



**Baseline Survey Terms of Reference**  
**Promoting Gender Equality and Resilient Livelihoods in South Sudan**  
**(PROGRESS II) Project**

**Islamic Relief South Sudan**

**June 2023**



## 1. About Islamic Relief South Sudan

Islamic Relief South Sudan (IRSS) – an affiliate of Islamic Relief Worldwide (IRW) has been operating in South Sudan since 2003. IR South Sudan has established itself as a credible humanitarian and development partner with excellent relations at national, sub-national as well as community-levels. This has earned and distinguished IR South Sudan as a dependable actor in the country. IR South Sudan remains committed to reaching the most vulnerable communities across South Sudan through various humanitarian and development interventions. IR South Sudan’s philosophy is anchored and aimed at supporting the most vulnerable community members (i.e. IDPs, returnees and host communities). The country office has implemented a variety of programmes focusing on supporting households in crisis situations, especially girls and women, in their protection, training and livelihoods (protection, food security and livelihoods, health and nutrition, WASH, and non-food items) to support IDPs, returnees and host communities.

## 2. Description of the project

The project “Promoting Gender Equality and Resilient Livelihoods in South Sudan (PROGRESS II)” is a two years integrated intervention in an interlinked multi-sectoral approach (FSL, WASH, Health and Protection) the follow-up phase of PROGRESS-I that is being implemented in Kapoeta East and North Counties, Eastern Equatoria State, South Sudan. The project aims to reduce the vulnerability of drought and conflict-affected communities in South Sudan, through the creation of sustainable livelihoods and improving access to multi-sectoral basic services within FSL, WASH, Health, and Protection in both Counties. The main components of the project include provision and access to trainings, awareness-raising activities, case management, psycho-social support services, community sensitizations, counseling on positive parenting, distributions of agricultural inputs and non-food items, livestock treatment and rehabilitation of water points. In addition, the project will provide healthcare services such as curative consultations, outreaches immunization and antenatal, safe delivery, and post-natal care services. The project goal is “Reduced vulnerability of drought and conflict-affected communities in South Sudan” and its strategic outcomes are:

**Outcome 1:** Enhanced food security and nutrition through resilient agriculture and input distribution among the vulnerable households in Kapoeta East and Kapoeta North;

**Outcome 2:** Improved access to WASH services, including water sources for livestock, create sustainable water sources and improving health condition among target communities of Kapoeta East and Kapoeta North

**Outcome 3:** Improved coverage of equitable Primary Health Care (PHC) services for drought and conflict vulnerable target Communities in Kapoeta East and Kapoeta North

**Outcome 4:** Improved knowledge of protection (GBV) risks and mitigation strategies among women, men, girls, boys in Kapoeta East and Kapoeta North.

A total of 13,500 individuals (3,645 men, 4,725 women, 1,755 boys and 3,375 girls including 1,350 persons with disabilities) will be reached through an integrated approach targeting the conflict and drought-affected communities in the proposed project locations.

## 3. Purpose of the Baseline Study

*Primary objectives of the baseline study:*



- To determine and provide quantitative baseline values for the indicators against which progress will be assessed or comparisons made;
- To validate the suitability of the indicators in terms of the measurability of the project objectives and, if necessary, make suggestions to refine and adjust indicators and target values;

*Secondary objective of the baseline study:*

- Provide recommendations on how to improve projects programmatically

#### **4. Methods for Data Collection and Analysis**

The selected consultant(s) will design a research methodology and a work-plan for the baseline study. A mix of qualitative and quantitative methods will be used: the indicator values will be determined through quantitative methods such as surveys. For reasons of triangulation, validation and quality assurance, additional qualitative data collection methods such as focus group discussions and Key Informant Interviews (KIIs) and Observations will be conducted. It is expected that the consultant(s) will develop a detailed methodology for data collection, sampling methodologies for both the quantitative and qualitative data collection methods, and a data management and analysis plan. Sources of data should be properly documented, and data disaggregated by sex, age group (>18 and <18) and disability and any other context-specific relevant criteria during collection and analysis.

All suggested tools will be discussed with the project team before finalization and should be shared with the project teams as part of the deliverables. The project team will share with the consultant all the project documents. Additional secondary data sources might be used in the document review.

##### **4.1 Sampling**

The consultant (s) is expected to develop and suggest sampling strategies for all proposed methods of data collection, quantitative and qualitative. Sample sizes for quantitative data collection must be representative of the respective beneficiary population. A 95% confidence interval and 5% margin of error to determine the sample is required.

The sample size for the qualitative data collection method should be clearly defined, including the selection criteria of participants.

##### **4.2 Participant Selection**

Key stakeholders and target groups to be involved:

- Children, adolescents, and adults;
- Project team members;
- Parents and caregivers;
- Community leaders:
- Youth leaders;
- Health workers;
- Local authority representatives;
- National and international stakeholders.
- And other relevant stakeholders



## 5. Ethical Considerations

The below ethical considerations will be adhered to during the evaluation survey:

- IRSS recognizes the personal dignity and rights of children and vulnerable adults, towards whom it has a special responsibility and duty of care and respect. The consultant is expected to adhere to IRW Safeguarding policy and sign as an appendix to their contract of engagement and agree to conduct themselves in accordance with the provisions of these documents.
- Quantitative data will be obtained from a randomly selected representative population sample.
- Assert that their participation in the survey will be voluntary and they are aware that they can opt-out at any time. (Note that participants may leave or refuse to answer any question at any time and that this will not affect their standing with the organization)
- Anonymity, confidentiality and safeguarding of survey data will be guaranteed.
- There will be no risks and benefits for individual participants
- The culture, norms and traditions of study populations will be respected.
- Consent will be sought prior to commencing data gathering
- Views and opinions of the different survey subjects will be respected.
- For interviews with children, there will be an informed consent process to ensure that all children, their parents/guardians and vulnerable adults are fully aware of all aspects of the evaluation process and voluntarily provide their consent to take part. All caregivers/guardians will be asked to provide informed consent for children's participation in the study, in line with UNCRC's recognition of children's evolving capacities and a parent/guardian's responsibility to ensure a child's well-being and safety.
- All the respondent's data will be kept in confidential way and shared only with the consent of IRSS

## 6. Users of the Baseline Study Report

The main users of the baseline report will be the project team members, beneficiaries, community members and donors.

