**TERMS OF REFERENCE (TOR) FOR SANITATION SITUATIONAL ASSESSMENT TOWARDS IDENTIFYING INNOVATIVE, CONTEXT APPROPRIATE, ENVIRONMENTALLY FRIENDLY AND CLIMATE RESILIENT SANITATION TECHNOLOGY FOR GPAA AND AKOBO EAST COUNTIES OF SOUTH SUDAN**

**August 2022**

**Date: –** 25th August 2022.

**Organization: –** Oxfam International.

**Address: –** Oxfam House, Opp. John Garang International School, Tongping (Juba City)

**Short Title of Assignment: –** Consultancy Services for Conducting Sanitation Technical Situational Assessment and recommendation of appropriate solution

**Location and Coordinates: -**

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| **GPS Coordinates** |
| **State** | **County** | **Latitude** | **Longitude** | **Target Payams are as follows: -** |
| Jonglei | Akobo East | 7.79111 | 33.00444 | Bilkey, Dengjock, Nyandit, & Gakdong |
| Pibor – (GPAA) | 6.79853 | 33.13045 | Pibor town, Pibor South/North, Lekuwangole, Verteth & Gumuruk |

**Background**

Oxfam Great Britain (referred to as "Oxfam") is a registered humanitarian organization in South Sudan and has been working in South Sudan since 1983 providing Water, Sanitation and Hygiene (WASH), Emergency Food Security and Livelihoods (EFSVL), Gender and Protection, Policy and Advocacy and Education programmes. And Established their field basis in GPAA and Akobo since 2001, delivering humanitarian and transitional resilience projects with experienced WASH, EFSVL and Protection and Gender staff. Oxfam is currently implementing different project in both location such as Irish AID, Danida funded project, food for asset project funded by WFP, DEC-funded multisectoral WASH, Protection and EFSVL project and has recently completed a UNICEF IPC 5 WASH project. Teams are supported by roving technical leads operating out of Juba who provide technical guidance and ensure timely, efficient, and quality program delivery in each of Oxfam’s static area program field offices. Oxfam operates a humanitarian response mechanism known as Emergency Preparedness and Response (EP&R), which enables it to deliver ad hoc humanitarian assistance in hard-to-reach locations and in case of a surge in needs. This mechanism is deployable within 72 hours of being triggered, in presence of supporting fleet and security permissibility. Oxfam has a strong established relationship with local authorities, chiefs, communities, and development/humanitarian partners in GPAA and has gained wide acceptance. This project would complement efforts of the Protection Cluster and Inter Cluster Working Group to provide leadership in the deep field locations and the information and awareness raising goals of the GBV and Child Protection sub-cluster. Oxfam is currently the WASH cluster focal point and focal point for Protection humanitarian coordination in GPAA and is a key partner for UNICEF, WFP and UNOCHA, contributing to the HRP. At national and state level, Oxfam collaborates closely with Line Ministries of Water and Health, and local authority structures, including the Relief Organization for South Sudan (RoSS) and the Relief and Rehabilitation Commission (RRC). Oxfam also works with women’s rights organizations and local civil society networks. Oxfam will use learning from this project to contribute to humanitarian advocacy with donors, clusters, UN, and AU.

Currently Oxfam has a Cooperation Agreement with Global Affairs Canada (GAC) to provide 2 years lifesaving intervention in Akobo and GPAA. The project aims at improving access to WASH, Protection and Gender response targeting 81,450 (23,509 women; 16,086 men; 21,509 girls; 20,346 boys) vulnerable IDPs, returnees and host communities affected by conflict and displacement, with a particular focus on PLWDs and SGBV survivors, residing in Bilkey, Dengjock, Nyandit and Gakdong Payams of Akobo County and Pibor town, Pibor North/South, Gumuruk, Lekuwangole, Verthet Payams of GPAA of Jonglei State. All areas for this lifesaving response are identified as high priorities in the HNO, HRP and WASH Cluster’s severity mapping. The project will ensure safe, inclusive, and dignified access to basic WASH and Protection services. Oxfam will mainstream gender through a community-based approach in coordination with local communities, authorities, and international partners. The project will be 24 months in duration, to ensure adequate emergency support in the face of cyclical seasonal challenges and crises and limited access to remote locations. In year one, immediate needs will be addressed while community structures are established and consultation and planning for WASH infrastructure is completed. Year two will consolidate and build on this, meeting additional needs and ensuring sustained impact through the continual repair of WASH infrastructure.

