



Terms of Reference

Women's participation and inclusion in conflict resolution and peace building at community and national level

Locations: Juba County, (Central Equatoria State), Wau County (Western Bahr el-Ghazal State) and Pariang County (Ruweng Administrative Area), South Sudan.

Donor: Germany Ministry of Foreign Affairs

Partner: CARE International in South Sudan

1. Background and rationale

Addressing violence against women and girls as a catalyst for Peace is a two-year project that seeks to promote gender responsive stabilization and recovery of conflict affected women, men, girls and boys in Wau and Pariang. The project specifically supports communities to identify and take action against structural causes of gender inequality which promotes conflict and violent notions of masculinity and normalizes the violence. It also focuses on addressing the conflict-related gender-based violence against men and women through improving their access to multi-sectoral GBV services. To achieve sustainable peace, an inclusive decision-making process will be promoted where women's participation and leadership will be strengthened. Through these interconnected outcomes, communities will identify potential solutions for violent conflict thus, contributing to attainment of sustainable peace at national and community level. This corresponds with the German foreign policy agenda for South Sudan that focuses on crisis prevention, stabilization and peace-building, leading to more sustainable development with a specific focus on women.

This terms of reference was to attract interested researchers to undertake a study on best practices and challenges of women inclusion and participation in peace building at community and national levels. The study will focus on the added value of women's inclusion and participation in peace building, assess gender roles, relations and the power dynamics in conflict resolutions and local peace building, capacities and vulnerabilities so as to be able to inform its advocacy. Gender relations shape the way in which women engage in, are affected by and seek to resolve conflict.

Project Name	Addressing violence against women and girls as a catalyst for Peace
Projects/ Sectors	GBV/Protection, Women Economic Empowerment
Projects Coverage	Wau County (Western Bahr el-Ghazal State) and Pariang County (Ruweng Administrative Area), South Sudan.
Survey Type:	Gender and Conflict Analysis
Survey Purpose:	<ul style="list-style-type: none">a) To document the best practices and challenges of women inclusion and participation in peace building at national and community levels.b) To assess the roles that women play in conflict resolution and peace building at national and community levelsc) To assess the level of women participation and inclusion in conflict resolution and peace building at national and community levelsd) To assess the structural, systemic and social barriers to meaningful participation and inclusion of women and vulnerable groups at national and community-level conflict resolution and peace building.

	e) To assess the level of awareness and implementation of the national action plan on Women Peace and Security (NAP/WPS) and the role of WRO and key stakeholders.
Research Questions	<p>a) What are the best practices and challenges that influence women inclusion and participation in national and community peace building mechanisms?</p> <p>b) What role do women play in the national and community-level conflict resolution and peace building?</p> <p>c) What is the level of women participation and inclusion at national and community-level resolution and peace building?</p> <p>d) What are the structural, systematic and social barriers that affect meaningful participation and inclusion of women and vulnerable groups in national and community-level conflict resolution and peace building?</p> <p>e) What is the level of awareness and the role of WROs and other actors in the implementation of the NAP/WPS?</p>
Proposed methodology	<p>Using a mixed methods approach (using both qualitative and quantitative methods) in gathering information from both primary and secondary data sources which include but not limited to;</p> <ul style="list-style-type: none"> • Perception survey of women at national and community levels • Focus Group Discussions (To be conducted while ensuring adherence to COVID-19 guidelines) • Key Informant Interviews • Review of secondary data, etc
Proposed start and end dates for Study:	13 th October 2021 to 13 th December 2021
Final report submission date:	13 th December 2021

2. Researcher Scope of Works

CARE International in South Sudan will identify a competent researcher to conduct this study. As part of the contracting process, CARE will ensure that the researcher understands and agrees to the assignment, including the scope, purpose, objectives and methodology. This negotiation includes flexibility to cater for any changes that may arise in the context due to COVID-19, conflict or any other unforeseen changes.

