

**Date: 15 August 2023**

Ref: PEACEFUL Project Baseline Study

Dear Madam/Sir,

**REF: INVITATION TO APPLY FOR THE PROVISION OF SERVICES FOR THE  
BASELINE STUDY OF THE PEACEFUL PROJECT**

Caritas Switzerland (CACH) has received a grant from the Swiss Agency for Development and Cooperation (SDC) for the PEACEFUL project which implements a triple nexus approach. This project is implemented by a consortium consisting of five NGOs: Caritas Switzerland (CACH; lead), Organic Farming Advisory Organization (OFAO), Caritas Yei, Caritas Torit and Justice and Peace Commission Torit (JPC Torit) that have joined hands. The project objective is to improve the livelihoods and resilience of returnees and host communities in selected counties in Eastern and Central Equatoria through increased food security as a result of more sustainable management and governance of natural resources, through alternative income opportunities, and through non-violent conflict resolution and GBV prevention.

CACH invites applications from competent firms / organizations / individual consultants to provide services to carry out the baseline study of the PEACEFUL project.

The schedule that is subject to possible change, is as follows:

Deadline for requesting any clarifications. Note: Questions are only accepted via email to: <a href="mailto:jabalang@caritas.ch">jabalang@caritas.ch</a> with <a href="mailto:idorji@caritas.ch">idorji@caritas.ch</a> in CC	20 <sup>th</sup> August 2023 (Replies can be expected by 21 <sup>st</sup> August COB)
Deadline for submission of tenders	27 <sup>th</sup> August 2023 (23:59 Juba time)
Opening of tenders, administrative checks, and evaluation of submissions	28 <sup>th</sup> August – 1 <sup>st</sup> September 2023
Notification of decision to applicants	1 <sup>st</sup> September 2023
Contract award and signature	4 <sup>th</sup> September 2023
Start date of assignment	11 <sup>th</sup> September 2023
Completion and approval of all deliverables	15 <sup>th</sup> October 2023

Complete tenders must be submitted via email to the following address:

[jduku@caritas.ch](mailto:jduku@caritas.ch) (Julius Duku, procurement) with [idorji@caritas.ch](mailto:idorji@caritas.ch) (Ilona Dorji, Country Director) and [jabalang@caritas.ch](mailto:jabalang@caritas.ch) (James Abalang, Project Coordinator) in CC

Subject: PEACEFUL Baseline Study

Sincerely yours,

Caritas Switzerland

Ilona Dorji  
Country DirectorJames Abalang  
Project Coordinator – PEACEFUL

**CALL FOR TENDERS:**

**PROVISION OF SERVICES FOR THE**

**BASELINE STUDY OF THE PEACEFUL PROJECT**

**August 2023**

## Table of Contents

Notice .....	4
Purpose of the Call for Tenders .....	4
Instructions to submit a tender .....	4
Currency of tenders .....	4
Language of tenders and procedure.....	4
Costs of preparing tenders .....	4
Terms of reference.....	5
1. Background about CACH in South Sudan .....	5
2. Background of the PEACEFUL Project .....	5
3. Goal of the Assignment .....	6
4. Study Methodology .....	6
5. Indicative Materials to Review .....	7
6. Deliverables and workplan .....	7
7. Qualification and Experience of the Consultant(s) .....	8
8. Roles and Responsibilities .....	8
9. Timeframe and estimated working days .....	9
10. Potential risks.....	9
11. Ownership of Information.....	10
12. Code of conduct .....	10
13. Application Process .....	10
14. Submission of Technical and Financial Proposal .....	10

## **Notice**

This is a closed tender procedure. Tenderers are expected to carefully examine this tender dossier and comply with all its instructions, forms, provisions, and specifications.

Failure to submit a tender containing all the required information and documentation within the specified deadline will lead to the rejection of the tender.

## **Purpose of the Call for Tenders**

The purpose of this Call for Tenders is to contract the services of (a) professional firm(s) / organization(s) / individual consultant(s) to conduct the baseline study for the PEACEFUL project. The assignment scope is outlined in detail in the Terms of Reference.

