



THE
LUTHERAN
WORLD
FEDERATION

World Service

member of ACT Alliance

With support from

Radio
hjälpen

TERMS OF REFERENCE (ToR) FOR BASELINE SURVEY CONSULTANCY IN MABAN COUNTY OF UPPER NILE STATE.

Organization	Lutheran World Federation (LWF)
Project Title	ARISE - Advancing Refugee Inclusive School Education in the East and Horn of Africa (South Sudan, Somalia, Kenya).
Sector(s)	1. Education 2. Child Protection
Project period	May 1 st 2024 – April 30 th 2025
Assignment	Baseline Survey
Specific Assignment Location(s)	Maban: Doro, Yusuf Batil, Kaya and Gendrassa refugee camps and host community
Reporting To:	Programme Coordinator based in Juba with support from Programme Development and Quality Coordinator and PMER Manager, Area Coordinator and Education Coordinator- Maban
Duration	30 days
Possible start date	9 th October 2024
Possible end date	8 th November 2024

1.0 INTRODUCTION

The Lutheran World Federation (LWF) South Sudan program, with financial support from Radio Aid through the ACT- Church of Sweden (ACT-CoS), is implementing the ARISE - Advancing Refugee Inclusive School Education in the East and Horn of Africa project. The overarching goal of the project is to ensure that children with disabilities have access to quality education in the refugee and IDP camps of Dadaab and Kakuma (Kenya), Kismayu and Dhobley (Somalia), and Maban (South Sudan). This goal will be achieved through two outcome areas: improving access to quality education for displaced children with disabilities in the East and Horn of Africa, and increasing enrollment, attendance, and retention of children with disabilities in schools. In South Sudan, the project is being implemented in the camps of Doro, Yusuf Batil, Kaya, and Gendrassa in Maban County, and in the surrounding host communities.

2.0 COMMISSIONING ORGANISATION

The Lutheran World Federation (LWF) is an International Non-Governmental Organization with its headquarters in Geneva and represented by a Country office in Juba, the capital of South Sudan. The Country office is further developed into five sub-offices of Jonglei (since 2004), Maban (since 2012), Ajuong Thok (Jamjang, since 2012), Magwi (since 2019) and Renk (Since 2023). The LWF South Sudan Program focuses on three programmatic areas, namely Livelihoods, Quality Services, and Protection and Social Cohesion targeting the most vulnerable rights holders, including refugees, IDPs, returnees, refugee-hosting communities, and other at-risk local communities.

3.0 PURPOSE OF THE ASSESSMENT

The assignment aims to conduct a comprehensive baseline survey to establish benchmarks for measuring both intended and unintended changes in the targeted project areas. LWF will contract a lead consultant to carry out this critical assessment, which will serve as a foundation for evaluating the project's outcomes and impact.

3.1 SCOPE

The baseline survey will focus on the project implementation areas in the four refugee camps (Gendrassa, Doro, Batil, and Kaya) and the surrounding host communities in Maban County. It will establish benchmarks for high-level indicators as outlined in the results framework. The following is an excerpt from the framework highlighting the project's key outcomes, outputs and indicators.

Objective	Indicator	
Outcome 1: Displaced children with disabilities in the East and Horn of Africa access quality education	# of children with disabilities accessing quality education.	ARISE indicator
	% of children successfully transitioned to the next school level or grade	ARISE indicator
	# of teachers that have inclusive education skills (recruited or kept)	ARISE indicator
Output 1.1 Safe and inclusive learning facilities for children with disabilities	# of learning institution with safety and inclusive features for all learners	Additional Indicator
Outcome 2: Increased enrolment, attendance, and retention of children with disabilities in schools	Percentage of children with disabilities retained in school by the end of the academic year, disaggregated by age, gender, type of disability, and location	ARISE indicator
	Percentage of children with disabilities reporting feeling safe in their school environment and community, disaggregated by age, gender, type of disability, and location	ARISE indicator