**Scope of Work, Activities, Tasks, Deliverables, and Timelines plus Budget per Deliverables**

The aim of this Consultancy Service is to conduct a comprehensive Sanitation Situational Assessment on the current facilities and the most appropriate, suitable sanitation technology which will determine design needs and key interventions to improve and sustain the prevalent sanitation situation and its systems in Akobo East and GPAA. All Payams targeted by Oxfam in Akobo East and GPAA will be targeted in this exercise.

**Objectives**

The overall objective of this assignment is to identify context specific sanitation technology/needs of the targeted areas (Akobo East and GPAA) under UNOCHA priority one (SSHF) flood response planned for 2022. The study is planned to support current and future sanitation intervention. The key sub-objectives of this assignment are as bellow which shall be completed in 60 days since the assignment starts:

1. To understand the existing sanitation situation and barriers inhibiting uptake and use of Sanitation facilities in the communities considering that 77% of HHs in South Sudan have no access to a family, shared or communal latrine.
2. Assess and map available and most preferred local construction materials for construction of sanitation facilities focused on slabs, latrine substructure and superstructures
3. To evaluate the existing status and prevailing conditions of the sanitation systems in the targeted areas, capacity of the market in supply of construction materials and technical expertise capacity among the local artisans and contractors
4. To identify challenges and to propose context-specific and critical sanitation rehabilitation, maintenance, expansion, and improvements interventions. This will include developing of technical documents including designs, detailed technical drawings, cost estimates and Bills of Quantities (BoQs) for the recommended solutions
5. To recommend and suggest short-term (12 months), medium-term, (1-3 years) and long-term (3-6 years) priority interventions that are in line with the targets of the Sustainable Development Goals (SDGs).
6. Evaluate the relevance and efficacy of Community-Led Total Sanitation (CLTS) approach and related impacts from past interventions towards attainment of Open Defecation Free (ODF) villages in the long-term

The Consultancy Firm will work in close consultation and coordination with the line Government counterparts, the Local community structures and special groups, WASH Cluster and other partners and Oxfam, to ensure effective engagement with, and awareness of, the activities undertaken with regards to these Terms of Reference (TOR). The Firm shall provide a team of experts with adequate profiles to cover the necessary policy, regulatory, institutional, financial, intervention planning, technical, social, and environmental aspects of the prevailing sanitation situation, make findings, recommendations and conclusions on appropriate technology. The Consultant (Firm) will undertake the following activities:

1. **Data collection activities**: These will include conducting literature review of all available sanitation design and needs assessment studies (as listed in Annex 1) in the targeted areas (as specified above); collecting secondary data to fill identified gaps through key informant interviews, household interviews or surveys, focus group discussions and field visits to verify previous data collection efforts; undertake data processing and visualization activities (using software as GIS and SPSS with graphs, tables and maps).Oxfam will collect any updated data sources from other implementing partners interventions and make them available for the consultant.
2. **Data analysis & recommendations**: Build on the data collection efforts to analyze and identify technical and financial gaps and propose solutions along the entire sanitation service chain including fecal sludge management systems. Those recommendations will be the based on the existing sanitation policy of South Sudan.
3. **Prioritization of recommended sanitation interventions**: Develop a criteria and list of proposed sanitation interventions and prioritize them based on short-term/critical, medium-term and long-term interventions in line with the Government Sanitation strategy.

Tasks

**Data Collection**

**Desktop Review of secondary data**: Review relevant available reports and available sanitation needs assessment studies (as per Annex 1) to identify data gaps and classify the needs assessed. The verification will be conducted by reviewing documents available at Oxfam, partners, and line ministry of physical infrastructure if available. This includes the previous Damage and Need Assessment carried out earlier by partners during 2021 & 2022. The consultant needs to collect information about all ongoing and planned interventions to avoid any duplication of interventions.