## 7. Key Baseline Deliverables and format

Deliverables expected from the consultant:

- Draft Inception Report including: an updated timeline, detailed methodology, including draft sampling methodology and size; draft data collection tools, ethical considerations, methods for data analysis, brief justification of the methods and techniques used (including relevant underlying values and assumptions/theories) with a justification of the selections made (e.g. of persons to be interviewed).
- Final Inception Report incorporating feedback from IRW South Sudan
- Draft Baseline Report including an Indicator Tracking Table with baseline data inserted.
- Validation workshop of the Baseline report with PPT presentation
- Final Baseline Report (including Executive Summary).
- Final Sampling methodology (including unit of sampling and sampling frame) and size.
- Final Data Collection Tools.



- Cleaned Data (including data files (e.g., Excel, SPSS, Kobo, Nvivo), transcripts of qualitative data, syntax/ codebooks etc.)
- Review of logical framework and propose proxy indicators if needed to assess the immediate impact and outcome of the project and submit the Indicator summary sheet
- Monitoring toolkit and dashboard where possible

## 7. Schedule, Timelines, and Logistics

The consultant should describe the evaluation's overall schedule (i.e., duration, phasing, timing) required preparation work, conditions that might affect data collection, meeting-arranging procedures, and needed and available office space (e.g., interviewers). However, below are some suggested timelines owed to the urgency of this assignment.

ITEM	# of days to complete
Inception meeting between IRSS and the consultant to discuss the understanding of the assignment and review of project documents and submission of inception report including data collection tools	3
Finalize inception report and data collection tools based on feedback received	2
Planning & actualization of consultancy logistics	1
Conduct training for enumerators including pre-testing, and prepare for fieldwork	2
Conduct data collection	7
Data cleaning, analysis and submission of data tables and syntax files	2
Drafting and submission of the preliminary report	3
Validation workshop with IRSS	1
Drafting and submission of draft final report after incorporating input on the preliminary report and from the validation workshop	2
Incorporation of final report review comments and submission of the final report to IRSS	2
TOTAL	25

## 8. Payment schedule

Milestone	Amount to be paid
Submission and approval of final baseline report	100% payment

## 9. Desired Qualifications and abilities

- A minimum of master's degree in social sciences or another relevant field
- At least 10 years' experience undertaking baselines/ evaluations and/or assessments for Food security, livelihoods, WASH, health and integrated projects
- Must have led at least two to three similar assignments in the past 4 years



- 10 years of proven experience in conducting qualitative, quantitative, and mixed methods evaluation studies, designing and leading baseline/end-line studies, and other relevant research studies in the humanitarian sector
- Experience conducting primary data collection and general research in conflict regions
- Proficiency in qualitative and quantitative methods of data collection
- Proven experience with data analysis (quantitative and qualitative)
- Computer proficiency with good knowledge of MS Office (Word, Excel, PowerPoint) and SPSS desirable
- Excellent analytical and report-writing skills
- Excellent written and spoken English
- Excellent time management skills
- Ability to work well both independently and in a team
- Excellent conflict-sensitive approaches and ability to work in highly sensitive environments
- Willingness to travel and work under pressure & meeting deadlines

#### **10. Baseline Survey Report format**

- Preliminary Pages (Title page, Table of Contents including a list of annexes, Acknowledgement, Executive Summary, List of Acronyms and Abbreviations, Definition of Terms and Concepts)
- Introduction describing the Project background and context
- A description of the project, including the results framework and theory of change
- Purpose and Objectives of the baseline study
- Key study questions or objectives and a statement of the scope of the study, with information on limitations and delimitations
- An overview of the study approach, methodology and data sources
- Study findings
- Conclusion based on study findings
- Recommendations based on survey findings
- Appendices

#### **11. Applications and Quotation Requirements**

Interested consulting firms/consultants should include a team composition with a lead consultant and associate consultants and should provide a proposal explaining their comprehension of the proposed consultancy and covering the following aspects:

- Detailed response to the TOR
- Proposed methodology
- Ethics and safeguarding approaches, including any identified risks and associated mitigation strategies
- Proposed activity timeline based on 30 calendar days
- CVs of the consultant(s) involved in the assignment with an explanation of the team composition/roles in accordance with their proposed approach and methodology
- Detailed budget including: i) daily fee rates, ii) accommodation and meals iii) field data collection expenses for each team member including vehicle rental iv) communication v)



travel vi) administrative expenses vii) any other expenses related to the assignment viii) indication of VAT if applicable.

- Sample of final reports for the baselines or evaluations conducted.

Interested consultants/firms that meet the requirements should submit an expression of interest to [IRSS.Tender@islamic-relief.com.ss](mailto:IRSS.Tender@islamic-relief.com.ss)

The deadline for submission of applications from interested parties is **June 30, 2023**.