



Terms of Reference for Gender Analysis

Building Resilience Initiative for Yei IDPS and Host communities (BRIYIC)

Yei County, Central Equatoria State

FUNDED BY:

Islamic Relief USA

August 2022

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1.0 Background

Building resilience initiatives for Yei IDPS and Host communities(BRIYIC) is proposing to improve the IDP community's socio-economic resilience in Yei and will focus on strengthening community resilience, reduce suffering, and increase human dignity among the conflict affected IDPs and host communities through Water Sanitation and Hygiene (WASH), Emergency and Resilience Food Security and Livelihoods and Shelter NFIs. IRSS will ensure that all interventions are gender mainstreamed at all levels of engagements and that the project design will reduce the burden on women, men, girls, and boys of longer distance to access water sources, health and nutrition services amongst other interventions.

Islamic Relief South Sudan's intervention will reach 7,200 people (M: 3,650, W: 3,550) in Yei County, South Sudan.

Project Title: Building Resilience Initiative for Yei IDPS and Host communities (BRIYIC)

Impact: Reduce suffering among the vulnerable IDP population in Yei from the immediate impact of displacement, reduce starvation from hunger and improve general living conditions to reduce incidences of disease outbreak, restore live and enhance coping mechanism to build resilience.

Outcome 1: Increased access to safe and appropriate emergency food assistance for 1,200 households by the end of the project

Outcome 2: Improved access to quality lifesaving WASH assistance to 1,100 most vulnerable households by end of the project.

Outcome 3: Improved access to safe and appropriate temporary shelter necessities for 1,100 most vulnerable households in Yei

Outcome 4: Improved knowledge of protection risks among 7,200 IDPs in Yei

1. 1.2 Purpose and Objectives

The Gender Analysis for this program has four objectives:

- To document and understand gender roles and responsibilities, and capacities of women, men, boys, and girls to respond to crises and vulnerabilities that exist among women and men in regards to food security and livelihoods, WASH services and shelter.
- To measure gaps and disparities between women, men, boys, and girls and also identify patterns of inequality and evidence of association in regards to access, control, and decision making over food security and livelihoods, WASH services and shelter.
- To document and understand factors that affect women, men, boys, and girls in regards to use and equitable access to food security and livelihoods, WASH services and shelter in South Sudan
- To provide practitioners with an understanding of gender relations, how they changed with the crisis, and how they affect proposed programming and develop a gender action plan to respond to the different needs of women and girls, men and boys

2. Consultant Scope of Works

The consultant will design all the relevant data collection techniques, protocols, and tools. The Head of Programmes, Gender and Protection Officer, and the MEAL Coordinator will review the tools and techniques and give feedback prior to the actual field data collection exercise. The consultant should remain aware of the changes in the context that could impede the Gender Analysis.

This assignment should be completed within a maximum of 30 days from inception. Hence, the consultant will:

- Prepare an inception report and hold inception meetings with the Project members.
- Develop a simple yet comprehensive Gender Analysis matrix describing the type and data to be collected, techniques, and relevant tools for each indicator, budget, and survey work plan.
- Define sampling method, sampling size, and targeted respondents
- Review existing literature on the state of gender roles and norms, food security and livelihoods, IPC Analysis, relevant reports from WASH, GBV/Protection cluster, including the Project proposal.

3. Methodology

3.1. Approach

The consultant will design/use a mixed approach that integrates qualitative and quantitative data collection techniques, and tools that will focus on the following areas of inquiries: gendered division of labor, household decision making, control of productive resources, and access to services

- **Quantitative:** It is important to be able to acquire data that permits the program to understand gender roles and responsibilities, capacities of women, men, boys, and girls to respond to crises and vulnerabilities that exist among women and men in different locations (such as counties) as per the indicators. Household surveys will be conducted to measure the selected indicators.
- **Qualitative:** Cognizant of COVID-19, the consultant is expected to conduct Focus Group Discussions (FGDs), and Key-Informant Interviews (KIIs) while ensuring safety for all participants. Findings from this technique will be used to refine questions raised through the thematic reviews.

3.2 Sampling

The consultant will implement a sampling procedure that is representative of the project life of the project target population. The gender analysis must achieve a statistically acceptable sample size for the respective project participant categories. The consultant will develop, and abide by the approved sampling methodology. Where sampling strategy is changed for whatsoever reason, the consultant is expected to re-compute to achieve representative samples with a resubmitted sampling protocol. Therefore, a clear and unambiguous proposal on sampling methodology and the sample size is expected from the consultant. The sampling method should attain representative and generalizable results for all project participant categories.

