

TERMS OF REFERENCE

CONSULTANCY FOR BASELINE SURVEY:

“RESPONSE TO COMPLEX HUMANITARIAN SITUATION IN MAGWI AND TWIC EAST COUNTIES IN SOUTH SUDAN- PROJECT NO. K-SSD-2021-4079”

1.0 INTRODUCTION

LWF South Sudan program with financial support from Diakonie Katastrophenhilfe plans to implement a project ***responding to the complex humanitarian situation in Magwi and Twic East Counties in South Sudan***. The project aims to do so by reaching out to at least **5,300** Vulnerable Households through Multipurpose cash; 430 vulnerable households through conditional cash for shelter; **10** community based protection networks and **150** women leaders through trainings; and **1400** women at risk through various GBV related interventions. The project started on 15 November 2021 and will end on 14 November 2022.

2.0 COMMISSIONING ORGANISATIONS/ OWNER’S TEAM

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

On the other hand, Diakonie Katastrophenhilfe (DKH) as the financial partner is the humanitarian assistance agency of the Protestant Agency for Diakonie and Development (EWDE). It forms part of the Protestant Churches in Germany with its headquarters in Berlin and represented by their Country Office in South Sudan with support from the Regional Office for Eastern and Southern Africa in Nairobi. Diakonie Katastrophenhilfe provides humanitarian aid worldwide through partner organisations. As donor to this project, DKH will review and approve crucial project parts as planning and procurement; and will monitor the execution closely.

3.0 AIM OF THE CONSULTANCY

The aim of the consultancy is to conduct a *baseline assessment* ahead of implementation of the project in order to inform changes as a result of the project.

The baseline assessment will focus on collecting contextual and focussed information on the status of multi-purpose cash grant for most vulnerable households to access basic needs (e.g. Food, lifesaving NFIs, health, education, among others), conditional cash grant for shelter, women protection concerns or needs and gender-based violence related risks.

The findings of the assessment will be for accountability and reporting purposes. Additionally, it will form the basis upon which project will be evaluated. The information will equally inform senior management in decision making concerning the design and improvement of future, similar projects.

4.0 PROJECT

4.1 Expected Outcome and Impact

The project intends to address critical needs identified in both counties with major focus on addressing basic needs through multipurpose cash transfers in Magwi and Twic East Counties; support shelter building to integrate returnees and host through conditional cash transfer in Magwi County; and address protection concerns for women, including Gender Based Violence risks in Magwi County.

The Overall Impact is to contribute to building resilient communities through vulnerability reduction in Eastern Equatoria and Jonglei States, with project aiming at enhancing resilience of households, individuals and community affected by the impact of conflict, floods and consequences of COVID-19 in Magwi and Twic East counties.

4.2 Objectives

The project will respond to two objectives:

1. *Vulnerable communities in Magwi and Twic East Counties in Eastern Equatoria and Jonglei States, respectively, have improved access to basic needs.*

The implementation of this objective will be in Both Magwi and Twic Counties. The objective will be realized in two main ways; First through Multipurpose cash transfer to 5,300 most vulnerable members of the communities such as the elderly and disabled, widows; and orphans in Magwi and Twic East Counties. The multipurpose cash will help most vulnerable households to cover most pressing and lifesaving needs, which may include food, lifesaving NFIs, health, education among others.

Secondly, it will be through conditional cash transfer for shelter to 430 households in Magwi County only. The conditional cash for shelter will target returnees, the elderly, people with chronic illness, people living with disabilities, female-headed households, and child headed households. The conditional nature of the project entails the beneficiaries' contribution through erecting their shelters up to the wall plate level upon which they will get a token for materials equivalent to cover for the roof, doors and windows. Their contribution is to foster ownership, and sustainability. It additionally aims at minimizing the risk of diverting the money to other needs other than shelter.