The researcher will design all the relevant data collection techniques, protocols and tools. The Project Manager, Gender & Protection Advisor, MEAL Coordinator and Research Manager will review the tools

and techniques and give feedback prior to the actual commencement of the study. The researcher should remain aware of the changes in the context that could impede the study. This assignment should be completed within a maximum of 60 days from inception. Therefore, the researcher is expected to;

- Prepare an inception report and hold inception meetings with CARE International in South Sudan.
- Develop a comprehensive study design describing type of data to be collected, techniques and relevant tools for the study.
- Define sampling method, sampling size(s) and targeted respondents
- Review existing literature on the state of COVID-19 in South Sudan, including, but not limited to the relevant project documents

3. Methodology

The researcher will design/use a mixed method approach which integrates qualitative and quantitative data collection techniques.

3.1 Quantitative Approach: It is important to acquire data that permits CARE to compare findings in the different locations and contexts. This data should be collected through undertaking perception survey.

3.2 Qualitative Approach: Cognizant of COVID-19, the researcher is expected to use qualitative data collection methods that include but not limited to; Focus Group Discussions (FGDs), Key-Informant Interviews (KIIs), observation and relevant literature analysis. All these should be undertaken while ensuring the MOH and WHO COVID guidelines. Researcher should also be mindful of inclusion and diversity during data collection by ensuring representation all groups of women and men including stakeholders at all levels.

3.3 Sample sizes, Sampling and recruitment of respondents.

The researcher will compute appropriate sample size that should be representative for the quantitative approach and justify why a particular sample size is chosen for the qualitative approach.

The researcher will also be expected to develop a scientifically sound sampling procedure including how respondents will be recruited to take part in the study as well as abide by an approved sampling methodology. The sample size(s) and sampling method(s) should be representative and proportionate to produce a clear understanding of women inclusion and participation in conflict resolution and peace building processes. In cases where the sampling strategy is changed for whatsoever reason, the researcher is expected to re-compute a representative sample size(s) and together with the sampling and recruitment protocols, these should be resubmitted to CARE South Sudan for approval. Thus, a clear and unambiguous proposal on sampling methodology and sample size is expected from the researcher.

3.4 Data Collection

Participatory tools like perception survey tool, focused group discussion and key informant interview guides as well as other observational checklists may be used. These tools are to be applied interchangeably. The researcher will be required to develop all data collection tools that ensure that all relevant data in line with the study objectives will be captured. The Researcher will be responsible for the selection and training of enumerators at the field level.

Due to the current COVID-19 pandemic, the researcher is expected to design a COVID-19 infection risk mitigation protocol cognizant of Government of South Sudan COVID-19 country regulations.

3.5 Data Sources

The study considers both **primary** and **secondary** data sources.

The primary data sources include, but are not limited to:

- Female and male youth (18 – 24 years)
- Female and male (25 years and above) community members
- Female and male community leaders
- Government representatives at national, state or county level
- Women's rights organizations
- UN agencies, INGOs and donors

The researcher is also expected to undertake a review of existing documents using appropriate document review tools and methods.

3.6 Data Analysis

The researcher will develop a data analysis plan that is iterative in nature as this approach allows a prompt validation of the data as its being collected. The researcher should corroborate and triangulate data from the different data sources. A summary of the data management and analysis procedures (including the analysis files like the Stata do files if stata is used), together with a complete set of tools and procedures for summarizing and analyzing qualitative data needs to be made available.

3.7 Data Quality Issues

The researcher is expected to ensure that quality data is collected by avoiding or at least minimizing errors at every stage of the survey.

This could be achieved through, but not limited to the following;

- **Pretesting data collection tools:** Before undertaking the actual data collection exercise, the researcher is expected to pretest the data collection tool(s) so as to be able to gauge their reliability and validity.

- **Spot Checks and daily review of collected data:** The researcher is expected to do regular spot checks on enumerators in the field to ensure that the correct sampling methodology is followed. S/he is also expected to do a thorough review of the data collected by checking through all completed responses (on a daily basis) to ensure any mistakes or inconsistencies are corrected.
- **Appropriate data cleaning and analysis:** The researcher is expected to undertake appropriate data cleaning and analysis by using sound statistical methods.