	Percentage of parents and caregivers who report being aware of children's rights disaggregated by age, gender and location	ARISE indicator
Output 2.1 Children with disabilities are supported to attend school	Percentage of children with disabilities attending school regularly (defined as attending at least 80% of school days), disaggregated by age, gender, type of disability, and location"	Additional Indicator
	% of CWD who received support (emotional, practical, or material) in their home and community which support their right to education	Additional Indicator
Output 2.2 Children with disabilities are protected from abuse, violence, and exploitation to enable learning	# of children with disability with reported cases of abuse/exploitation in the last 3 months	Additional Indicator
	% of children with disability reporting reduced incidences of violence, neglect abuse or exploitation (To be triangulated with other data/respondents' feedback)	Additional Indicator
Reduced psychological distress amongst learners in Primary and high school	Proportion of learners demonstrating a significant reduction in psychological distress levels disaggregated by age, gender, and disability status	Additional indicator
Outcome: Improved quality of teaching and learning for displaced children (including Children with disabilities)	Proportion of target children who demonstrate improvements in learning outcomes (literacy, numeracy, and/or SEL- social emotional learning)	Additional Indicator
	Proportion of trained teachers evidently applying inclusive teaching methodologies	Additional Indicator
Output: Increased knowledge and skills on inclusive education amongst the head teachers and teachers to handle children with disabilities	Proportion of children who demonstrate knowledge of their rights, including education and protection	Additional Indicator
Output: Enhance the capacity of school community structure to identify, assess and refer children with disabilities for relevant services	# of children with disability assessed, referred and placed by the school structures	Additional Indicator
Output 2.3: Enhanced access to alternative learning and training platforms (informal pathways) e.g technical training, skills development, home-based learning and community	# of adolescent youths with disabilities supported to access alternative learning and training platforms	Additional Indicator

Increased socio-economic capacity of caregivers at the household level to sustain access to quality education for CWDs	Percentage of households receiving financial or material assistance for children with disabilities (CWDs) whose children are enrolled in formal or non-formal schools and demonstrate regular attendance.	Additional indicator
Increased access to employment opportunities for youth	Proportion of youth (aged 15-35) with access to employment opportunities disaggregated by gender, age, disability status, and type of employment (formal vs. informal).	Additional indicator

4. Methodology

The consultant will propose the baseline survey methodology after thoroughly reviewing the TOR requirements. A mixed-method approach is expected, involving the collection of both qualitative and quantitative data from the targeted beneficiaries. The data will be disaggregated by gender, age, disability, diversity, location, and other relevant markers to enable a precise analysis of the project's indicators across different locations, age groups, and stakeholders.

4.1 Document Review

This will involve reviewing project documents and other relevant internal and external materials, including literature and secondary data provided by the project.

4.2 Tool Review and Baseline Sample Selection

The consultant will lead the development of baseline survey tools in coordination with the LWF team, ensuring that the tools are aligned with the listed indicators and that all variables are accurately measured. This process should be completed along with the selection of the baseline sample.

4.3 Field Data Collection

Data collection will take place in the 4 target camps and surrounding host community using participatory methodologies specific to each tool. The consultant and research assistants will adhere to LWF values and policies throughout the fieldwork, including interactions with LWF staff, persons of concern (beneficiaries), and during the entire engagement period. They will sign the LWF Code of Conduct and Safeguarding Policy. The primary participants in this survey will include school children and adolescents with disabilities, parents, teachers, community members, camp leadership, and county education officials. This list may not be exhaustive.

4.4 Data Integrity:

The consultant is required to maintain a high level of integrity throughout the data collection and analysis process. It is important for LWF to obtain accurate benchmarks for each indicator to guide future programming and guide decisions making.

5.0 DELIVERABLES:

- A detailed inception report, including methodology, tools, key data sources, and a work plan for fieldwork.
- Presentation of baseline findings to LWF staff and stakeholders for validation.
- A comprehensive narrative baseline report.
- A dashboard of all indicator benchmarks measured through this survey, updated in the project log frame.

6.0 ROLES AND RESPONSIBILITIES

Below are the expected roles and responsibilities of each partner but may expand further in the contract with more specificity:

LWF shall;

- 1) Provide relevant project documents
- 2) Facilitate transport from Juba to field locations and back to Juba including local transport while in the field
- 3) Provide accommodation for the consultant(s) while in the field locations during the data collection exercise
- 4) Help the consultant(s) to identify and have access to the relevant actors for interviews and field visits and will provide the consultant with available documentation.
- 5) Identify and engage data collectors or enumerators in consultation with the consultant
- 6) Participate in the review of the drafted tools and pretesting of the baseline survey tools
- 7) Provide feedback and input to the process of adjusting the baseline study methods and timeframe
- 8) Provide supportive supervision to the consultant and the research team throughout the engagement period

The Consultant(s) shall;

