

## **Terms of Reference for UKAM KAP SURVEY**

### **About the Project**

Christian Aid has been working in Sudan and the current South Sudan since the 1970s. In 2008, before the independence of South Sudan, a field office was opened in Juba to facilitate the organization's projects and activities in the Southern part of the country. Christian Aid works to bring lasting change to the lives of the poorest conflict-affected communities in hard-to-reach and the worst affected areas.

Christian Aid works globally for profound change that eradicates the causes of poverty, striving to achieve equality, dignity, and freedom for all, regardless of faith or nationality. We work with partners to implement an integrated and innovative program to achieve our strategic vision through our 3Ps approach of addressing Poverty, speaking truth to Power including using our Prophetic voices. In South Sudan, Christian Aid is working through local partners including ecumenical partners of the ACT (Access to COVID 19 Tools) Alliance and Caritas network to achieve transformation from violence to peace and saving lives of crisis-affected communities.

Christian Aid received funding from UK Aid implementing a nutrition-sensitive agriculture project in Aweil North and Jur River counties of the and Western Bahr El Chazal state, respectively. This project adopted an inclusive and integrated nutrition-sensitive approach to enhance nutritional outcomes for 28,174 women and girls of childbearing age and 24,733 children under-five in Aweil North Counties. The project aims to enhance household nutrition and care practices, access to diverse nutritious food, safe water, and better services, by addressing root causes of undernutrition, including harmful social norms, and strengthening the capacity of 2 county nutrition departments. To do this, Christian Aid is implementing a holistic program that increases the resilience against the risk of undernutrition by using an inclusive and integrated nutrition-sensitive approach that promotes individual, household and community resilience to undernutrition. This will be achieved through multi-sectoral linkages, increased integration by implementing strategies that address underlying causes of undernutrition, empowering women, girls, men, and their households to improve their household nutrition and care practices, access to diverse nutritious food, safe water and sanitation, health services, and overcome gender and social norms barriers. Furthermore, this project will also strengthen the capacity of the nutrition departments in the two counties to improve the coordination and delivery of nutrition services.

### **About the Assignment**

Christian Aid plans to undertake a comprehensive Knowledge, Attitudes, and Practices (KAP) Survey assessment to test and document evidence-based outcomes, lessons learned, and existing gaps in the project programming using the project outputs defined in the results framework.). This assessment will focus on testing all the expected outputs and outcomes outlined in the results framework. The assessment will be conducted in two states of Bahr-el-Ghazal Aweil State (Nyamlel) and Western Bahr-el-Ghazal State Wau. In total, there are nine Payam where the project is being implemented in the two areas Wau and Aweil, respectively.

## **Scope of the Work:**

The scope of work for the consultant will include but not limited to uncovering the following in the report.

1. Conduct a KAP survey on households' food availability, food access and food utilization due to the protracted crisis.
2. Assess the KAP of Target women of childbearing age (13-49) in project communities who effectively practice at least 8 key health behaviors necessary for nutrition.
3. Determine the KAP of Target women of childbearing age (12-49) in target communities meeting the minimum dietary diversity for women.
4. Assess KAP of children in target communities consuming adequate diet for their age (0-6 is exclusive breastfeeding, 6-23 acceptable diet based on WHO (World Health Organization) guidance) including children U5 who have been weaned
5. Determine KAP of women in target communities demonstrating increased access to and control of over resources; time use, Labor and dietary decision making.
6. Find out the KAP of county nutrition coordination committees, nutrition officers and local NGO (Non-Governmental Organization) NGO (Non-Governmental Organization) al Organization) NGO (Non-Governmental Organization) staff demonstrating the necessary core capacities to plan, coordinate and implement integrated nutrition activities.

## **Overall objective**

The overall objective of the study is to generate adequate and quality information that will be used to determine the impact of the project during its external evaluation. Formative data will be collected during monitoring and progressively analyzed before the cumulative evaluation at the end of the project.

