

TERMS OF REFERENCE (TOR)

CONSULTANCY FOR MAPPING OF LOCAL LEVEL/COMMUNITY BASED PEACE STRUCTURES IN CENTRAL EQUATORIA (Yei, Morobo, Kajo-Keji, and Lainya Counties)

I. SUMMARY OF CONSULTANCY

Title: Consultancy for the mapping of the existing Community based peace structure and conflict response mechanisms in selected counties in Central Equatoria State, South Sudan

Location :	Juba, South Sudan
Application Deadline :	25 th February, 2022 4:00pm South Sudan Time
Type of Contract :	Consultancy Firm
Post Level :	National/International consultancy
Languages Required :	English Language
Starting Date :	28 th February 2022
Expected Duration of Assignment :	40 days

2. PURPOSE OF THE CONSULTANCY:

The purpose of the mapping exercise is to provide factual information to FCA and RSRTF consortium on the existence and capacity of local level peace structures at the community levels (Payams) in the selected Counties in Central Equatoria State to support and inform the design and implementation various activities under this project.

3. BACKGROUND AND CONTEXT

Finn Church Aid (FCA) is the largest Finnish development cooperation organisation founded in 1947. Finn Church Aid is a member of ACT Alliance. FCA operates in around 15 countries in Asia, Africa and the Middle East. Our operation includes long-term development cooperation, humanitarian assistance and advocacy, and we operate around three thematic areas: Right to Quality Education, Right to Livelihood and Right to Peace. FCA's work approach is Rights based, and its operations guided by equality, non-discrimination and responsibility. FCA has supported humanitarian and development programs in Sudan since 1972, and in South Sudan since 2010. FCA has been implementing Education, Peacebuilding and Reconciliation, and Food Security and Livelihoods Programmes with presence in Jonglei, Lakes, Upper Nile, and Central Equatoria State. FCA works using the triple nexus approach by implementing integrated thematic interventions with a view to build sustainable peace through stronger partnerships and collaboration with local communities, faith-based institutions, and government institutions in the implementation of peacebuilding and humanitarian interventions. Underpinning this approach will be the strengthening of organisational and institutional capacities of faith actors and local peace structures to participate in the development and implementation of FCA programmes and humanitarian response.

FCA in consortium with the International Organization for Migration (IOM – Lead), Community Empowerment for Progress Organization (CEPO), Support for Peace and Education Development Programme (SPEDP), and the Whitaker Peace and Development Initiative (WPDI), are implementing a project “Locally-Driven Solutions for Addressing Social Cohesion and Promoting Early Recovery” in Central

Equatoria State counties of Yei, Kajo-Keji, Morobo, and Lainya. The project is funded by the South Sudan Reconciliation, Stabilization, and Resilience Trust Fund (RSRTF) under the RSRTF Area-Based Programmes (ABP) Window for implementation in southern Central Equatoria. The objective of the South Sudan RSRTF under the Area-Based Programmes (ABP) Window for implementation in southern Central Equatoria, is to resolve conflict drivers at the local level, tackling existing community fault lines and supporting the peaceful reintegration of returnees.

This joint consortium programme will therefore target communities in Kajo-Keji, Yei, Morobo and Lainya communities to support social cohesion and promote stabilization between politically divided communities and between returnees and host communities, as well as encourage early recovery in what was once the country's breadbasket region.

FCA and the RSRTF Consortium partners has commissioned this mapping exercise of the grassroots (payam and county level) peace structures, and access to TVET services in Yei, Morobo, Kajo-Keji, and Lainya counties under this RSRTF project to; firstly assess the existence, composition, and structures of all local-level and community based peace and conflict resolution structures (composition, roles, typologies, and CR mechanisms in place); and secondly to explores ways for programmatic linkages between access to social services and Justice/rule of law, and stability and its contribution to conflict prevention processes and in turn increased stability. In addition, the mapping is to identify linkages between grassroots peace structures – if any - to state and national peace structures, and how these linkages have been functioning. To understand how access to TVET services can contribute to peace and stability, the consultant will also map access to a centre-based TVET services in the three counties. This is hoped to promote integrated and inclusive peace building interventions as a way of creating a conducive environment for implementation of youth economic empowerment interventions. The mapping is designed to contribute to achieving RSRTF Reconciliation Pillar's Outcome one "Individuals, particularly children and women are facing less violence at the community and local level" and set baselines for implementing specific activities under the project's outcome five "Community resilience is strengthened through increased economic opportunities and sustainable livelihoods". Specific Output for the mapping together with other activities under this consortium is *Output 1a. "Improving Contextually Appropriate and Conflict-Sensitive Approaches to Stabilization and Promoting Social Cohesion"*.