2. Protection strengthened in five Payams of Magwi County in Eastern Equatoria state

The implementation of objective 2 will be in Magwi County only. It aims at achieving two results. First, it intends to improve protection through strengthened women's community networks that include Community Based Protection Networks (CBPNs); women's justice networks (WJNs); and women leaders. This will be achieved through trainings, human rights awareness sessions; advocacy meetings and having a functional Women and Girls Friendly Space (WGFS) in one of the border-Payam to provide psychosocial support to women and girls. At least 200 individuals will be reached.

Secondly, the objective will be realised through protecting 1400 women at risk from GBV in Magwi County in Eastern Equatoria. This will be through provision of fuel-efficient stoves, livelihood skills, GBV prevention messaging, celebration of 16 Days of Activism and with timely and safe access to necessary case management services, including medical, legal, psychosocial and family- Magwi County. Refer to table 1 for details of the results chain

Table 1: Results chain

4.3 Indicators	Results chain	Indicator
Impact (Overall objective)	Vulnerable communities in Eastern Equatoria and Jonglei States have improved community resilience.	<ul style="list-style-type: none"> - % of community members feeling safer as a result of the action - Incidence/prevalence of inter and intra community conflicts
Outcome (Specific objective(s))	1. Vulnerable communities in Magwi Twic East Counties in Eastern Equatoria and Jonglei States, respectively have improved access to basic needs	<ul style="list-style-type: none"> - 80 % of beneficiaries (f/m) report meeting basic needs through the intervention - 80% of targeted household register improved food consumption¹
	2. Protection strengthened in five Payams of Magwi County in Eastern Equatoria state	<ul style="list-style-type: none"> - 80 % of people in five reporting improved protection - 80% of the targeted beneficiaries reporting that humanitarian assistance was delivered in a safe accessible accountable and participatory manner
Results	1.1. 5,300 Vulnerable Households received Multipurpose cash grant in Magwi and Twic East Counties of Eastern Equatoria and Jonglei States, respectively	<ul style="list-style-type: none"> - 80% of targeted households reporting adequate access to household non-food items - 100% of HHs confirm receipt of multipurpose cash at end of cash transfer - 100% of the selected HHs report having received 100 % of the cash entitlement
	1.2. 430 Vulnerable households received conditional cash for shelter in Magwi County.	<ul style="list-style-type: none"> - 80% of target population living in safe and dignified shelters. - 100% of targeted HHs confirm receipt of conditional cash for shelter - 98% of HHs who received conditional cash transfers have improved/built/ their shelter at the end of the cash transfer.
	2.1. Targeted community in Magwi County in Eastern Equatoria have improved protection through strengthened women community networks.	<ul style="list-style-type: none"> - 5 Community Based Protection Networks (CBPNs) strengthened and functional - 5 Women Justice Networks (WJNs) formed and functional - 150 women trained in leadership and actively engaged in decision making in the community

¹ As measured using the Food Consumption Score (FCS) methodology

	2.2. 1400 women at risk protected from GBV in Magwi County in Eastern Equatoria	- # of women supported - Number of GBV cases referred
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4.4 Activities

Twic East County

- 1.1.1. Conduct sensitization of stakeholders on cash transfer in Twic East County
- 1.1.2. Form and train five Cash Distribution Committee (CDC) at each Payam of the project intervention, one committee composes 9 members (at least 5 females) in Twic East County
- 1.1.3. Form and Train Complaint Response Committee (CRM) at each Payam (5 Payams) of the project intervention, one committee Composes of 4 members (2 F, 2M) in Twic East County
- 1.1.4. Carry out identification, selection, verification, and registration of beneficiaries in Twic East County
- 1.1.5. Design and print beneficiaries' 3300 tokens in Twic East County
- 1.1.6. Provide multipurpose cash grant for 3300 HHs in Twic East County
- 1.1.7. Conduct Post Cash Distribution, Monitoring (PDM) - Twic East County