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| **s/no** | **Name of Report/Study** | **Conducted by** | **Date of report** | **Location covered** |
| 01 | WaSH Cluster Flood Responds Joint Assessment | Inter-Agency |  | Akobo & GPAA |
| 02 | Oxfam’s Integrated Needs Assessment | Oxfam | August 2021 | Akobo |
| 03 | Oxfam Rapid Needs Assessment in GPAA | Oxfam | May 2021 | GPAA |
| 04 | Needs Assessment Report for Rural Projects | Oxfam |  | Akobo |
| 05 | 2022 South Sudan HNO & HRP | UNOCHA |  | National including Akobo & GPAA |

Primary data collection

1. Collection of primary data to fill the gap and verify on-ground: Arrange and conduct key informant interviews (KIIs), focused group discussions (FGDs) -as appropriate- with respective ministry of health and physical infrastructure branches community groups and arrange and conduct observational site visits to confirm data on-ground; collect and analyze data from service provider records; (if required) conduct and analyze household interviews and produce notes and/or transcripts of each discussion/meeting based on assessment indicated in Annex 1,
2. Verify the findings on-ground: besides verifying the needs from previous studies and identifying any new suitable and contextual appropriate sanitation priority interventions, these interviews/discussions are also aimed to identify:
3. The institutional perspective on the status (current practices and issues) of sanitation systems.
4. The relative importance/prioritization of sanitation systems (currently and future)
5. The social, environmental, public health, financial and related enabling environment impacts of dysfunctional current sanitation system to prioritize interventions. Information should also be collected related to any proposed developments/improvements in sanitation service provision generally and about Fecal Sludge Management (FSM) services in particular, included any related interventions plans that might be under implementation.
6. Data processing and visualization: Collect and process all relevant documents and updated data regarding, but not limited to, aspects of population growth and demographics, economic analysis, migration paths of IDPs, location and areas covered by sanitation systems, and faecal sludge management plants (capacity and functionality) among others. Visualize collected data into comprehensive maps by updating and amending existing GIS-Data Systems (in close cooperation with local water authorities). The developed / updated maps shall be overlaid with cholera outbreak maps from health cluster. All outputs consisting of maps shall be prepared using the same or compatible base maps and software.

**Data Analysis and Recommendations**

1. Assess the technical gaps, constraints and needs within the existing sanitation systems and along the entire sanitation service chain.
2. Identify the technical and financial, social aspects regarding the maintenance and operation of the existing sanitation system including estimation of the current quantities and quality of sludge along the sanitation system, considering SMART/cutting-edge solutions for sustainable operation and maintenance.
3. Develop an economical model considering the different situation to evaluate the sustainability of the systems proposed.
4. Determine the required sanitation needs and interventions of each sanitation system in the targeted 2 flood affected counties.

**Prioritization of Recommended Sanitation Interventions**

1. Develop a list of proposed interventions for each sanitation facilities in the 2 counties, which include as follows:
2. List of context specific required sanitation project interventions for each county.
3. Estimated costs of the interventions (sanitation needs) for the short-term, medium-term, and long-term and economical model to ensure sustainability of the intervention. This model will need to consider the impact of those activities on the community and the environment
4. Comprehensive detailed description of works for those proposed sanitation design
5. Map showing locations of those interventions for each county
6. Develop criteria for prioritization and a rating scale for the proposed sanitation interventions
7. Apply the prioritization concept and present the results (in the report as well as in a workshop for discussion with the relevant staffs and local stakeholders)

**Area Selection Criteria:**

1. Existing sanitation system: the area selected shall have an existing sanitation facility which is a priority to be rehabilitated, maintained, extensions, and improvements.
2. **Cholera affected:** the area selected shall be listed as an “affected area” in terms of cholera outbreak (according to the updated, official data by the health cluster/IASC).
3. **IDPs:** the area selected shall be affected by the impacts of IDPs (Camps / host communities)
4. **Malnutrition:** the area selected shall be affected by malnutrition (according to the updated data by the health cluster, inter agency standing committees /IASC).
5. Economic diversity + population growth + priority where there is the open defecation

**Selected Areas:**

The 2 counties according to the above-applied criteria, the following 2 shortlisted counties are considered as priorities and the needs and priority shall be assessed at each Payam within this Consultancy Service:

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| **State** | **County** | **Payam** |
|   JONGLEI | Akobo East | Bilkey, Dengjock, Nyandit, & Gakdong |
| GPAA – Pibor | Pibor town, Pibor South/North, Lekuwangole,Verteth & Gumuruk |

**Deliverables**

The consultant should submit the following reports to Oxfam, in addition to an electronic copy in (word, excel, AutoCAD, Pdf) of same in the most recent versions of the software use. The reports must be acceptable by Oxfam.

