



VACANCY ANNOUNCEMENT

Terre des Hommes Foundation (Tdh) is an international NGO focussed on Child Rights. To support the development of its **project in jebel boma county**, Tdh is encouraging applications from South Sudanese nationals for the role of:

Consultant.

Duty station: Boma state
Contract duration: one(1) month
Starting Date: ASAP

CONSULTANCY TERMS OF REFERENCE

Conducting a field assessment to identify and profile targeted beneficiaries in Boma and Vertet Counties (Boma State).



1. Objectives of the Assignment:

- Tracking the lists of beneficiaries provided by Tdh and documenting their whereabouts following a methodology agreed with Tdh.
- Conducting interviews with beneficiaries and their caregivers, using the questionnaire forms provided by Tdh and following a data collection methodology agreed with Tdh.
- Processing all data collected in the field and entering it into a soft database provided by Tdh.

2. Outcomes of the consultancy:

- All the beneficiaries in the lists provided by Tdh are localised and their whereabouts properly documented in a way that allows Tdh to contact/localise them at any time.
- All the beneficiaries in the lists provided by Tdh and their caregivers are interviewed and their feedbacks collected through the provided questionnaire forms¹.
- All the questionnaires are properly and accurately filled in, following a data collection methodology agreed with Tdh, and shared with Tdh within the deadline.
- A soft database containing accurate and full information collected during the field assessment is available.
- A detailed field visit report is produced and shared with Tdh by the end of the field assessment.

¹ Upon beneficiaries' consent formally sought.



3. Timeline and duration of the consultancy service :

- Duration of the consultancy service: 30 days, from the tentative dates of 09/01/2016 to 08/02/2016 (TBC) .

1. Consultant:

- 2 persons, with proven IT (proficiency in Excel is required) and database management skills. Candidates with proven experience conducting community assessments will be preferred. Recruitment will be confirmed after passing a technical test. Candidates must be able and willing to ride a motorcycle in the field.

2. Consultancy fees and payment:

- Consultancy fee will be defined as follows:
 - Tdh will provide accommodation duration of the consultancy service. The consultants will be accommodated at the Tdh base in Boma. A per diem will be given according to Tdh policy in the event of overnight stay outside of Boma.
 - TdH will cover the cost of one (1) return flight ticket from Juba to Boma, per person.
 - Tdh will provide a motorcycle for travelling to the field and will cover all the expenses related to fuel and maintenance.
 - The consultants will cover their food expenses during the consultancy service.
 - The consultants must provide their own computer, charger and other IT equipment needed to accomplish the job (USB, hard disk, camera etc.).
 - Any other expenses, fees or equipment not described above will be covered by the consultants (e.g. raincoat, boots, torch, personnel hygiene items...)
- Payment will be done at the handover of the deliverables

Application modalities:

Qualified and interested candidates should submit the updated CV with a covering letter to: **Terre des Hommes, plot,338,block 3k,south 2nd class– Tongping,off US Embassy Road or be emailed to: tdhsshra@gmail.com**
Closing date is 8th December, 2016.

Only shortlisted candidates will be contacted for a written test.
Tdh's recruitment and selection procedures reflect our commitment to protect children's rights, which includes the prevention of all forms of child abuse. Tdh is an equal opportunity employer. Female candidates are encouraged to apply.

Submitted documentation will remain Tdh properties (do not submit originals).