4. Validation and Communication of Findings/Reflection

A one-day validation session will be conducted with all the relevant team members who participated in data collection. Additionally, CARE team members will be present to support and facilitate sessions and also to clarify on information, and to fill in gaps where some data may either be missing or contradictory. During the validation workshop, the enumerators will also provide additional observations contributing to the depth of data and analysis. The researcher will be expected to present the findings and recommendations at a stakeholder launch event.

The survey findings will then be validated by the community and key stakeholders in another workshop

Once the validation is completed then the final report will be produced.

5. Deliverables

The key deliverables of this survey includes;

- An inception report clearly outlining the study approach, methodology (including an inclusive and gender sensitive sampling design), tools and an annex of COVID-19 infection risk mitigation protocol.
- Enumerators selection and training, tool pre- testing and data collection
- A comprehensive and well-organized final report (Not more than 30 pages) in electronic version word and PDF based in the template structure in annex below.
- Policy brief with key findings and recommendations (5 pages)
- Publishable article of the context, findings and recommendations
- Supporting files, original and cleaned datasets, statistical output files, photos, etc.
- Fact sheet or abstract and power point presentations to be used for dissemination of results to stakeholders

6. Management of the Researcher

CARE will support the researcher remotely throughout the study. Whenever the researcher is identified, the researcher will work with the CARE's Research Manager, MEAL Coordinator, Project Manager and Area Managers. The team will commence the inception process by:

- Reviewing the study tools and protocols, sampling design, data collection plan, COVID-19 risk reduction plan.
- Finalizing tools and approve final plan prior to commencing data collection
- Providing technical support and oversight during data collection process

6.1 Data analysis

- Support in data validation through data reviews to identify outliers, cleaning the dataset, create new variables in advance of analysis by local researcher.
- Support analysis to focus on concepts/ theories upon which the project is designed.
- Writing up the technical report that includes conclusions in key areas and areas of intervention focus.

7. Limitations

The study will be undertaken with some limitations which may include but not limited to;

- **COVID-19 pandemic:** This might affect conduct of the survey in anticipation of government Covid-19 control measures like movement restrictions, lockdowns and so on
- **Travel Schedules:** International and domestic travel between states is mostly by air using UN Flights. Thus, changes in travel schedules due to flight cancellation, weather and other technical issues may interrupt the conduct of this assignment.
- **Statistics:** Country demographics may not be readily up-to date hence the researcher may have to undertake preliminary data corroboration.

8. Core Competencies

- **People Skills:** Ability to deliver assessment results within the shortest period of time.
- **Integrity:** Exhibits trustworthiness, integrity and has a clear commitment to CARE's core values and humanitarian principles.
- **Resilience/Adaptability and flexibility:** Ability to operate effectively under extreme circumstances including stress, high security risks and harsh living conditions. Works and lives with a flexible, adaptable and resilient manner.

- **Awareness and sensitivity of self and others:** Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has a capacity to make an accurate self-assessment particularly in high stress and high security contexts.
- **Knowledge and skills:** knowledge of CARE policies and procedures, Sphere and the Red Cross/ NGO Code of Conduct. Requires general finance, administration, information management and telecommunication knowledge and skills including proficiency in information technology/ computing skills.

9. Technical Competencies

- Interested applicants should be an individual or institution. The researcher should have a minimum of Master's Degree in Gender and Developmental Studies or Social Sciences, Public Policy, International Development or Peace Studies
- The researcher must have proven track record and experience in conducting gender and conflict analysis of a similar or related assignment. This should be backed up by the number of similar researches that have been conducted by the individual or institution.
- Previous experience in medium to large-scale emergencies and stable context (five years minimum). Please attach copies of similar research publications.
- Familiar with humanitarian programming and inter-agency coordination systems
- Fluent in English and Arabic will be an added advantage
- Ability to communicate ideas in a culturally-sensitive manner and conducive to their practical application.

10. Logistics

Please note that CARE will bear the cost for Air tickets, airport pickup and drop off, ground transport and accommodation while in Juba and field locations. CARE will also bear the accommodation cost for Q7 (if required for international researchers). Whereas visas are obtainable on arrival at Juba international airport, travellers are advised to obtain visas in countries where they reside. An introduction letter may be provided on request to support processing of visas.