3.3 Data Sources

The Gender Analysis will consider both **primary** and **secondary** data sources

Primary data sources include but are not limited to household surveys, KIIs and FGDs.

The secondary data sources include but are not limited to studies from South Sudan's FSL, WASH and GBV/Protection cluster, IPC latest findings, other bilateral donors, and existing program documents. The consultant is expected to undertake a review of existing documents using appropriate document review tools and methods.



3.4 Location:

The Gender Analysis will be conducted in Yei County, Central Equatoria State.

3.5 Data Quality Issues

The designed data collection techniques, Quality of data should not be compromised and maximum care should be taken to avoid or at least minimize errors at all stages of the Gender Analysis. Some techniques such as, but are not limited to, the following will be applied:

- Before data collection: Pilot testing of the data, collection tool will be required in order to verify the reliability and validity of the tool. This includes both face-to-face and remote approaches.
- During field data collection: For household surveys, data entry will be on the spot using an electronic questionnaire. Monitoring enumerators for accuracy in doing the interview and in capturing data will be necessary. Checking through all completed responses (on a daily basis) to ensure any mistakes or inconsistencies are corrected on time will add value to the quality of data.
- Data analysis: Perform iterative data analysis which involves continuously analyzing key variables as part of data quality checks using various methods such as frequencies or cross-tabulations or any forms of regressions

3.0 Communication of Findings/Reflection

Gender Analysis findings will be validated by the key stakeholders. Once the validation is completed then the final report will be produced.

3.1 Gender Analysis Products/Deliverables

There will be key deliverables of this process:

- An inception report clearly outlining the approach, indicators, methodology and tools including an annex highlighting how COVID-19 safeguards will be achieved
- Finalize survey tools and inclusive and gender-sensitive sampling design
- Enumerator training, tool, pre-testing and data collection
- A comprehensive and well-organized final Gender Analysis report in electronic version word and PDF-based on the template structure in the annex below and should include key findings from all four objectives mentioned at the beginning of the ToR and must also provide disaggregated data by SADD at a minimum, but also by other vulnerability criteria as relevant for the project
- Supporting files, original and cleaned datasets, statistical output files, photos, etc.
- Fact sheet or abstract and PowerPoint presentations to be used for dissemination of results to stakeholders

3.2 Lessons Learned

The lessons learned through the entire Gender Analysis shall be documented and shared with the Project team and MEAL department so that they may be taken into consideration for future studies. The documentation of these lessons will be vital for reflection, growth, and continued improvement.

4.0 Limitations

This Gender Analysis will be undertaken with some limitations. These may include:

- **COVID-19 pandemic:** Guidelines and restrictions may undermine the extent to which sample sizes limit optimization of selected data collection approach.

- o **Security:** Given the current restrictions in the country, the Gender Analysis may be affected by the volatile security condition in some areas.
- o **Travel Schedules:** International and domestic travel between states are mostly by air. In addition, travel schedules may change due to flight cancellations and other technical issues.
- o **Statistics:** Country demographics may not be readily up-to-date hence the consultant may have to undertake additional data collaboration.

4.1 Additional Information

- o Consultants shall abide by WHO and the Government of South Sudan COVID-19 SOPs.
- o Consultants shall be required to sign and abide by Islamic Relief Safeguarding Policy (which includes prevention of sexual exploitation and abuse, and behavior protocols)
- o Consultants shall abide by beneficiary data privacy/management policies

4.2 Ethical Considerations, Confidentiality, and Proprietary Interests

- o The Consultancy Firm holder needs to apply standard ethical principles during the course of the assignment. Some of these must deal with confidentiality of interviewee statements when necessary, refraining from making judgmental remarks about stakeholders.
- o The incumbent shall not either during the term or after the termination of the assignment, disclose any proprietary or confidential information related to the service without prior written consent by the contracting authority. Proprietary interests on all materials and documents prepared by the contract holder under this assignment shall become and remain properties of Islamic Relief.

5.0 Appendix 1: Gender Analysis Report layout

Islamic Relief South Sudan will discuss with the successful consultant (s), the content and length of the final report. However, below is a suggested outline for the report.

1. Cover page (1 page)
2. Table of Contents (1 page)
3. Acknowledgements (1 page)
4. Glossary (1 page)
5. Introduction (1 page)
6. Description of Project (1 - 2pages)
7. Executive summary (2 Pages)
8. Gender Analysis introduction/Background/relevant context information (max 2 pages)
9. Methodology (max 2 pages)
10. Findings (max 10 pages)
11. Lessons learned from the Gender Analysis process (max 1/2 pages)
12. Conclusion and recommendations (max 3 pages)
13. Appendices (to include copies of all tools, list of enumerators, survey timeline including all KII and FGD participants).

