regarding the advert, please contact [worku.aymelo@kua.fi](mailto:worku.aymelo@kua.fi). Incomplete and late submissions will not be considered.

**Annex 1. Technical Proposal Template**

*To be filled-in by the candidates, in compliance with the following instructions*

1. Rationale (max. 1 page)

Any comments on the Terms of Reference of importance for the successful execution of activities, in particular, its objectives and expected results, thus demonstrating the degree of understanding of the contract. Any comments contradicting the Terms of Reference or falling outside their scope will not form part of the final contract.

An opinion on the key issues related to the achievement of the contract objectives and expected results

(Optional: An explanation of the risks and assumptions affecting the execution of the contract)

2. Pilot review questions (max. 2 pages)

The pilot review questions formulated based on the criteria presented in terms of Reference's Sub-section 4.

3. Proposed Methodology (max. 3 pages)

An outline of the approach proposed for contract implementation;

A list of the proposed activities considered to be necessary to achieve the contract objectives;

The related inputs and outputs.

4. A timetable of activities (max 1 page)

The timing, sequence, and duration of the proposed activities, taking into account mobilization time

5. Financial proposal (max 1 page)

Please provide a detailed budget of the pilot review (at VAT 0). FCA will then add the VAT according to the Finnish legislation.

	<b>Unit cost (in EUR)</b>	<b>Description/ Number of days</b>	<b>Total (in EUR)</b>
<b>Consultancy Fees</b>	(per day)		
<b>Travel</b>			
<b>Incidentals</b>			
<b>Accommodation / DSA</b>	(per day)		
<b>Materials/Interpreter</b>			
<b>[Xx] (please fill in if needed)</b>			