
**TERMS OF REFERENCE (ToR) FOR REQUEST FOR PROPOSALS
2017 NUTRITION AND MORTALITY SMART SURVEY**

I. Background and Introduction

World Relief (WR) is an international NGO that has supported sustainable development programs in countries emerging from complex humanitarian emergencies and disasters, with a proven track record in more than 20 countries. Programs are community-based with an emphasis on capacity building and local ownership in the sectors of HIV/AIDS prevention and care, maternal and child health, child development, microfinance, disaster response, and refugee resettlement. World Relief is an international non-governmental organization (NGO) that has been registered in the Republic of South Sudan. World Relief began operations in Southern Sudan in 1998, responding to the humanitarian needs with relief goods and services. Since then programming has evolved into education, nutrition, primary health care and livelihoods focusing on community-based service delivery. World Relief South Sudan (WRSS) has developed a corporate strategy to promote transformational development that addresses the physical, spiritual, social and economic needs of the vulnerable populations in partnership with the local church and mission agencies.

The overall purpose is to bring life-saving assistance to conflict-affected communities and individuals in selected locations of Koch County. The main goals of the activities are to:

- Stabilize household food supply
- Reduce malnutrition cases in children under five, pregnant and lactating women
- Prevent disease through improved sanitation and hygiene education; and
- Support community health through the provision of primary health care.

In order to achieve these objectives, WR works in four program sectors: Health, WASH, Nutrition and Food Security. Every year a Nutrition and Food Security Survey is conducted in WR's operational areas in order to collect anthropometric data on the beneficiary population, reassess needs of the target population, and gain feedback on the impact of the WR program. The main focus of the study is the Nutrition sector, but it also includes indicators from the other three sectors in order to establish a holistic understanding of the situation in Koch County and the WR program.

II. Objectives

The overall objective of the survey is to estimate the prevalence of acute malnutrition among children of age 6-59 months and assess the mortality situation in Koch County as well as possible underlying factors contributing to malnutrition such as morbidity and access to health services.

The specific objectives are;

- 1) To estimate the prevalence of global and severe acute malnutrition and chronic malnutrition amongst children aged 6 – 59 months.
- 2) To determine retrospective crude mortality rates (CMR) and under five mortality rates (U5MR).
- 3) To estimate the occurrence of two-week retrospective morbidity in children 6-59 months.
- 4) To estimate the coverage of measles vaccination (9-59 months) and Vitamin A supplementation in the past six months among children aged 6-59 months as well as deworming in children 12-59 months.
- 5) To assess household food security situation in the County.
- 6) To establish the WASH practices, maternal and child care practices.
- 7) To assess the prevalence of acute malnutrition in pregnant and lactating women (PLW) by use of MUAC.

- 8) To establish the prevailing Infant and Young Child Feeding (IYCF) Practices

Analysis and recommendations gained from the data will be used to inform WR programming, as well as other stakeholders and international bodies interested in collecting data on Koch County.

III. General Expectations and Requirements

It is expected that the work delivered will be of high quality. The following are general expectations and requirements of all contributors to the survey:

- (a) Strong consideration must be given to prevailing standards in nutritional and livelihood assessment, and significant deviation from current/recommended practices should be justified ahead of time in writing.
- (b) The anthropometric measurements need to conform to the standards set by the Sudan MOH and UNICEF. To ensure quality anthropometric measurements, the training guidelines as proposed by SMART guideline.
- (c) Recommendations will extend to mitigation activities based on projections of nutritional status and contributing factors over the subsequent months. The key findings and programmatic recommendations, as well as other key decisions made by the Consultant, will be made in consultation with the South Sudan Country Director and officials of WR.
- (d) The survey will be guided by and comply with the South Sudan SMART Survey Guidelines.

IV. QUALIFICATIONS and COMPETENCIES

Education:

- The consultant should preferably be a holder of a post graduate degree in public health, social sciences or related discipline.
- Qualified and experienced consultant with Health and Nutrition background in surveys and assessments using SMART methodology.

Work Experience:

- A minimum of five years' experience of managing or working in INGO environment.
- Proven team leading and managerial experience
- Knowledge of working with conflict-affected populations

Languages:

- Fluency in English is essential. Knowledge of local language is an added advantage.