Magwi County

- 1.1.8. Conduct sensitization of stakeholders on cash transfer in Magwi County
- 1.1.9. Form and train Cash Distribution Committee (CDC) at each Payam of the project intervention, one committee composes 9 members (at least 5 females) in Magwi
- 1.1.10. Form and Train Complain Response Committee (CRM) at each Payam of the project intervention, one committee Composes of 4 members (2 F, 2M) in Magwi
- 1.1.11. Carry out identification, selection, verification, and registration of beneficiaries for Multipurpose cash in Magwi County
- 1.1.12. Design and print beneficiaries' tokens in Magwi County
- 1.1.13. Provide multipurpose cash grants for 2000 HHs in Magwi County
- 1.1.14. Conduct Post Cash Distribution Monitoring (PDM) in Magwi County
- 1.2.1. Carry out identification, selection, verification, and registration of shelter beneficiaries in Magwi County.
- 1.2.2. Design and print 430 beneficiaries' tokens-Magwi County
- 1.2.3. Provide conditional cash for shelter for the 430 HHS in Magwi County 430 beneficiaries
- 1.2.4. Conduct Post Cash Distribution Monitoring (PDM) in Magwi County
- 2.1.1. Form Community Based Protection Networks (CBPNs) in five Payams. The networks will compose of Form and Community Based Protection Networks (CBPNs) in five Payams.
- 2.1.2. Facilitate protection risks and human rights awareness sessions through radio and other forms-Magwi County
- 2.1.3. Establish Women Justice Networks (WJNs) to identify, lead and advocate for women's equality and accountability issues- Magwi County
- 2.1.4. Conduct Advocacy meetings for establishing Women Justice Networks (WJNs) - Magwi County

- 2.1.5. Train 150 women on leadership and women's rights to increase their participation in decision-making processes at the community level- Magwi County
- 2.1.6. Open and make functional one Women and Girls Friendly Space (WGFS) in one of the border-Payams to provide psychosocial support to women and girls- Magwi County
- 2.1.7. Provide Fuel-Efficient Stoves (FES) as a GBV risk mitigation measure- Magwi County
- 2.2.1. Provide livelihood skills training through Village Savings and Loans Association (VSLA) approaches to 50 women and support them with start-up capital to begin and sustain their small businesses (this is a GBV mitigation measure- Magwi County)
- 2.2.2. Conduct GBV prevention messaging at WGFS in the community and via radio- Magwi County
- 2.2.3. Facilitate celebration of 16 Days of Activism- Magwi County
- 2.2.4. Assist GBV victims with timely and safe access to necessary case management services, including medical, legal, and psychosocial and family- Magwi County

5.0 Study Purpose

The core object of the baseline survey is to provide a status of the preexisting conditions in line with the results chain outlined in section 4.3 (focusing on multipurpose cash grant for basic needs, conditional cash for shelter, and protection risks and concerns in the project locations) as a basis for tracking and measuring the changes that would accrue from the project in the planned period of its implementation. Generate data needed to provide baseline indicator information against which to measure the degree and quality of change that would accrue from the project. The assignment will seek to establish the following, disaggregated as much as possible as per Gender, Age, Diversity and Location.

5.1 Specific Objectives

The baseline survey will be guided by the following specific objectives:

1. To assess the extent to which the targeted communities access basic needs. (including access to food, shelter, nonfood items)
2. To assess the current household food consumption score.
3. Assess the current protection risks and the exiting community-based protection mechanisms in the five payams of Magwi County.
4. Establish the shelter conditions for returnees, IDPs and host communities in Magwi county
5. Assess the existing complaint mechanisms in the project area.
6. To map the existing actors and their coordination and referral mechanisms in responding to community protection needs.
7. To assess the added value of humanitarian and development nexus and other potentially possible interlinkages

5.2 Survey/research questions

The proposed survey questions are summarized in table 2, below.

