



Terms of Reference (ToR) for Baseline Survey on Civic Space and Democratization in South Sudan

Responsible To:	Civil Society Program Manager
Location:	10 States and 3 Administrative Areas.
Project:	Civil Society Engagements on Civic Space and Democratization in South Sudan
Type of Consultant	National or International persons.
Provisional Time Frame:	20 Working Days
Tentative Start Dates:	22nd July 2024.

1. INTRODUCTION:

Norwegian People's Aid (NPA) is an International Non-Governmental Organization implementing humanitarian relief and long-term development programs in South Sudan. NPA has worked in South Sudan since 1986 and currently runs two main programmes: The Civil Society Development Programme (CSDP) and the Humanitarian and Resilience Programme (HRP).

A key objective under the CSDP is the support to national non-governmental organizations/local partners who advocate for freedom of expression, promotion and protection of youth and women's rights, and awareness and protection of land rights. Essential for the improvement of civic Space is the Civil Society engagement with authorities to promote democratization, good governance, and human rights.

NPA with support from the Royal Norwegian Ministry of Foreign Affairs (MFA) received financial support to strengthen Civil Society, by enhancing public engagement which can encourage active citizenship and promotion of inclusive governance. The project aims at building the capacity of local partners to be able to influence authorities through advancement of public dialogue in order to facilitate community involvement in the affairs of their country.

2. BACKGROUND AND PURPOSE

South Sudan Civil Society organization faces steep challenges due to poor infrastructure, low capacity to engage with authorities, and limited resources which curtail their ability to carry out activities. In South Sudan, the civic space and efforts towards democratization face significant challenges, given the country's complex political landscape and history of conflict. It is against this background that, NPA uses the rights-based approach to work with national and community-based civil society organizations to advance policies and practices which can widen civic space and democratization. NPA's work with civil society includes advocacy on vulnerable persons'

access to land; access to services by communities using natural resources revenue; prevention of sexual and gender-based violence for women development; youth and women inclusion in decision-making processes; access to information and freedom of expression; environmental protection for mitigation of climate change and enhancement of civic participation.

NPA is seeking a consultant to conduct the baseline survey on civic space and democratization in South Sudan. The purpose of this study is therefore to assess and document the state and status of civic space and perception on democratization in South Sudan.

3. SPECIFIC OBJECTIVES:

The broad objective of the assignment is to assess the level of civic space and democratization in South Sudan. The specific objectives include but are not limited to the following.

- To assess the degree in which ordinary community members and civil society organizes governance and human rights related discourses without restrictions.
- To assess the level in which civil society and ordinary community members are included and participate in political processes in or about South Sudan.
- To assess the level in which civil society engages ordinary community members on policy, governance, and human rights-related discourse across South Sudan.
- To ascertain how safe or free the ordinary citizens, including civil society, feel when discussing governance and human rights issues in South Sudan.
- To assess the existence or nonexistence of policies and legislative frameworks that promote or inhibit civic space and democratization in South Sudan.
- To determine the level at which ordinary citizens participate in events that influence decisions of local, state, and national authorities.
- To assess ordinary community members' participation in legislative and policy debates to influence government decisions.
- To assess the instances in which civil society and ordinary community members have influenced government policies through laws and policy propositions.
- To ascertain the degree to which authorities listen to and include policy and nonpolicy opinions from ordinary community members and civil society.
- To assess the prevalence and activeness of civil society that engages with authorities to shape civic space and democratization in South Sudan.

The Consultant will assist in identifying and adding relevant objectives which fit in the parameters of the baseline survey.

4. METHODOLOGY

The methodology design should be developed by the Consultant in consideration of the information outlined in this ToR to ensure accuracy and rigor. A detailed methodology and data collection methods should be included in the technical proposal, which will be further improved in consultation with the NPA team during the inception phase of the evaluation. The choice of methods must also consider the needs and capacities of the different target groups and stakeholders.