Technical Competencies:

- The consultant must have a strong background in statistics and data analysis packages. Must know SPSS, EPI info and ENA for SMART and all relevant computer applications in general.
- Excellent reporting and presentation skills.
- Excellent knowledge of and experience with humanitarian guidelines and principles.
- Fluency in English and local languages spoken in the working area is an advantage.
- Computer literacy in ENA Software, MS Word, MS Excel and professional power point.
- Willingness to travel extensively and work under pressure & meeting deadlines
- Ability to work in a multicultural and inter-sectoral environment.
- Ability to work collaboratively as a team with the other staff members.
- Ability to coordinate, direct and supervise others to achieve a common goal.

- Ability to live and work in an isolated area in conditions of limited comfort

Specific roles and responsibilities are as follows:

The consultant will be ultimately responsible for the content and quality of the study and the final product of the report, including all technical aspects of the anthropometric survey. In consultation with the World Relief staff his /her duties will include, but are not limited to:

1. **Sampling and estimating the sample size:** Definition of the representative target population. The sample size will be determined by appropriate sampling techniques (ENA Software) and the chosen level of precision agreed upon.
2. **Methodology:** SMART methodology with a random sample of residents, previous questionnaires revised and additional indicators will be added.
3. **Quality Control:** A clear descriptive of the quality control mechanism that will ensure a quality survey.
4. **Management of survey:** Meeting with the team daily in the morning and at the end of the day to get feedback of the work during the day and field visits during data collection exercise.
5. **Management of data:** Data entry daily (this allows for detection of mistakes and correction of the mistakes the following day)
6. **Survey reports:**
 - Produce and submit a preliminary survey report and database to WR SMT and Nutrition Cluster for feedbacks and Validation within 2 weeks from end of data collection exercise.
 - Producing the final survey report based on comments received from WR SMT, Nutrition Information Working Group, partners, and other stakeholders.
7. **Availability:** Person should be available while at home when questions arise from the nutrition cluster committee (validation process) regarding the survey.
8. **Oversight support:** The Consultant is required to provide oversight and technical support in the implementation of the WR Nutrition and Food Security Study, incorporating selected program and related concerns such as nutrition, health, water, and sanitation and food security in the Organization's program area of Unity State, Koch County, South Sudan. The study is intended to provide current information to guide the multi-sectoral emergency program / transition program for internally displaced persons and conflict-affected persons in designated program areas of Koch County.

NB: Applications MUST include the following:

1. Curriculum Vitae
2. Cover letter,
3. Description of proposed methodology ,
4. Proposed budget and work plan
5. One example of previous SMART survey report previously written & approved (WR will keep it confidential)

TERMS OF THE CONTRACT

a) The general survey work will take place from the third week of November to the third week of December 2017, with the following activities expected:

- (1) Document Review - The level of effort expected from the Consultant for the review of relevant project documents and data collection tools is 2 days of work (which may be broken into several partial days). Final endorsement of the research tools is the responsibility of the Consultant.
- (2) TOR – The consultant is produce a two page TOR submitted to Nutrition Information Working Group for approval before travel to the field
- (3) Travel - The Consultant should arrive in Juba in the third week of November 2017
- (4) Planning- The consultant will be involved in planning and development of sample frame before training
- (5) Training - Training will be conducted in three places, Koch, Ngony and in Boaw for survey enumerators.
- (4) Fieldwork - The study's field work will take place from 1st week of December 2017 and includes Saturdays, and Sundays. The Consultant is scheduled to be present for 15 days of training and data collection before leaving the field.
- (5) Data Entry - Data entry will be performed by the consultant and his team paid by World Relief. Data entry is expected to be completed within 5 days of data collection.
- (6) Data analysis and submission of preliminary results – A draft report is due 2 weeks after data entry from consultant. The level of effort expected from the Consultant is 5 days of work. During this time, a 2-3 page document on the preliminary findings and datasets is also required, for submission to World Relief and Nutrition Information Working Group following SMART result reporting format.
- (7) Review - Feedback from WR staff, Nutrition Information Working Group and program partners is due no more than 1 week after receipt of the draft report.
- (8) Compilation of final results and final report – A final report is due 1 week after receipt of feedback from WR and project partners. The level of effort expected from the Consultant is 2 days of work. Final report is subject to the approval from Nutrition Information Working Group in Juba.