Establish evidence-based data which demonstrates improved knowledge on health and nutrition outcomes in former Aweil North and Jur River counties for women of childbearing age, adolescent girls, and children under 5 years with a specific focus on the following outcomes:

- Outcome Indicator 1: % of Target women of childbearing age (65,301) in project communities who effectively practice at least 8 key health behaviors necessary for nutrition.
- Outcome Indicator 2: % of Target women of childbearing age (12-49) in target communities meeting the minimum dietary diversity for women
- Outcome Indicator 3: % of children in target communities consuming adequate diet for their age (0-6 is exclusive breastfeeding, 6-23 acceptable diet based on WHO guidance)
- Outcome Indicator 4: % of women in target communities demonstrating increased access to and control of over resources; time use, Labor and dietary decision making.
- Outcome Indicator 5: % of county nutrition coordination committees, nutrition officers and local NGO staff demonstrating the necessary core capacities to plan, coordinate and implement integrated nutrition activities

## Specific Objective

- Determine the qualitative changes in the communities the project is being implemented in including social and behavioral change (knowledge, attitudes and practices adopted) related to water, fishing, Village Saving and Loan Association, Farming, knowledge retention on exclusive breastfeeding sanitation and hygiene in the target locations.
  - Measure the impact of fishing and VSLA activities at the individual and household levels.
  - Identify indicators that could signal a food-insecure household.
  - Determine the degree of vulnerability by the unit's exposure to risk and ability to cope with or withstand stressful situations.
  - underlying project design and whether they continue to hold during the project. Help project management and stakeholders to draw initial lessons about project design, implementation, and management.
  - Lessons learned derived from this study and recommendations provided will be shared among partners and stakeholders and considered in the project implementation process. Help project management and stakeholders set the course for the remaining duration of the project.
  - Assess the extent to which the outcomes are building towards project sustainability in the communities of interventions.
- **Expected Outputs or Deliverables**
    - The main output of the Consultant will be the draft and Final KAP survey report.
    - In particular:
      - Submit an Inception Report on how he/she is going to conduct the baseline/KAP survey including study design, methodology, tools, work plan and budget.
      - Conduct a desk review of the project existing documents
      - Data collection tools, data set with a codebook
      - Draft and final XLS forms programmed questionnaire using digital data collection platform
      - Train enumerators for the primary data collection at the field level using the agreed methodologies and data collection tools.
      - Conduct the baseline/KAP survey, collect secondary data and documents, perform focus group discussions and/or key informant interviews.
      - Analyze the data, incl. interviewing/checking with enumerators to get a more in-depth understanding, possibly one or several review meetings.
      - In-corporate the comments into the final report of the KAP Survey study
      - Prepare the final report to Christian Aid with all necessary attachments. The report should include an appraisal of the above-mentioned issues, an executive summary of the findings and recommendations not exceeding 25 pages and an annex of persons/organizations met during the mission and the questionnaires templates. This annexed should include a detailed contact address of the persons met during the exercise.

## Methodology

The Consultant (s) is expected to employ both qualitative and quantitative methods or mixed method to ensure the inclusion of all the project actors/stakeholders in the final survey process. The Consultant(s) should specify in the technical proposal what specific data collection methods and sampling approaches they will use together with a justification for their use, drawing upon the guidelines provided in the scope of the assignment. The methodology should include information on how sound analysis and triangulation of data will be enabled to increase the reliability and validity of the data. If there are any interviews with survivors of violence, care should be taken to ensure that the

evaluation is carried out in a sensitive, culturally appropriate and confidential manner whilst still ensuring that relevant information is obtained. Best practice on holding interviews and focus group discussions with women affected by GBV should be used. Implementing partners staff will not be involved in discussions with beneficiaries. There will be an appropriate gender balance in the evaluation team to allow for the fact that women are less likely to speak to male members of the team. There should be a female team member who can lead discussions with female IDP project participants.

### **Expected Outputs/ Deliverables and Timeline**

The main deliverable of the consultancy assignment will be the final survey report prepared by the Consultant (s) to Christian Aid South Sudan. The final report will have a maximum of 30 pages; exclusive of annexes and using New Roman Times font size 12. The language of the final report will be English, and the report should contain the following key components:

1. Finalise TOR and team composition
2. Inception Report and Evaluation Plan (maximum 5 pages)
3. Christian Aid approval of evaluation plan, any modifications made
4. Fieldwork in South Sudan
5. Develop appropriate reporting formats to be used at the final to report on the outcome Assessment Annual Evaluation Studies
6. Draft report submitted to Christian Aid and Feedback on the draft report
8. Final report submitted and Final evaluation report outlining key findings and recommendations vis-à-vis the objectives of the evaluation
- 10 Raw data sets (quantitative), cleaned, in SPSS, and qualitative field notes.
- 11 Electronic Photographs of FGDs/ WCBA with a short description
2. Summary slides for preliminary data findings, and summary of research findings and recommendations including Hard and soft copies of the final report.
5. All report annexes, including the terms of reference, data collection tools, lists of key meetings held and other relevant information previously agreed upon; and
6. Recommendations for tools and methodology design for the Monitoring, Evaluation and Learning department, to monitor the project throughout its implementation.