## **Instructions to submit a tender.**

### ***Response Format***

Tenders should be electronically submitted in PDF (for narrative) and excel (for the budget). Hand-written tenders will not be accepted.

### ***Content of Tenders***

Tenderers must provide sufficient information in the proposals to demonstrate compliance with the requirements set out in the Terms of Reference. In addition, the tender shall include:

1. Contact person (name, email, phone, address)
2. Copy of tax compliance certificate
3. Valid legal documents (Operation licenses, company registration)
4. TIN number
5. VAT number (if applicable)
6. Bank details

<b>Failure to provide all the above and in the formats stipulated may result in the disqualification of the tender.</b>
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## **Currency of tenders**

Tenders can be either presented in US Dollars or in Swiss Francs (no VAT/WHT applicable).

## **Language of tenders and procedure**

The tenders, all correspondence and documents related to the tender must be written in English.

## **Costs of preparing tenders**

All costs incurred by the tenderers in preparing and submitting the tender are not reimbursable. All such costs will be borne by the tenderers.

## Terms of reference

<b>Title of TOR</b>	Baseline study of the PEACEFUL project
<b>Consultancy Period</b>	11 <sup>th</sup> September 2023 – ca. 15 <sup>th</sup> October 2023 with availability for clarification questions for at least one month after submitting the final report (exact number of days will have to be proposed by the tenderers)
<b>Title of the Project</b>	PEACEFUL
<b>Project Period</b>	01.07.2023 – 30.09.2025
<b>Project Goal</b>	The livelihoods and resilience of returnees and host communities in selected counties in Eastern and Central Equatoria has improved through increased food security as a result of more sustainable management and governance of natural resources, through alternative income opportunities, and through non-violent conflict resolution and GBV prevention
<b>Project Consortium</b>	CACH (lead); OFAO, Caritas Yei, Caritas Torit and JPC Torit
<b>Donors</b>	Swiss Development Cooperation (SDC); With contribution of other donors and CACH own funds
<b>Project Location</b>	South Sudan: Yei River County in CES and Torit and Magwi Counties in EES  (The baseline study will have to be conducted in all locations)

### 1. Background about CACH in South Sudan

Since its foundation in 1901, CACH has consistently supported the most vulnerable populations worldwide. Our goal is to end poverty – everywhere and for all. CACH is a politically and denominationally independent organization, and one of the best-known NGOs in Switzerland, with a yearly turnover of around 120 million CHF.

Caritas Switzerland has been engaged in South Sudan for over 50 years. The Country office in Torit has been established in 2006 and recently a coordination office in Juba has been set up. Projects are either self-implemented and/ or implemented through local partner organizations.

### 2. Background of the PEACEFUL Project

The project “Promoting Ecosystems and Communities for Enhanced Livelihoods through Understanding and Learning” (called the PEACEFUL project) is a 2 years Triple Nexus project implemented by a consortium formed by CACH in South Sudan (lead) in cooperation with the national partners OFAO, Caritas Yei, Caritas Torit and JPC Torit. The project’s overall objective is to improve the livelihoods and resilience of returnees and host communities through increased food security as a result of improved agricultural production and more sustainable management and governance of natural resources, through alternative income opportunities, and through non-violent conflict resolution and GBV prevention. The project locations are eight bomas in Eastern Equatoria State (EES) in the three payams Imurok Payam, Magwi Central Payam and Iwire Payam and four bomas in Central Equatoria State (CES) in the two payams Yei Payam and Otego Payam.

The strategic outcomes of the project are as follows:

**Outcome 1 (Humanitarian):** Through improved agricultural and NRM practices, communities (with focus on returnees and host communities) are able to meet their immediate needs, increase food production and sustain long-term food security.

**Outcome 2 (Development):** With the support of loans and VSLAs, communities adopt sustainable and profitable income-generating activities.