**Inception Report (IR):**

The consultant shall prepare the IR within 7 working days from the commencement date of contract; the report shall give full details and visualize the Client requirements based on the ToR.

**The IR which shall include the following:**

1. A general brief description about the objectives of the assignment, the scope of services, and the activities selection criteria
2. Any updates for approach methodology and work plan which will be adopted by the consultant in conducting the services including the roles and responsibilities of all parties involved, and the time frame for each stage of services.
3. The assumed risks, assumptions, the risk management plan, and the quality assurance/quality control plan which will be adopted to ensure compliance to ToR requirements.
4. Comprehensive description of the frame conditions which are influencing the project implementation.
5. Description of mobilization for on-ground team and update work schedule
6. The consultant should present the summary of IR in the Oxfam field and Juba office by Microsoft power point presentation.

**Draft Sanitation Situational Assessment Report (SSAR) for the selected areas**

The consultant shall prepare the draft SSAR (1 report including 2 parts: Rural SSARS. for each county/area there should be a separate section in the report) based on prioritized phases as below:

Phase (1): Rural Short-Term Sanitation (immediate) intervention: A details stated below within 40 days from the commencement date of contract. For any recommendations/proposed interventions, please ensure that along with technical considerations, the regulatory, institutional, financial, social, and environmental needs/aspects are also considered along the whole sanitation service chain (containment, emptying, disposal, end-use/reuse).

Phase (2): Rural Long-Term Sanitation interventions. details stated below within 60 days from the commencement date of contract. For any recommendations/proposed interventions, please ensure that along with technical considerations, the regulatory, institutional, financial, social, and environmental needs/aspects are also considered along the whole sanitation service chain (containment, emptying, conveyance, disposal, end-use/reuse).

**Prepare the SSAR on the findings which shall include:**

1. An executive summary that summarizes the activity scope, the mode of work done, main results and conclusion.
2. Results of Data collection (Desktop review & primary Data collection)
3. Overview of the criteria used for interventions selection.
4. General Scope of works for selected interventions (needs) / project for each county
5. Estimated costs for each proposed sanitation intervention (needs) / project
6. Updated and overlaid sanitation needs maps (overlaid with cholera maps)
7. Location map for the selected interventions (needs) / project for each county with a legend which should include, the UTM coordinates, boundaries, and the name of the project, projected on Google map of the area.
8. Selected photos of the proposed interventions (needs) /Projects showing the location of project and reflecting the needs to be considered for rehabilitation and expansion of sanitation system.

**Final Sanitation Situational Assessment Report (SSAR) (for each County)**

The consultant shall prepare the Final SSAR (for each County) according to the details stated above within 0 days from the commencement date of contract

 **Responsibilities**

As there are different stakeholders involved in the implementation of this Consultancy Service, the roles and responsibilities are pre-defined to avoid implementation bottlenecks and ensure smooth implementation of the assignment in the challenging context of Akobo and Pibor Counties of Jonglei State:

**Role of the Consultant (Firm) within this assignment:**

1. Fulfil the assignment as described in detail in section (3) three.
2. Communicate directly with ministry of physical infrastructures (MPIs) and all relevant governmental entities.
3. Revise documents/deliverables based on feedback from the line ministry of health and physical infrastructure in consultation with Oxfam.
4. Report to Oxfam on implementation and coordination bottlenecks, especially as it relates to any delays in submission of deliverables.
5. Report to Oxfam and consult with the staffs of the rural water department for the sanitation situational assessments.

