



world relief™  
SOUTH SUDAN

**STAND / FOR THE VULNERABLE™**

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## **Terms of reference for documentation on achievement of RSRTF Phase-II and other World Relief South Sudan Activities**

Contractor: World Relief South Sudan

Assignment: Documentation and Communication

Dates: August 15, 2023-September 30, 2023

Total Consultant Fees: To be discussed

**Purpose:** To assist World Relief in the process of documenting activities for the South Sudan Reconciliation, Stabilization, and Resilience (SS RSRTF) and other projects. The consultant will specifically work on activities related to the documentation of realized program outcomes.

### **Key consultancy tasks include:**

1. Establishment of coherent, easy to use physical and online repository of documents for reference
2. Training key staffs on: use and management of the physical and online repository; good photo taking; impact story writing.
3. Organize program materials into coherent and consistent forms for final consumption
4. Summarize key program findings based on program available materials
5. Write and compile success stories on WRSS activities across the implementation locations
6. Documentation of human stories to support findings summarized from programs



Consultancy tasks will be delivered as provided in the work breakdown structure elaborated below;

**Task #1: Development and training on materials repository**  
Aug 15, – Aug 31, 2023,

Activity	Due/End Date	Deliverable
Creation of intranet and share point for WRSS within the WR website	31 <sup>st</sup> Aug, 2023	intranet and share point developed within the WR website
Establishment of physical filing system		Physical filling system
Training key staffs on use and management of share-point and intranet	31 <sup>st</sup> Aug, 2023	Training key staffs on use of the intranet and share-point
Training of staff on good photo taking and impact story writing.	31 <sup>st</sup> Aug, 2023	Staff trained on good photo taking and impact story writing

Other notes:

- The intranet and share-point need to be organized into sectors and made easy for use.

**Task #2: Organizing Programme Materials for ease of reference**  
Aug 15, 2023 – Aug 31, 2023,

Materials will be collected from field M&E teams and organized into the three pillars of Reconciliation, Stabilization and Resilience for the RSRTF project and for other cross-cutting on the sectors. Coordination will be regarded as a cross cutting theme.

Other program interventions include programming on Health, Nutrition, WASH, Food Security and Livelihoods as well as Integral Mission





Activity	Due/End Date	Deliverable
Collection and Review	31 <sup>st</sup> Aug 2023	Relevant program materials organized into physical files and stored in duplicates in Juba and Field Locations
Writing up Summary of findings	31 <sup>st</sup> Aug 2023	Maximum 10-page summary for the RSRTF Project (3 nexuses and coordination) Maximum 10-page summary for the other projects (Health, Nutrition, WASH, FSL and IM)
Presentation of the summaries to WRSS management	31 <sup>st</sup> Aug 2023	Presentation conducted

Other notes:

Summary reports should include relevant photos and diagrams where appropriate, concise and easy to read

### Task #3: Development of programme and human stories

Documentation will be in both written scripts and video documentaries based on RSRTF Project and other WRSS Interventions as guided below;

#### Reconciliation

- OUTCOME 1: Individuals, particularly children and women are facing less violence at the community and local level
- OUTCOME 2: Communities have effective mechanisms in place that meaningfully include women and youth to resolve conflicts peacefully

#### Stabilization

- OUTCOME 3: Justice sector actors are more effectively delivering justice, even in areas with previously limited or no judicial infrastructure.
- OUTCOME 4: Communities, including women, youth, and disadvantaged groups are empowered and increasingly able to meaningfully participate in local and broader political, peace, and security processes.

#### Resilience

- OUTCOME 5: Community resilience is strengthened through increased economic opportunities and sustainable livelihoods
- OUTCOME 6: Reconciled communities have increased access to equitable and reliable basic services and reduced humanitarian aid dependency

#### Coordination

- Area Reference Group
- Role of Local authority -Governor, County Commissioner (CC), Payam Administrators and chiefs
- Role of the consortium Steering Committee (CSC), Project Management Team (PMT)

Other projects based on the sectors.