### **Lines of Communication**

The consultant will report to the CA Head of Programmes as the lead person for the CA technical group who will supervise this assignment with support from the M&E Officer and Project Officers. The KAP Survey study data collection and report writing are to be written in clear, plain English and be edited and presented to a high standard, acceptable to CA. The consultant will provide electronic versions of all reports.

### **Protection of beneficiaries and other program me participants**

Christian Aid has a Safeguarding Framework that includes Staff Code of Conduct and a Child Protection Policy which have been developed to ensure the maximum protection of programs participants and to clarify the responsibilities of CA staff, consultants, visitors to the program me and partner organization, and the standards of behavior expected of them. In this regard, it is the responsibility of the consultant to demonstrate a commitment to strictly adhere to Christian Aid's Code of Conduct and Child Protection Policy. The consultant has the responsibility to ensure that any persons hired, used, or consulted during the process are made familiar with the policies and commit to abide by them during the execution of this work. Any candidate offered a contract with Christian Aid will be expected to sign a Code of Conduct and Child Protection Policy as an appendix to their contract. By doing so, the consultant acknowledges that they have understood the contents of policies and agree to conduct themselves by the provisions of these two documents.

The evaluator will ensure that any person hired, used or consulted during this engagement are made familiar with CA's Staff Code of Conduct and a Child Protection Policy which has been developed to ensure the maximum protection of program participants and to clarify the responsibilities of CA staff, consultants, visitors to the program and partner organization, and the standards of behaviour expected of such persons. Before fieldwork, these two important documents will be provided by Christian Aid to Evaluator for easy dissemination to all individuals who will participate in this Annual Evaluation assessment. For focus group discussions, researchers will obtain consent from the participants before taking pictures during the sessions. For each FGD, one consent form with the names of all participants will be signed to show consent for taking pictures. On the other hand, consent for taking pictures of household survey participants will be built in ODK; no paper consent forms will be filled for such interviews.

### **Neutrality**

- Researchers must accept all answers as legitimate and must never show any preferences for a certain answer.
- Researchers must focus on getting the thoughts and opinions of the research participants, and never express their thoughts or opinions on a subject.
- Researchers must not show any kind of favoritism towards any participant or answer.

### **Participation**

- Voluntary participation – Researchers must not push research participants for answers and must accept when a participant refuses to answer a question.
- Informed consent – All participants must be fully informed about all procedures associated with the research and before proceeding, they must agree to participate.
- Risk of harm – Researchers must be respectful and must not put research participants in any harmful situations, either physical or psychological.

### **Privacy**

- Researchers must always seek to ensure the general privacy of the participants.
- All information collected will be made available only to a selected circle directly involved in the research (e.g. the Director of Research, Research Manager and Research Officer).

### **Gender Considerations**

Evaluator regards gender as a key component of assessments, not only as an opportunity to elicit positive change in programming, but also to contribute to the broader base of gender equity and equal opportunity for women and men in development. For this evaluation assessment, the gender \ power dynamics at the household level with regards to dietary decision making and the control over income and other resources that have an impact on household nutrition will also be analysed. The research process must be participatory and safe, lending a voice to project beneficiaries, project staff and stakeholders equally. Therefore, the Evaluator's proposed teams of Researchers and Enumerators will be comprised of both male and female national and international full-time research staff, and all collected data will be sex-disaggregated by age, gender and disability, and analysed using gender-sensitive techniques.

### **Responsibility of Christian Aid in South Sudan**

Christian Aid South Sudan shall take the responsibility of mobilizing and coordinating the partner staff and related partners for interactions during the assignment and availing all documentation required for the task and desk review. including project proposal, logical framework, budget, project reports and others that are deemed fit and relevant.