A cross-sectional study will be conducted in the project implementation areas in sample counties in all the states mentioned. The consultant is expected to conduct a participatory survey providing for meaningful involvement by ordinary community members, civil society, and local, state, and national authorities. Primary and secondary data is expected to be gathered using an appropriate method as the consultant and NPA shall consider appropriate. Thus, the survey will involve collecting the following data:

Quantitative data: It will be used to measure the relevant degree or level of civic space and democratization where appropriate in terms of numbers/percentages (quantitative indicators). Information will be collected using questionnaire survey which will be administered to a sample of locations. The consultant will determine the sampling technique and size which would be representative, and adequate to detect the existing status of civic space and democratization, and do basic descriptive statistics.

Qualitative data: Qualitative information will be collected through Focus Group Discussions (FGDs), Key Informant Interviews (KIIs), and In-depth Interviews (IDIs) with key stakeholders including ordinary community members, community/traditional leaders, local, state, and national government officials, civil society organizations, among others, to complement the information collected through quantitative approaches.

Secondary documentation: A review of related documents will also be important to establish key insights relevant to the baseline survey.

It is expected that the assessment and data collection will use a mixed methodology approach, combining use of secondary data, primary quantitative data collected through electronic/digital data systems, and primary qualitative data. All data, both qualitative and quantitative must also be disaggregated by location, age, sex, disability, etc. All data and analysis developed must be handed over to Norwegian People's Aid at the end of the survey and must be in English.

Triangulation of information gathered during the quantitative and qualitative research will be a critical aspect of this survey. The analysis must provide a clear explanation of how the different data sets relate to one another and how they relate to the findings in the secondary documentation. Furthermore, and where relevant, it should combine evaluation tools based on international standards and guidelines, notably OECD DAC Quality Standards.

5. SCOPE OF WORK

The baseline survey will be conducted in the ten states and 3 administrative areas in South Sudan including sampling counties and population.

Specific Tasks

Specifically, the consultant will work closely with the Norwegian People's Aid project staff and the MEAL Team to:

- Participate in briefing and consultation meetings to discuss the assignment, become familiar with the project and to collaborate with the NPA project on the development of the baseline design and execution plan.
- Develop in collaboration with NPA a detailed research and analysis plan, including plans for pre-testing tools, recruitment and training of research assistants, meaningful participation of civil society partners and community, sampling methodology, data collection in the field, qualitative and quantitative data analysis, and reporting.
- Develop in collaboration with NPA, rigorous and robust, qualitative, and quantitative data collection tools that can gather reliable and replicable data based on the survey objectives.
- Lead data collection in the field including designing and leading key informant interviews and focus group discussions; designing and leading surveys; training research assistants/enumerators; monitoring and ensuring data quality and research ethics of research assistants.
- Analyze data in a rigorous, robust manner using appropriate statistical and qualitative analysis techniques.
- Interpret quantitative results and qualitative findings to provide a comprehensive understanding of the survey outcomes
- Draft a high-quality baseline survey report. The report must be written in good-quality English and must include a robust and detailed analysis of data findings.
- Present strong recommendations for the project as deemed appropriate.

6. Outputs and Deliverables expected from the consultant

- Develop an inception report that should include data collection tools to guide field interviews and the final schedule of field work and serve as an agreement between parties on how the baseline will be, conducted.
- Develop and submit an acceptable draft report after the analysis of data for NPA staff feedback following an agreed-upon format. The report should be comprehensive and

provide detailed specific findings and considerations/recommendations. The draft report should be no more than 40 pages (excluding references and annexes) following an agreed-upon format.

- Lead the analysis and synthesis of evidence to develop key findings; discuss findings with NPA and incorporate feedback to generate the final report.
- Develop and submit to NPA an acceptable final report of no more than 40 pages (excluding references and annexes) and an abridged version of 2 pages following an agreed-upon format. It is preferable to illustrate the results by appropriate graphs, visuals, tables and/or a dashboard with an accompanied explanatory text.
- Summary of key findings in the form of Data Infographics format to be used as a quick and engaging way of sharing the key findings.
- Summary of the findings in (MS PowerPoint) to be used for subsequent dissemination.
- The final cleaned data set used for analysis and production of the final report in an acceptable electronic format. All raw data (quantitative data files, transcripts from In-depth Interviews, FGDs, etc should also be submitted to the NPA Office in Juba for reference and future use.
- Proposal for a learning event/validation of evaluation findings.

