



TERMS OF REFERENCE (TOR) FOR INDIVIDUAL CONSULTANTS

BRAC South Sudan Country Program

Plot 15, Block L14, Atlabara, Juba, South Sudan

About BRAC South Sudan

Founded by Sir Fazle Abed in 1972, the acronym of “BRAC” stands for *an idea of a World where everyone has an equal opportunity to realize their potential*. With a strong landmark in Bangladesh, BRAC has grown into the World’s largest development organization tackling poverty at scale. In 2009, BRAC International (BI) was set-up as a non-profit foundation in the Netherlands to govern and manage all BRAC entities outside Bangladesh. Currently BI operates in 11 countries (Africa and Asia) whilst offering technical assistance to 34 governments Worldwide. BI is famous for investing in communities’ own human and material resources, catalyzing lasting change and creating an ecosystem in which the poor have the chance to seize control of their own lives. BI has been operational in South Sudan since 2006 and legally incorporated as BRAC South Sudan. Over the years, BRAC has delivered programs in of livelihoods, health, education, micro-finance and emergency response. Currently BRAC South Sudan is working in the four states of Eastern Equatoria, Central Equatoria, Western Equatoria and Northern Bahr el Ghazal. The current programs include (1) Global Affairs Canada-funded project for Community-based Education (COBE) for Out of School Girls & Vulnerable Children (2) USAID contract for the Education for Peace, Recovery, and Resilience (EPRR) under premiership of FHI 360, (3) UNOPS funded Third Party Monitoring (TPM), and (4) EU funded Communities Rise (CoRISE) for women empowerment.

About the Consultancy (Third Party Monitoring)

BRAC is providing Third Party Monitoring (TPM) services for safety net, cash for work, community development and infrastructure projects in South Sudan. In simple (common) terms, TPM refers to the monitoring of an intervention by a party which is not involved in funding or implementing the intervention. TPM is the use of an independent organization – typically in areas where a funder does not have access - to collect monitoring data in order to reduce risk and maximize performance and accountability¹. The use of TPM allows organizations to monitor projects that are inaccessible to their own staff for various reasons. It also helps provide an independent perspective on project performance. TPM can be used to augment existing monitoring capacities of the commissioning organization and the implementing partners. Additionally, it can be used to monitor projects that are considered to be high risk or contentious². In addition to providing another layer of accountability, TPM can uncover new information for better decision-making.

The TPM is also needed by some donors as a requirement to support monitoring functions and responsibilities and providing additional assurances in extremely high-risk environments and projects. Specific objectives of the TPM are:

- a) To ascertain that the project systems, and procedures outlined in the project documents are operating as intended;
- b) To monitor that results are being achieved in accordance with results framework. This includes confirmation of the project targets (beneficiary numbers and subprojects).
- c) To monitor whether the different risks as described in the project documents are being mitigated, addressed and further provide recommendations to reduce or mitigate potential risks or constraints detected
- d) To confirm that the intended beneficiaries are enrolled based on the criteria set out in the project documents;
- e) To systematically obtain beneficiary feedback to facilitate timely corrective action; and
- f) Provide advice as to the relevance and adequacy of the results frameworks including its structure of outcomes and outputs and related indicators and target group numbers.
- g) Provide information that is evidence-based, credible and useful, enabling the incorporation of conclusions, lessons and recommendations into the future decision-making processes

In general, the scope of the TPM entails review of the systems, processes and procedures as outlined in the related project documents, and verification of project results. This will be conducted in accordance with the specific project’s requirements for monitoring of implementation cycle stages and results as set forth in the project documents. By design, the TPM is conducted on a quarterly basis at a time and during each quarter, the TPM ascertains project progress. It is noteworthy that monitoring of other aspects of project implementation (like community mobilization, coordination structures, targeting) would be dependent on the project cycle. The TPM is implemented in a participatory manner with more focus on beneficiaries at the community level.

¹ Richard Harrison (August 2020). Study on best practices in Third Party Monitoring, Page 15

² ICRC (October, 2020) Third Party-Monitoring: Desk Review and Implementation Guidelines;

Requirements and Qualifications of the Consultants

In order to execute the TPM services efficiently, the BRAC needs a technically qualified team for small-to-medium scale community infrastructure, community engagement and social cohesion and local government institutional strengthening. At a minimum, the team should include: Evaluation Specialist, Environmental Specialist, and community/Social Safeguards Specialist as shown below.

Position	Job summary	Qualification
Evaluation Specialist	Responsible for providing technical leadership in coordinating the monitoring and verification processes and ensuring the completion of the TPM reports are within the scope of work and timelines. Will guide the process of gathering information from various sources and interpreting patterns and trends and advice in relation to the project outcome.	Master's Degree in Management, Development Management, Development Studies, Monitoring and Evaluation, Statistics, Development Economics, Social Sciences, International Relations, Organisational Development, or Public Administration or Management or equivalent is required. Experience in designing and executing similar, analyzing data or similar survey findings. Strong knowledge of statistical analysis and ability to use statistical programs; a strong background in quantitative and qualitative monitoring and spot check surveys. Seven (7) years' experience in programme and project evaluation techniques and participating in evaluation missions.
Environmental Specialist	Responsible for providing technical leadership for planning and implementation of actions related to environment and natural resources. This includes identifying environmental issues, and recommending solutions.	Advanced university degree in Environmental Science, Resource/Environmental Economics, Natural Resources Management or relevant scientific discipline is required; A Bachelor's degree other field, in combination with additional years of qualifying experience may be accepted. (Five) 5 years of progressive relevant operational experience in public sector and proven track record in working on projects covering a broad range of and infrastructure issues is required.
Social and Community Specialist	Provides guidance for community outreach, mobilization and social services. May work with people with psychological or addiction problems. Also helps in monitoring/managing issues related to social safeguarding.	Degree or Masters in Peace Building and Conflict studies, Social works and administration, Development studies, international development, Community development or relevant fields is required. At minimum 5 years' experience in social and conflict analysis, community engagement, peace building, and community dynamics.
Cash Transfer Specialist	Provides overall technical support for the management, and monitoring of cash transfer activities and will be assisting the Team Leader in the day to day running and operations of all field locations.	Advanced university degree in finance, accounting and/or business administration. At least 5 years of professional work experience in financial management, public and/or private sector accounting and auditing. Experience in managing cash transfers

Major Deliverables

The **primary deliverable** is a series of reports along with raw data to be submitted to the UNOPS as summarized below:

- Inception Report** – a report outlining approach, sampling framework, data collection tools, workplan, final team and methodology.
- Final Methodology Note** – this will be a specific addendum to the Inception Report. The methodology note will include discussion guidelines and protocols and any tools used for field work.
- Quarterly report** – overview of scope, approach, key findings, trends, risks, perceptions and recommendations. The report to be no longer than 30 pages, excluding annexes. In Microsoft Word (.docx) and PPT presentation format (.pptx), including maps and geo-referenced photographs with time stamps. .
- Annual reports.** This should be comprehensive and should capture all the key essential points and progress during the monitoring year.

How to apply (Application Instructions)

Interested candidates who meet the above requirements should follow this link <https://forms.gle/iwTUwA8uoBCtFgQ9> to submit their applications by 13:00hrs May 21, 2021 (Juba time). It should be noted that beyond this time the system will automatically shut-down and no more submissions will be accepted. In compliance COVID 19 guidelines, BRAC will to accept hand delivered application that would increase the risk of transmission of the deadline virus. BRAC is an equal opportunity and affirmative action employer. BRAC prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any International.

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