Community/local structures are rooted in the culture and traditions of communities and as such have more buy-in at the local level. These structures are established to represent community interests in social and political groups. Therefore, the project proposes to carry out a field exercise to map and assess the existence, status, and capacity of the structures in all the four counties of Yei, Lainya, Morobo, and Kajo-Keji, so that the consortium can better adapt and target its activities under reconciliation. The mapping exercise will reveal existing structures and critical gaps that should be addressed by this action to increase their effectiveness in carrying out grassroots reconciliation between returnees and host community members and politically divided communities. The mapping is broadly aimed at ensuring the action supports evidence-based and sustainable interventions.

4. OBJECTIVES

The main objectives of this consultancy are the following;

4.1. Peace Structures Mapping

- 4.1.1. To identify names, location, distribution, and composition of existing peace structures in all the Payams of the targeted counties.

- 4.1.2. To analyse the roles, organisational and institutional capacities, and gaps of these Community-level peace structures; Assess the roles and responsibilities of members (disaggregated by gender) of local level peace structures.
- 4.1.3. Asses the types of conflicts addressed by local peace structures in relation to improving resilience and economic empowerment interventions.
- 4.1.4. To assess the existing programmes for these structures and identify areas for programmatic linkages to both RSRTF and national and local/regional/state-level peacebuilding processes

4.2. TVET Services

- 4.2.1. Apprenticeship and Labour-Market Assessment. To provide an overview of current labour market trends and businesses' opportunities – skills gaps/needs. The consultant will identify and analyse labour-market-opportunities gaps and requirements of skills, products and services in the market and the support required to meet the identified needs through local TVET activities.
- 4.2.2. Access to TVET services: To map the existence and capacities, governance structures, needs and services provided by TVET institutions (NGO, private and government-owned) including courses available, their duration and accreditation procedures, entry requirements, equipment available, kind and source of support received, rehabilitation needs and TVET teachers available in the four counties. The consultant will appraise the childcare arrangements and services for young mothers to utilise TVET services. The consultant will also map the current TVET centres teachers' capacity and needs, including salary and incentive scales, existing qualifications, and professional development needs.
- 4.2.3. Identify linkages between access to TVET and IGA opportunities for Resilience, Peacebuilding, and social-Cohesion

5. SCOPE OF THE CONSULTANCY

The Consultant/Consultancy firm will conduct a mapping exercise for all Counties (payam level peace structures) and their linkages to sub-national and national level structures including ministries of peace building, and for religious networks to the South Sudan Council of Churches, and the South Sudan Muslim Association. The consultant is expected to provide a brief historical background of these local level peace structures in relation to the analysis of their specific interventions. The table below summarizes list of counties and Payams within the geographical scope of this consultancy

State	County	Consortium Partner Responsible	Payams/TVET Centres	Proposed no of beneficiaries per county
Central Equatoria	Yei County	IOM, FCA, SPEDP, CEPO, & WDPI	Payam: Yei, Mugwo, Otogo, Lasu, and Tore	
	Morobo	CEPO, SPEDP, IOM, CEPO, & FCA	Payams: Gulumbi, Kimba, Lujulo, Panyume, and Wudabi.	
	Kajo-Keji	SPEDP, FCA, IOM, CEPO	Payams: Kangapo I, Kanagapo II, Lire, Nyepo, and Liwolo.	
	Lainya	WPDPI, FCA, IOM, SPEDP	Payams: Kenyi, Kupera, Lainya, Mukaya and Wuji.	
Total				

Against this background, FCA is looking for a consultancy firm/team of consultants to conduct this mapping process. Specifically, the scope for this mapping include but not limited to the following.