1. Submit clear technical and financial proposals as indicated in this Terms of Reference (TOR)
 - **Technical proposals should include:**
 - a) Elaboration of sampling strategy
 - b) Elaboration of data collection methods
 - c) Elaboration on analytical methods and presentation of results
 - **Financial proposals have to show explicitly:**
 - a) The total amount in US Dollars (USD)
 - b) Inclusive of any/all fees and withholding tax if applicable
 - c) Inclusive of detailed costing for each staff on a day/half-day basis
 - d) Inclusive of detailed costing for any other expenses (if not taken care of by another party as stipulated above)
2. The consultant will be responsible to:
 - Conduct an in-depth review of ARISE project documents and other relevant internal and external materials.
 - Submit a comprehensive inception report outlining the baseline work plan, methodologies, and tools
 - Develop and revise drafted tools based on feedback from LWF.
 - Lead the field data collection process.
 - Deliver a one-day training session for research assistants on baseline survey tools.

- Enter and analyze primary data and field information.
- Upon return from the fieldwork, the consultant shall summarize the findings and debrief LWF SSD. This will double as a validation meeting
- Prepare a draft baseline survey report.
- Prepare and submit the final baseline survey report along with a dashboard that includes all indicator benchmarks.
- Complete the work within 30 days

7.0 ETHICAL CONSIDERATIONS

The consultant will organize the baseline survey in a participatory manner, ensuring consultation with both refugees and the surrounding host communities. Key ethical principles—such as informed consent, confidentiality, and anonymity—must be strictly observed for all participants. The consultant will provide clear and timely information about the baseline, conduct interviews in locations considered safe, private, and comfortable by the participants, and ensure that their identities are anonymized in any reports generated from the survey.

Additionally, the design and implementation of the baseline survey must adhere to the principles of gender equality, inclusion, and non-discrimination, ensuring the meaningful participation of the most vulnerable groups and other key stakeholders throughout the process.

8.0 MANAGEMENT ARRANGEMENTS

The Programme Coordinator will have overall responsibility, with delegated authority to the PDQC and PMER Manager based in Juba, supported by the Area Coordinator and PMER Officer based in Maban. The designated personnel will ensure that the baseline survey is conducted in accordance with the Terms of Reference (ToR). They will facilitate the exercise and ensure continuous consultation with relevant LWF team members and stakeholders throughout the survey process.

The team in Juba will provide necessary support to the consultant and address any technical, methodological, or organizational issues that may arise. The consultant will be responsible for delivering the baseline survey using a combination of methods as outlined above.

9.0 PROFESSIONAL QUALIFICATION AND EXPERIENCE

The following constitute minimum qualifications and requirements:

- 1) Postgraduate studies in International Development Studies, Social Sciences, Education, Social work, demographic studies, and other related disciplines or any other relevant field.
- 2) Demonstrated experience in undertaking Baseline Surveys in the humanitarian and development sector, preferably South Sudan, using both qualitative and quantitative methodologies.
- 3) Ability to provide evidence of similar works done including the final reports.
- 4) Familiarity with the study area.
- 5) Excellent analytical, research, writing and communication skills
- 6) Extensive experience in research, and ability to write high-quality reports in English

- 7) Proven experience and Sound knowledge of computer-based statistical analysis and visualization packages (SPSS, STATA, R, Power BI, Tableau, etc) as well as mobile data collection tools (KoBo, SurveyCTO, Commcare, etc)
- 8) Remarkable experience in using qualitative data analysis packages (Nvivo, Atlas-ti, MAXQDA, etc)
- 9) Ability to work within the expected timelines and locations.
- 10) Ability to work with communities in relevant local languages would be an advantage

10.0 TIMELINES

The following timelines will guide the implementation of this assignment.

S/No.	Task	Dates
1.	Advertisement for the consultancy	13 th September 2024
2.	Analysis and communication to successful bidders	7 th October 2024
3.	Contract signing	9 th October 2024
4.	Inception meeting	10 th October 2024
5	Submission of the inception report	15 th October 2024
6.	Data collection, analysis and presentation of the first draft report	18 th October-1 st November 2024
7	A PowerPoint presentation with the preliminary findings and recommendations	5 th November 2024
8	Presentation of the final copy	8 th November 2024

11.0 SUBMISSION

Please send your CV, Technical and financial proposals detailing baseline survey methodology, work plan and budget, and all relevant documents as a single file to:

consultancy.southsudan@lutheranworld.org

The deadline for expression of interest is on 7th October 2024