Table 2: Proposed survey questions per objective

Objectives	Key guiding questions
1. To assess the extent to which the targeted communities access basic needs. (including access to food, shelter, nonfood items)	<ul style="list-style-type: none"> - To what extent are community members able to meet their basic needs, such as food, life-saving NFIs, health, education, among other things, in Twic East and Magwi counties? - What are the current sources of household income? - What is the assessment of the current market conditions?² - What is the status of the markets in the project areas?
2. To assess the current household food consumption score.	<ul style="list-style-type: none"> - What is the source of household food? - How is the current household dietary diversity?³ - What are the household coping strategies in regards to food?⁴
3. Assess the current protection risks and the exiting community-based protection mechanisms in the five payams of Magwi County.	<ul style="list-style-type: none"> - What are the community-based protection mechanisms within the project area? - How do community members perceive protection concerns/risks (including incidences of inter and intra community conflicts from which project contribution to their safety will be measured at the end of the project? - What is the state of access to humanitarian aid by vulnerable families in Twic East and Magwi? - What mechanisms are in place to protect vulnerable women from GBV in Magwi County.
4. Establish the shelter conditions for returnees, IDPs and host communities in Magwi county	<ul style="list-style-type: none"> - How are the shelter conditions in the project locations? - What local materials are used for shelter construction by the communities?
5. Assess the existing complaint mechanisms in the project area.	<ul style="list-style-type: none"> - What are the exiting complaints and feedback handling mechanisms in the project areas? - What are the community preferred complaints channels? - How effective are the mechanism?
6. To map the existing actors and their coordination mechanisms in	<ul style="list-style-type: none"> - Which actors are currently responding to the community needs?

² This will focus on accessibility (by women, men and diverse groups, safety and distance) to the markets for targeted communities/ beneficiaries. As well as availability of basic needs items in the markets

³ This will be measured using the WFPs Food Consumption Score (FCS) methodology

⁴ This will be measured using the reduced Coping Strategy Index (rCSI) methodology

responding to community protection needs.	<ul style="list-style-type: none"> - What GBV referral mechanisms exist in the project area? - What support are the actors providing? - What coordination mechanisms exist among the actors?
7. To assess the added value of humanitarian and development nexus and other potentially possible interlinkages?	<ul style="list-style-type: none"> - What key values have been realized from the humanitarian and development nexus? - Where do you see other potentially possible interlinkages?
8.	<ul style="list-style-type: none"> - How can nexus approach be strengthened?

6.0 Methodology

The assessment methodology proposed by the consultant(s) should include a **suitable sampling strategy, participatory tools and a suitable mix of quantitative and qualitative data collection methods.**

Data needs to be differentiated into gender, age, diversity⁵, location, and other relevant markers to allow precise analysis as to the impact on target beneficiaries in different locations, and on different age groups and stakeholders.

Potential methods to be used:

- Desk review of project documents (proposal, logframe, detailed monitoring plan, progress reports including project monitoring data and studies, budget and financial documents) and other Relevant internal and external documents, literature, and secondary data.
- Key Informant Interviews with Country offices, regional teams, advisers, project officers, community members, partner organizations' staff, religious leaders, County Authorities among other stakeholders.
- Focus Group Discussions with targeted beneficiaries (female and male of different age groups as well as Persons with disability).
- Visits to selected project sites and direct observation of the conditions of shelter, households among others.
- Collection of Most-Significant-Change stories following the (same) Baseline contributor to the Endline ("progress-tracing").
- Photo- and video documentation with before/after comparison and GPS tagging if legally possible.

⁵ This will include IDPs, host community, refugees, returnees disability

7.0 ROLES AND RESPONSIBILITIES

These roles and responsibilities may be expanded further in the contract:

LWF shall;

1. Contract the consultants
2. Facilitate transport from Juba to field locations and back to Juba including local transport while in the field
3. Provide food and accommodation for the consultants while in the field locations during data collection exercise
4. Engage and pay enumerators in the field locations for data collection
5. Help the consultant to identify the relevant actors for interviews and field visits and will provide the consultant with available documentation.