- a) Conduct a desk review (a combination of qualitative and quantitative analysis) of the previous and current relevant project documents related to local level peace structures and access to TVET. The selected candidate may source secondary data from other electronic or print documents.
- b) Developing all the necessary tools for undertaking the mapping exercise. This would include but not limited to questionnaires, maps etc.

- c) Pretesting of the tools and incorporate any changes needed as required
- d) Recruiting and training of enumerators for the baseline study in compliance with national labour laws
- e) Planning and conducting field work including carrying interviews, informal/formal discussions with relevant stakeholders e.g. government officials, faith-based leaders, traditional leaders, NGOs, etc.
- f) Present a comprehensive final report (max 20-30pages excluding annexes). Annexes will include list of local peace structures, location, programme/activities focus, Composition of these structures, etc.
- g) Hold meetings with FCA and the technical consortium team.
- h) Conduct debriefing/validation meeting with grassroots level peacebuilding and reconciliation project stakeholders.

6. METHODOLOGY

The consultant/consultancy firm will be required to develop and share a detailed methodology, all necessary tools, and propose the outlines/structure of how he/she will carry out the baseline study, to the contracting authority for approval before proceeding with the field work. The proposed methodology must include contextual considerations. The inception report must provide details on the sampling strategy and quality assurance measures along the process.

The consultant is expected to conduct;

- a) Desk review: conduct a desk review with documents provided by FCA and RSRTF Consortium Technical Working Group members and documents from consultant's own references. All references should be listed in the final report.
- b) Secondary data: comparable and available secondary data should be collected. The sources for these data should be clearly documented with verifiable details.
- c) Primary data: The consultant is expected to collect primary data through samples from the counties specified above. Lot quality Assurance sampling method may be applied. The sample should be equally distributed per location, per target groups, per subject areas.
- d) Validation of Study: The consultant will be required to submit the findings and analysis of the study in form of a draft report to the Technical Working Group through FCA's Peacebuilding Advisor for review and feedback. The report will be validated through a workshop (in person or online) among FCA project staff, partner staff, and other key stakeholders. The consultant will make the necessary changes as directed by the baseline steering committee.
- e) All the baseline study supporting staff such as enumerators will be selected and managed by the consultant

The inception report must account for ethical approaches to data collection, analysis, and dissemination of findings. The consultant shall commit to protect the rights and confidentiality of informants and abide by "do no harm" principles. Data and information collected during the assignment will be used for the purpose of the assignment only and handed over to FCA once the assignment has been completed.

7. EXPECTED DELIVERABLES

Minimum requirements under deliverables are as follows:

- 1) Inception report within 3 days after signing the consultancy agreement with FCA. The report MUST detail the study design, methodology, data collection instruments and tools of analysis, and work plan/ field work schedule. The consultant is responsible for obtaining ethical approval – when required. Further, the inception report should also include an outline of the final report.
- 2) Presentation of the preliminary findings and analysis of main findings to the consortium Technical Working Group. This should be in form of a draft report maximum 20 pages excluding annexes
- 3) Final Report maximum 30 pages excluding annexes.
 - The consultant shall submit the final report in both hard copies and electronic copies with a clear list of all data (in EXCEL or SPSS compatible formats), transcripts of the FGDs, KIIs, photographs and any approvals granted. In addition, the report should include; List (s) of key

informants disaggregated by gender and persons with disabilities; and List of Local Peace Structures, and TVET Centres plus Services Provided per county (and Payams where possible)

8. TIMELINE AND SUGGESTED CONSULTANCY OUTLINE:

The timeframe for this consultancy is 40 days, from the time of signing the contract. The consultant must commit to finish the consultancy within the specified timeframe. The proposed time is divided as follows

#	Task/Deliverable	Estimated No of Days
01	Inception Report	02
02	Preparation of schedule for field work (approvals)	03
03	Field work	15
04	Data Entry, Cleaning, Code, and Analysis	05
05	Draft Report	02
06	Presentation of Findings/Validation	02
07	Consultations, Feedback, and final reporting	04
08	Submission of final report	02
09	Design and Printing of Final Mapping Report	05

9. REQUIRED SKILLS, COMPETENCIES AND EXPERIENCE

The consultant (firm) must have expertise and grounded experience in carrying out baseline surveys. The lead consultant must demonstrate a very good experience on participatory research methods and data collections/analysis tools. He/she should be competent in organizing and interpreting quantitative and qualitative data. S/he should meet the following minimum requirements.