7. TIMEFRAME

- This assignment will last approximately 20 working days starting from 22nd July to 10 August 2024.
- The timeframe assumes data collection with electronic handsets, and as such does not include time for data entry.
- For applicants intending to propose data collection using paper questionnaires please indicate this clearly in the proposal document.
- The overall work should be completed in not more than 20 days including the final approved report.

8. QUALIFICATION OF THE CONSULTANT

The composition of the baseline survey team is up to the consultant(s) who can choose, depending on their internal system, ideas, and logic but the team members must fulfill the following competency criteria.

NPA recommends that the team should be comprised of a Team Leader who takes overall responsibility for this evaluation and coordinates/liases between NPA and the evaluation team.

The consultant(s) must have the following qualifications and experience to be eligible for this assignment:

- The Team Leader (TL) should be skilled in conducting baseline surveys, evaluations, and reviews and must have a substantive understanding of issues related to rights-based projects, human rights, democracy, and the context of South Sudan.
- The TL should demonstrate ethical consideration including respectful attitude towards NPA partners and their constituency, as well as other stakeholders.
- Familiarity with a range of safety capacity issues faced by Civil Society in South Sudan.
- It is desirable that they have a postgraduate degree in law or social studies, social work and administration.
- Preference will be given to someone who possess past experience working with INGOs and conducting similar baseline survey or evaluations and in delivering agreed outputs on time and within budget.
- Demonstration of good knowledge of the context in South Sudan is an added advantage.

Supervision of the fieldwork and quality (reliability and validity) of the data/information collected at the field level is the primary responsibility of the TL consultant. In each step and process, consultation with the NPA Programme Manager is vital.

9. ETHICS

It is the responsibility of the consultant to demonstrate commitment to strictly adhere to NPA's Safeguarding Policy for Preventing Sexual Exploitation, Abuse, and Harassment. The consultant has the responsibility to ensure that any persons hired, used, or consulted during the process are made familiar with the policy and commit to abide by it during execution of this work. The consultant and associates must sign the policy before engagement in the assignment.

10. REPORTING:

The consultant will be required to report on regular basis to the Civil Society Program Manager.

11. RESPONSIBILITIES OF THE NORWEGIAN'S PEOPLE AIDS- NPA

The Norwegian Peoples Aid will be responsible to:

- Provide payment and cover other necessary costs with the baseline survey consultant.
- Provide/assign staff for coordination on the planning of the baseline survey
- Provide flights/ transport to and from the field location only to the lead consultant.
- Provide relevant security briefings and organize relevant travel permits if required.

12. CONDITIONS OF WORK:

- During the period of this job, the consultant if required will be based in the NPA Field office or hired accommodation with frequent travel to field locations for data collection supervision and monitoring.
- All raw data collected and reports generated will remain the property of the Norwegian Peoples Aid- NPA and the consultant will have no any rights of ownership after the end of the evaluation.

13. HOW TO APPLY

All applicants should include the following:

- Technical proposal: The technical proposal should include;
 - Brief explanation about the lead and associate consultants with particular emphasis on previous experience in this kind of work
 - Proposed methodology
 - Draft work/implementation plan
- A written submission on an understanding of TOR, methodology / approach the consultant will use; time and time-bound activity schedule; financial issues (budget, number of people he/she will hire, costs per activity line – people, logistics, etc.)
- Organizational (if it is a company applying) or personal capacity statement (if it is an individual that will hire data collectors)
- Resume and 3 references

14. The evaluation criteria are based on technical and financial criteria:

- Known reliability in the delivery of timely and quality services
- Relevant field/ country experience
- Relevant sector-specific technical experience & qualifications
- Relevant monitoring and evaluation experience
- Cost/ budget

15. SUBMISSION

Interested applicants should apply by email to rss-tenders@npaid.org under the heading “Consultant to conduct Baseline Survey on Civic Space and Democratization in South Sudan”

Or hand delivery to the NPA South Sudan Head Office, Martyrs Street (opposite UNICEF) Juba.

Applications submitted after 5:00PM Friday, 12th July 2024, will not be considered.

Note: For the purpose of urgency, applicant will be reviewed on daily basis and NPA reserves the right to terminate this advert before the stated deadline.