DKH shall;

1. Provide an oversight role in the procurement process
2. Provide overall technical guidance and support

Consultant(s) shall;

1. Submit clear **technical** and **financial** proposals as indicated in these Terms of Reference
2. **Technical proposals should include:**
 - a. Elaboration of sampling strategy
 - b. Elaboration of data collection methods
 - c. Tentative evaluation grid
 - d. Elaboration on analytical methods and presentation of results
 - e. Recommendations
3. **Financial proposals have to show explicitly:**
 - a. Total amount in US Dollars (USD)
 - b. incl. any/all fees and withholding tax if applicable
 - c. incl. detailed costings for each staff on a day/half-day basis
 - d. incl. detailed costings for any other expenses (if not taken care of by another party as stipulated above)
4. Seek clarification and additional information where needed

The consultant will be under the overall (Technical) supervision of by the LWF Program Coordinator (or his designate), supported by directly by the Area Coordinators in Eastern Equatoria and Jonglei and the PMER Manager

8.0 DELIVERABLES

- An inception report and an inception meeting upon signing of the contract. (maximum 20 pages)
- A meeting with the relevant implementing partners to validate and disseminate the evaluation findings prior to compiling the final report.

- A final baseline assessment report (maximum 30 pages)

9.0 STRUCTURE OF THE REPORT

The Baseline Survey final report should contain the different elements including methodologies used, findings, and recommendations and revised log frame with baseline benchmarks. The raw data should also be submitted as an annex. All parts should be clearly distinguished from each other and of sufficient quality. The report should be structured as below;

- I. Cover page
- II. Table of contents
- III. An executive summary that can be used as a document in its own right. It should include the major findings of the Baseline and summarize conclusions and recommendations.
- IV. Introduction
- V. Objectives of the baseline.
- VI. Methodology and justification of the methods and techniques/tools used
- VII. Results/ Findings A presentation of the findings (including unexpected, relevant findings)
- VIII. Analysis of Findings
- IX. Conclusions, which will analyze the various research questions. Conclusions will have to be derived from findings and analysis thereof.
- X. Recommendations should be clearly related to conclusions but presented separately. Recommendations should be practical and guide on the implementation of the project
- XI. Annexes (tools, tables, data analyzed, photos). It will also include Baseline Values: (sources of information, key characteristics, assumptions etc.).

10.0 ETHICAL CONSIDERATIONS

The consultant shall organize the baseline assessment evaluation in a participatory way, including consultation with both the returnees and host communities. For all the evaluation participants, the three key ethical principles – informed consent, confidentiality and anonymity – must be adhered to. The consultant shall also provide sufficient and easy to understand information about the evaluation in good time, conduct interviews in places deemed safe, private and comfortable by study participants and anonymize their identity in any write-ups from this evaluation.

In addition, the design and implementation of the baseline must ensure that the principles of gender equality, inclusion and non-discrimination are applied and that there is meaningful participation of the most vulnerable groups and other key stakeholders at all times.

11.0 PROFESSIONAL QUALIFICATION AND EXPERIENCE

The following constitute minimum qualifications and requirements:

- a) Postgraduate studies in International Development studies, Social Sciences, Food Security, demographic studies, public health, human security, peace and conflict studies and other related disciplines or any other relevant field.

- b) Demonstrated experience of undertaking baseline studies in the humanitarian and development sector, preferably South Sudan, using both qualitative and quantitative methodologies.
- c) Able to provide evidence of similar works done before including final reports.
- d) Familiarity with the study area
- e) Excellent analytical, research, writing and communication skills
- f) Extensive experience in research, and ability to write high quality reports in English
- g) Ability to work within the expected timelines and locations.
- h) Ability to work with communities in relevant local languages would be an advantage

12.0 TIMELINES

The following timelines will guide the implementation of this assignment.

Table 3: Proposed timelines

Sn	Task	Dates
1.	Advertisement for the consultancy	3 rd Feb- 17 th Feb 2022
2.	Analysis and communication to successful bidders	17 th Feb- 24 th Feb 2022
3.	Contract signing	25 th Feb 2022
4.	Inception meeting	4 th Mar 2022
5.	Data collection, analysis and presenting of first draft report	7 th Mar- 28 th March 2022
6	Presentation of the final copy	12 th April 2022

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

consultancy.southsudan@lutheranworld.org

Deadline for expression of interest is on 17th February 2022.