- The Lead Consultant should have a post-graduate University degree (minimum a Master's Degree) in a field related to Education, Peace and Conflict Studies, Public Sector Governance and Management; or Organisational Development, and relevant professional certification.
- Minimum of five years of professional experience in conducting mapping exercises or baseline studies, organisation capacity assessment, change management and strategic planning.
- In-depth knowledge and experience in conducting social research, public policy development, management and related work.
- Knowledge of and familiarity with the socio-political, economic context, and cultural configurations of Yei, Lainya, Morobo, and Kajo-Keji counties.
- Excellent analytical, facilitation and communication skills for effective stakeholder engagements. A proven skills in managing networks with partners, duty bearers especially government officials, religious and traditional leaders, and military leaders.
- Language Capabilities: Excellent written and spoken English. Team members should have good understanding of local languages within the assignment geographical scope.
- Excellent report writing, data collection and analysis skills
- Ability to work with minimal supervision, efficiently and deliver on committed outputs under the assignment within agreed timelines and deadlines.
- Capacity to organise and facilitate senior level consultative meetings.

10. REPORTING:

The Consultant/firm will report to FCA's Peacebuilding Advisor whilst with regular/technical support from the Project Coordinator based in Yei. He/she shall ensure quality and timely delivery of the expected results, and will inform FCA of the progress as well as any obstacles that might occur.

11. REMUNERATION

The contract will be processed and negotiated in accordance with FCA's standard procedures for procurement and consultancy contracts. The incumbent consultant is responsible for all personal logistics.

12. EVALUATION CRITERIA:

The consultancy applications will be evaluated by using the **Quality and Cost** approach (combined scoring method) as below.

Technical Proposal Evaluation (70 %)		
a)	Lead Consultant has a Master's Degree from a recognized University in either Public Sector Governance and Management; or Education, or Development Studies; or Peace and conflict studies; or Public Policy.	10
b)	Lead Consultant has at least 5 years' or more experience in conducting Mapping Exercises or baseline studies. Evidence of 2 approved reports from previous similar work required (Broken down into: Most relevant experience – 20 points and 5 points each for sample approved report of similar assignments provided)	30
c)	Study design, Methodology, and Interpretation of the TOR	10
d)	Relevant Assessment Questions. 6 Main questions (3 per objective)	12
e)	Work Plan and Availability	08
Financial Proposal (30%)		
g)	Price (Technical and other fees). Applicants must provide a breakdown of technical and other administrative/logistical fees.	30
TOTAL SCORE		100

13. APPLICATION PROCEDURE:

The closing date for receipt of applications is **25^h February 2022** before **16:00hrs** South Sudan Time

The interested candidates should submit their applications by email with the heading **“MAPPING CONSULTANCY PROPOSAL”** to Procurement.Ssuco@kirkonulkomaanapu.fi with a Cc to Seme.Nelson@kua.fi and Edison.Munene@kua.fi

The applications should include;

- A one-pager cover letter indicating the consultant's expression of interest.
- Technical Proposal (maximum 10 pages) containing an Introduction, an interpretation of the TOR, design and conceptualization of the assignment, proposed methodology, methods, main assessment questions, and proposed work plan.
- A Financial proposal (maximum 1 Page) in USD Only. This include Technical fees, Airfare/ local transport, and all other related costs relevant to the consultancy. *Note: FCA shall **withhold** 15% of the **Technical fees** per South Sudan taxation policy.*
- The Detailed Curriculum Vitae of the Lead Consultant(s) with at least 3 professional referees (official emails ONLY)
- 2 Approved sample reports of such previous consultancy undertaken within the last 2 years

Note:

- *Considering urgency, technical applications will be reviewed on rolling basis. Firms whose technical proposal is successful will be contacted.*
- *FCA is an equal opportunity employer with zero discrimination policy*
- *FCA has zero tolerance concerning aid diversion and illegal actions and may screen potential applicants, contractors, suppliers, consultants, etc. against international lists to ensure due diligence and compliance with Anti-money laundering and Combating the Financing of Terrorism requirements*