6.0 Consultant profile

- The consultant should preferably be a holder of a post-graduate degree in Gender and developmental studies, social sciences, or related discipline.
- Qualified and experienced consultant with FSL and WASH background in surveys and assessments using Gender Analysis methodology.
- Minimum experience of having led a similar survey in South Sudan
- Proven team-leading and managerial experience

- Knowledge of working with conflict-affected populations
- The consultant must have a strong background in statistics and data analysis. Must know SPSS, STATA, and all relevant computer applications in general.
- Excellent reporting and presentation skills.
- Excellent knowledge of and experience with humanitarian guidelines and principles.
- Willingness to travel extensively and work under pressure & meet deadlines
- Ability to work in a multicultural and inter-sectoral environment.
- Ability to work collaboratively as a team with the other staff members.
- Ability to coordinate, direct and supervise others to achieve a common goal.
- Ability to live and work in an isolated area in conditions of limited comfort

7.0 Evaluation and Award of Consultancy

Islamic Relief South Sudan will evaluate the proposals and award the assignment based on technical and financial criteria. Islamic Relief reserves the right to accept or reject any proposal received without giving reasons and is not bound to accept the lowest, the highest or any bidder. Only the successful applicant will be contacted.

The evaluation criteria associated with this TOR is split between technical and financial as follows:

1. 70 % - Technical
2. 30 % - Financial

7.1 Technical Evaluation Criteria

Technical Criteria	Description
General understanding of the TOR.	Does the proposal demonstrate a clear understanding of the TOR? Does the consultant make an effort to interpret the objectives?
Methodology	To what extent is the methodology clear and detailed? Is the sampling method and sample size computation scientifically acceptable? Are all the relevant methods of data collection included in the proposal?
Team composition	Does the consultant (or proposed team) have the necessary competencies and experiences as described in the TOR to undertake this study?

Experience	Experience of conducting Gender Analysis in South Sudan, preferably within proposed geographical area has competitive advantage. Experience with similar assignments with INGOs/ other organization
Work plan	Is an action plan part of the proposal? Is it reasonable or realistic? Does it meet the expected deadlines? Is it flexible to accommodate any changes without compromising the deadline and quality of products
Budget	To what extent is the presented budget reasonable? Is the budget clearly aligned with the planned amount?

8.0 Payment Terms and Conditions


Payment will be affected as follows; 30% payment will be upon approval of inception report and 70% payment will be upon completion and approval of the final report. Additional information on payment terms and conditions will be included in the contract. **NOTE: "Islamic Relief South Sudan shall withhold tax of 15% as per South Sudan Taxation Act of 2009"**

9.0 Budget

Cost of the Evaluation: should be summarized as follows with a detailed breakdown attached:

No.	Details	Unit	Rate (US\$)	# of Units (Quantity)	Cost (US\$)
1	Consultant's fees (including data enumerators' costs)				
2	Transport cost				
3	Subsistence costs (e.g. accommodation, communication, meals, etc)				
4	Any other costs that are critical, but not provided for by Islamic Relief				

Logistical support (scheduling of interviews, arrangement of field accommodation during data collection, access to official facilities including internet, documentation printing, photocopying of tools, etc.) will be provided by Islamic Relief. The consultant will work with and report to Islamic Relief South Sudan MEAL Coordinator and the coordination of overall evaluation work will be supported by the Head of Programmes and Gender Officer.

10. The application process

Interested Parties are requested to submit a proposal explaining their comprehension of the proposed consultancy, and how they would approach this assignment with a summary of their methodology, especially in terms of how the party plans to meet the objectives. Additionally, they should submit one or two examples of similar evaluations (including a combination of quantitative and qualitative methodologies) conducted previously. The application should include a team composition with a Lead Consultant and at least 2 experienced evaluators. International consultants/firms must show proof of in-country capacity to carry out the evaluation within the context of COVID 19 restrictions. The application should include a minimum of three CVs of the persons to be involved in the assignment, relevant experience, a detailed budget in USD, and time availability.

The deadline for submission of proposals from interested parties is **August 30, 2022**.

Proposals must contain a proposed methodology, work plan and budget. Proposals can be submitted to. IRSS.Tender@islamic-relief.com.ss

Guiding Principles and Values:

Adherence to Islamic Relief Code of conduct, PSEA, Child Safeguarding practices, and confidentiality when interviewing or photographing children.

Only shortlisted candidates will be notified.

NB: The consultancy is for a period of 30 days