- Health
- Nutrition
- WASH
- Food Security and Livelihoods
- Integral Mission activities

This task will involve movement within Juba and field locations to speak with and document findings from project participants at various levels. Travel and accommodation costs will be covered by WRSS and consortium partners

September 1, 2023 – September 30, 2023,

Activity	Due/End Date	Deliverable
Reconciliation, Stabilization and Resilience plus Coordination	September 30, 2023	<ul style="list-style-type: none"> <li>• Human story on safety and security</li> <li>• Human story on peace committees, mediation committees</li> <li>• Human story on role of Chief's courts, Police, Prison, Paralegals</li> <li>• Human story on role of youth and women in peace building</li> <li>• Human story on economic opportunities-SHG, VSLA, Farmer Groups, VTCs</li> <li>• Human story on access to services- formal and informal schools, Feeder Roads, Dykes, market stalls</li> <li>• Area Reference Group</li> <li>• Role of Local authority -Governor, CC</li> <li>• Role of the CSC, PMT</li> </ul> <p>Script to guide video documentation</p> <p>Maximum 15 minutes documentary encompassing all the above stories</p>
Health, Nutrition, WASH, Food Security and Livelihoods and Integral Mission interventions	September 30, 2023	<ul style="list-style-type: none"> <li>• Document on health and nutrition interventions both in facility and community</li> <li>• Document on both Hardware and soft ware WASH Interventions</li> </ul>



		<ul style="list-style-type: none"> <li>• Document on Agriculture interventions-inputs support and training</li> <li>• Document on Fisheries interventions-Kits support and training</li> <li>• Document on church mobilization church Network Committees and Church Empowerment Zone activities</li> </ul> <p>Script to guide video documentation</p> <p>Maximum 15 minutes documentary encompassing all the above stories</p>
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**Other notes:**

- The documentation will be designed to demonstrate impact derived from project implementation over the project period from 2019-2023 for the RSRTF Project in Koch. For the other projects, the documentation will include other locations of Fangak, Bentiu, Ibba and Maridi

**Other Requirements**

- The Consultant will have to contact project teams well in advance to have the materials organized on time before traveling to the field locations
- Consultant will be free to interact with project team members, attend meetings that will enable them conduct the documentation more effectively
- The consultant will be responsible for other related logistics and expenses, including insurance, visas, etc.
- Applicable South Sudan taxes will be withheld from the amounts above and remitted to the National Revenue Authority, as required by law.
- WRSS will cater for printing and other operational costs required to facilitate the consultancy activities.
- Cameras, lighting, licenses and software required for video editing will be provided by the consultant
- World Relief will cover the flight cost from Juba to the field locations and provide accommodations needed.
- The contract holder will report to, and be directly supervised by the Director for Grands and Business Development or his designate
- The contract holder will engage regularly with the supervisor

**Competencies**

**Corporate:**





- Promotes the values, vision, mission, and strategic goals of WR;
- Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability;
- Treats all people fairly without favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

**Required Skills and Qualifications:**

- Master's degree (or equivalent experience) in communication, Journalism, international relations/ international development, or closely related fields
- Proficiency in English with advanced command of speaking and writing

**Technical Evaluation Criteria**

- Proficiency in report writing, photography and video production
- Demonstrated experience in knowledge management and production of technical documents and materials
- Demonstrated experience and skills in editing and publishing documents (case studies, technical publications)
- Experience or familiarity with the work of WRSS and/or other multilateral, bilateral, and civil society development partners
- Knowledge of the local context in South Sudan is an added advantage

Please send your applications to [LJairus@wr.org](mailto:LJairus@wr.org) not later than 31<sup>st</sup> August 2023.

Applications should include the following

1. **Cover letter**
2. **Organizational profile (for corporate entities)**
3. **Curriculum vitae (for individual applications)**
4. **Summary of past experience and similar projects undertaken**