**Role of Oxfam within this assignment:**

1. Oxfam is main client for this assignment and as such the consultant (firm) will be reporting to Oxfam.
2. Facilitate direct communication of the Consultant (Firm) with humanitarian partners to get all the information and with relevant governmental entities and support the Consultant’s work through official communication (e.g., providing official letters, introducing the Consultant to relevant authorities etc.)
3. Introduce the Consultant core staff involved in the sanitation situational assessment to the stakeholders.
4. Provide the Consultant (Firm) with all relevant resources and documents of current project.
5. Review the submitted deliverables and provide timely feedback to the Consultant (Firm).
6. Follow up on the progress of the study and take correction measures.
7. Review jointly with Field WaSH and Juba Team and ensure quality of the submitted deliverables.
8. Coordinate with the Consultant (Firm) directly on the Sanitation Situational Assessments.

**Role of the Ministry of Physical Infrastructure within this assignment:**

1. Introduce the consultant to all the local line ministries, coordinate, and facilitate the implementation of the study at the field level.
2. Provide the Consultant (Firm) with supporting documents and required data
3. Review of the deliverables submitted by the consultant and provide suggestion and comments
4. Coordinates the local movement plans of the consultant to ensure success of the assignment.

**Timeframe**

The overall time frame of the services shall be 60 days from the contract commencement date.

Tentative Time Schedule:

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| **Months; -** | **September** | **October** |
| **Period by weeks; -** | Wk1 | Wk2 | Wk3 | Wk4 | Wk1 | Wk2 | Wk3 | Wk4 |
| Selecting consultant (Firm) |  |  |  |  |  |  |  |  |
| Inception Reports |  |  |  |  |  |  |  |  |
| Review meetings with Consultant and stakeholders |  |  |  |  |  |  |  |  |
| Detailed Sanitation Situational Assessment Report (SSAR) 1st Phase |  |  |  |  |  |  |  |  |
| Review meeting with Consultant and stakeholders for 1st phase report |  |  |  |  |  |  |  |  |
| Detailed Sanitation Situational Assessment Report (SSAR) 2nd Phase |  |  |  |  |  |  |  |  |
| Review meetings with Consultant and Oxfam and stakeholder’s 2nd phase |  |  |  |  |  |  |  |  |

**Reporting requirements**

1. Inception Report (IR): within 5 working days from the commencement date of contract
2. Draft Sanitation Situational Assessment Report (SSAR) for the selected areas.
* 1st phase 40 days from signing the contract and.
* 2nd phase, 60 days from signing the contract
1. Final Sanitation Situational Assessment Report (SSAR) (for each County): within 60 days from the signing the contract.

**Payments**

1. Payments to the consultant will be made in US Dollars as follow:
2. 20% of the Total Contract amount, upon submission of Inception Report and accepted by Oxfam, in the required format, number of copies, and in compliance with the conditions stated in the TOR.
3. 40% of the Total Contract amount, upon submission of the Draft Sanitation Situational Assessment Report (SSAR) (for each County) in the required format, number of copies, and in compliance with the conditions stated in the contract, acceptable by Oxfam
4. 40 % of the Total Contract amount, upon submission of the Final Sanitation Situational Assessment Report (SSAR) (for each County), in the required format, number of copies, and in compliance with the conditions stated in the TOR, acceptable by Oxfam

**Qualification, Specialized Experience and Additional Competencies**

* Consultancy firm should have the relevant experience in water and sanitation engineering
* Demonstrated expertise in sanitation technologies in challenging contexts
* At least 10 years of experience in WASH Technical need/situational assessments
* Consultancy firm has conducted similar engineering assignments with the Ministry of water resources and Irrigation or WASH actors in South Sudan in different areas.
* Ability to provide the required designs, technical drawings, BoQs with estimation of the cost.
* Demonstrated expertise in the different area highlighted which include environmental impact study, socio-economical study
* In depth knowledge of South Sudan and other contexts will be an added value
* Core Staff are requested to work full time during the project
1. Project manager with minimum qualification of master’s degree in relevant field and have minimum 10 years similar experience
2. Senior Sanitation Specialist with minimum qualification of master’s degree in water supply and Sanitation or similar field and 8 years’ experience
3. Assistant Sanitation Specialist with minimum qualification of master’s degree in water supply and Sanitation or similar field and 5 years’ experience

The application, including all required information, is to be submitted by email to **jubaquotations@oxfam.org.uk** at the latest by 8th of Sep 2022.