### **Duration**

The assignment will take less than 20 working days. The actual payment days for this consultancy shall be 20 days. A Work Plan detailing the task will be attached as an annexed to this contract.

### **Logistics**

Christian Aid, Christian Aid through its local partners will help facilitate some of the logistical requirements related to the implementation of this annual Evaluation. Christian Aid's logistical support to the Evaluation work of the evaluator will be as follows:

- Christian Aid will book domestic flights to and from the two locations. There will be one researcher going from Juba to each location.
- Staff or partners on the ground in field sites will acquire relevant data from the respective county nutrition departments or local hospitals, especially data that can be used to measure impact indicators in the log frame.
- In Aweil North, Christian Aid will check and provide relevant information with regards to prices of car hire, accommodation, training venue etc.
- In Jur River, Christian Aid's local partners will provide local transportation, accommodation and training venue.

### **Analysis and Report writing**

The Study report and validation presentations will be informed by all data collected, along with the results of the desk review. The analysis will focus on identifying trends and significant findings as they relate to the research objectives and evaluation questions. All analysis will utilize survey weights, where appropriate, to account for any differences in the probability of household or respondent selection owing to the sample design. Qualitative field notes will also be analyzed thoroughly to extract patterns of thought, outliers, and key quotes.

### **Christian Aid Humanitarian Evaluations, Notes for the evaluator (internal or external)**

Christian Aid is committed to learning from its experience and to the systematic analysis and assessment of its programmes to improve its performance. Evaluation and review is one key component of our broader approach to considering the impact of our interventions and should consider and inform the design and delivery of our programmes, and the articulation of our internal policies and management processes.

The notes below are provided for your guidance as you plan for and undertake an evaluation on behalf of Christian Aid. Please ensure that they are addressed in your final report.

### **Overall style:**

1. The overall style of the report should be short and concise, but clear (i.e. use bullet points and less discussion).
2. Recommendations should be action points. They should be clear, specific and readily understandable (not vague).
3. Conclusions should be well evidenced and ideally supported by more than one source – informed opinion is of limited use unless it is well substantiated.
4. Voices of the poor should be represented in the report, and the most marginalised identified. Use first voices (i.e. quotes from beneficiaries).
5. Adopt an approach that is constructively critical, that recognizes individual efforts in programmes, but which always assumes that ‘things can always be done better.
6. A page length of 20-25 pages is recommended for single country evaluations (not including executive summary and annexes), though for multi-country evaluations or particularly large (i.e. £30m+) or long (i.e. 5 years+) programmes this may need to be increased.

### **Structure of the report:**

1. Title page – identifying author, date, appeal/programme name, evaluation title (i.e. mid-term, final, Annual, etc.), the names and positions of the evaluation team members, and which version of the report it is (i.e. draft or final).
2. Contents page - use the TOR as chapter headings.
3. All recommendations should be set out on one page at the front of the report in a quickly understandable (preferably numbered) format, with page numbers identifying where the point arises from/ is discussed. This can form part of the executive summary if you choose to do one.
4. Identify the methodology used. Give a thorough write up of it – it must be presented and explained. Identify how it addresses the Quality of Evidence criteria outlined below.
5. Data presentation should be more of charts and graphs clearly explained and labelled to make easy easing
6. The main body of the report – discussion and analysis.
7. Conclusions and recommendations.
8. **Annexes:**
  - a. List of acronyms
  - b. The TOR
  - c. List of interviews including who they spoke to (numbers, age, gender, function within the project etc)
  - d. Documents received/reviewed
  - e. Timetable for field visits (villages, partners, projects etc)
  - f. Outline the background of partners (size, capacity, mandate)

### **Quality of evidence:**

Christian Aid is committed to demonstrating and improving the quality of evidence underpinning its evaluation processes. As such all evaluators are requested to ensure their evaluation reports addresses the quality of evidence criteria outlined below. A thorough write up of the methodology they used will be important in evidencing this.