The researcher will be responsible for the cost of meals. The cost of the meals per day for the period of the consultancy will be regulated by CARE per diem policy.

11. Evaluation and Award of Consultancy

CARE South Sudan will evaluate the proposals and award the assignment based on the technical and financial criteria. CARE reserves the right to accept or reject any proposal received without giving reasons

and is not bound to accept the lowest, the highest or any bidder. Only the successful applicant will be contacted.

The evaluation criteria associated with this TOR is split between technical and financial as follows:

- 70 % -Technical (**technical score will be done by program team**)
- 30 % -Financial (Financial score will be done by procurement)

Technical Evaluation Criteria

Technical Criteria	Description
General understanding of the TOR.	Does the proposal demonstrate a clear understanding of the TOR? Does the researcher make an effort to interpret the objectives?
Methodology	To what extent is the methodology clear and detailed? Is the sampling method and sample size computation scientifically acceptable? Are all the relevant methods of data collection included in the proposal?
Team composition	Does the researcher (or proposed team) have the necessary competencies and experiences as described in the TOR to undertake this study?
Experience	Experience of conducting baseline and evaluation surveys in South Sudan, preferably within proposed geographical area has competitive advantage. Experience with similar assignments with INGOs/ other organization
Work plan	Is an action plan part of the proposal? Is it reasonable or realistic? Does it meet the expected deadlines? Is it flexible to accommodate any changes without compromising the deadline and quality of products
Budget	To what extent is the presented budget reasonable. Is the budget clearly aligned with the planned amount?

12. Payment Terms and Conditions

Payment will be effected as follows; First installment (30%) of the total cost on submission and acceptance of inception report. Final payment (70%) upon completion and approval of the final report. Additional information on payment terms and conditions will be included in the contract.

13.1 Additional Information

- Researchers shall abide by WHO and Government of South Sudan COVID-19 SOPs.
- Researchers shall be required to sign and abide by CARE Safeguarding Policy (which includes prevention of sexual exploitation and abuse, and behavior protocols)
- Researchers shall abide by the EU beneficiary data privacy/management policies

13. Ethical Considerations, Confidentiality and Proprietary Interests.

- The researcher/ consultancy firm needs to apply standard ethical principles during the course of the assignment such as upholding the confidentiality of interviewees as well refraining from making judgmental remarks about stakeholders.
- The incumbent shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the service without prior written consent of the contracting authority. Proprietary interests on all materials and documents prepared by the contract holder under this assignment shall become and remain properties of CARE.

14. Report layout

CARE South Sudan will discuss with the successful researcher (s), the content and length of the final report. However, below is a suggested outline for the report.

- a) Cover page (1 page)
- b) Table of Contents (1-2 pages)
- c) Acknowledgements (1 page)
- d) Abbreviation, table and graph lists (3 page)
- e) Executive summary (Introduction, Methodology, findings and Recommendations) (max 4 pages)
- f) Introduction/Background/relevant context information (max 2 pages)
- g) Methodology and sampling frame (max 2 pages)
- h) Research findings (max 8 pages) field
- i) Discussion and recommendations (max 8 pages)
- j) References 1-2 pages
- k) Appendices (to include copies of all tools, list of enumerators, survey timeline including all KII and FGD participants and discussion transcripts, safety audits (as many pages as necessary- please reference the annexes in the report, but include them in a zip file as separate document

Submission.

All interested applicants should send their CV (Max 3 pages), technical and financial proposals (consultancy fee inclusive of the cost of meals as separate lines) detailing survey methodology, work plan, budget (max 12 pages) and sample reports. The Technical proposal with budget and CV should be sent to: Richard.Matale@care.org and cc: Francis.Mette@care.org, Gloria.Poni@care.org

Deadline for expression of interest is on 24th September 2021 before 4PM.

Note: The consultancy is for a period of 60 days, spread from 13-October – 2021 to 13-December – 2021