- **Voice and inclusion**

- How the perspectives of beneficiaries have been included in the evaluation?
- How the perspectives of the most excluded and marginalized groups have been included in the evaluation?
- Those findings are disaggregated according to sex, disability, and other relevant social differences
- How beneficiaries played an active role in designing the evidence gathering and analysis process

- **Appropriateness**

- That data collection methods are relevant to the purpose of the enquiry and that they generate reliable data
- That the size and composition of the sample in proportion to the conclusions sought by the enquiry
- That the team have the skills and characteristics to deliver high-quality data collection and analysis
- That the data is analysed in a systematic way that leads to convincing conclusions

- **Triangulation**

- That different data collection methodologies were used, and different types of data collected
- That the perspectives of different stakeholders were compared and analysed to establish if and how the change had occurred
- Those conflicting findings and divergent perspectives are presented and explained in the analysis and conclusions
- That the findings and conclusions were shared with and validated by a range of key stakeholders (e.g. beneficiaries, partners, peers)

- **Contribution**

- That there is a point of comparison used to show that change has happened (e.g. An Annual Evaluation, a counterfactual, comparison with a similar group)
- That the explanation of how the intervention contributed to change has been explored
- That alternative factors (e.g. the contribution of other actors) is explored to explain the observed result alongside our intervention's contribution
- That unintended and unexpected changes (positive and negative) have been identified and explained

- **Transparency**

- That the size and composition of the group from which data is being collected is explained and justified
- That the methods used to collect and analyse data, and any limitations of the quality of the data and collection methodology are explained and justified
- That it is clear who has collected and analysed the data, and that any potential bias they may have has been explained and justified
- That there is a clear and logical link between the conclusions and the data collected.

- **Value for Money**



- To what extent has the Christian Aid UKAM project contributed to the achievement of the program objectives, by ensuring good quality programming inclusiveness, conflict sensitivity, and a focus on resilience
- To what extent is the project adding value to the overall project impact at the Country level
- **Efficiency:** (Doing the right thing, in the right way and at the right cost)
- The extent to which the project demonstrates an understanding of costs, the factors that drive them, the linkages to their performances, and the ability to achieve efficiency gains, analysis of budgets vs actual and assessment of budgeting process
- **Effectiveness:** (Is the intervention achieving its objectives) - The extent to which the intervention achieved or expected to achieve, its objectives, and its results including any differential results across groups.

#### **Sustainability:**

- How successful is the project approach towards sustainability, Capacity building, Advocacy, and partnership?
- Support for livelihoods and food security
- Identification, promotion and support to local protection, peacebuilding and conflict transformation mechanisms, community empowerment and resilience.
- Is the opportunity of multi-annual funding used to achieve maximum sustainability?
- 

#### **Specific Competence and Requirements**

- A recognized Post-graduate degree in Agricultural and Applied Economics, International Development, Development Studies, or related Social Science (at a minimum of Masters' level)
- Experience in Quantitative and qualitative data collection in remote areas of South Sudan and particularly the KAP Survey targeted areas
- At least 5 years of consultancy experience on measuring social behaviors, knowledge, attitudes in rural context
- Extensive statistical data analysis, display, and interpersonal skills
- Knowledge and ability to develop mobile data collection programs using KOBO, ONA, ODK, Survey since data will be collected digitally
- Extensive publications in the field of knowledge, attitude, and practices
- Ability to present ideas and concepts to various audiences
- Experience doing similar activity will be an added advantage and Strong background in Monitoring and Evaluation

#### **Application Format**

The technical proposals should have at least the following sections:

- Cover Letter
- Consultant(s) Understanding of the Terms of Reference
- Methodological Approach including sampling procedures, quality control and analysis plans
- Proposed Work Plan and roles and responsibilities of the core team
- Profile of the firm (including a list of all related assignments with contacts of clients) and detailed CVs of the core team of consultant(s) that includes the qualification, most relevant

experience, lists of traceable publications as an indicator of writing quality (if available) and References. Contacts of references for three most recent assignments done by the firm will be required.

- Annex of a copy of the two most recent end line reports for a similar assignment as well as registration certificates for the firms.

The financial proposal should include:

- Breakdown of operational cost (itemized) in USD only.
- Breakdown of professional fee including rates per day in South Sudanese Pound and UK Pound-equivalent
- Total cost of the exercise should be in USD only

Apply to:

All eligible consultants interested to submit proposals and their applications with up-to-date CVs on or before COB .....17<sup>th</sup> March ..2021 via Email to: [JubaProcurement@christian-aid.org](mailto:JubaProcurement@christian-aid.org)

**No phone calls ONLY qualified applicants will be contacted.**