**Outcome 3 (Peace):** Local authorities, leaders and communities improve GBV and conflict prevention measures and apply non-violent conflict resolution practices in regard to NRM.

### **3. Goal of the Assignment**

#### **a. Overall goal of the assignment**

The purpose of the baseline study is to establish a reference during the project's inception phase to monitor changes on the project's output, outcome, and impact levels. Based on the baseline values, the progress of objectively verifiable indicators of achievement can be assessed. The baseline study aims to inform and guide the project's implementation as well as generate transferable learning for the consortium and a wider audience including local authorities and other policy makers.

#### **b. Specific objectives of the baseline study**

The specific objectives of the baseline study include the following aspects:

- i. To establish the baseline values of the logframe indicators on impact, outcome, and output level in accordance with the project's logframe through literature review, quantitative and qualitative research, and data collection. The use of qualitative data collection methods are strongly encouraged, e.g. focus group discussions with beneficiaries and local structures
- ii. To provide context information about the project's relevant thematic areas in the project area through qualitative interviews (e.g., FGD, KII). Key focus areas / questions are listed below (the list is to be reviewed with the selected tenderer before the start of the baseline study):
  - a. Analyse the needs, challenges and opportunities of the community with a focus on relations and potential conflicts along social structures and dynamics in the communities such as ethnicity, displacement, gender, access to resources and services, vulnerability to climate extremes, and other locally prevailing forms of differences and power asymmetries
  - b. Include gender-specific questions to provide insight and better understanding about the needs, gendered roles and obstacles to / opportunities for engagement, specifically among returnee women and girls
  - c. Assess the business opportunities for tree nurseries/ tree seedling businesses, agricultural and non-agricultural small-scale businesses in the targeted bomas
  - d. Further key questions / key focus areas to be defined.

The project team is currently finalizing the MEAL plan for the project. The finalized MEAL plan will be shared with the selected tenderer.

The selection of the final beneficiaries of outcome 1 will be finalized by Mid-September and will be shared with the selected tenderer to inform the sampling for the baseline study.

### **4. Study Methodology**

Overall, the methodology presented as part of the technical proposal should cover details of the study design and approaches, sampling strategy, sampling size, data collection and analysis

methods, and aspects of quality assurance / ethical considerations (see below). The study should include approaches that are sensitive to the inclusion of all targeted groups and capable of generating disaggregated data. Therefore, it is expected that the selection criteria for the qualitative data collection (e.g. FGD, KII) are clearly described in the methodology chapter.

The following ethical considerations need to be adhered to during the baseline study:

- Recognize personal dignity and rights of the individual participants and the study population in general
- Quantitative data will be obtained from a randomly selected representative sample group
- Informed consent will be sought prior to commencing data gathering and interviews. Assure that participation in the survey is voluntary and that participants can opt out at any time and/ or choose not to answer any question. The replies will not affect the standing of the participants with the implementing organisations
- Anonymity, confidentiality and safeguarding of survey data is guaranteed
- There will be no risks and benefits for individual participants
- The culture, norms and traditions of study populations will be respected.
- Views and opinions of the different survey participants will be respected.

The project staff of Caritas Switzerland as well as the implementing partner organisations shall be closely involved in the implementation of the baseline in order to ensure that learnings about the target context are understood and taken up by the project team. This involvement can include, for instance (but is not limited to), giving feedback on elaborated survey tools, participating in trainings for enumerators, reviewing draft reports, etc.

## **5. Indicative Materials to Review**

Relevant documents to review include the project proposal (see excerpt of the ProDoc in annex; full project proposal will be shared with selected tenderer), the logframe (see annex), the MEAL plan (finalized version will be shared with the selected tenderer), information of the selected target groups (will be provided before contract awarding).

## **6. Deliverables and workplan**

The consultant shall propose a detailed and feasible workplan within the stipulated timeframe to deliver the baseline study across the project locations in Imurok Payam, Magwi Central Payam and Iwire Payam (EES) and Yei Payam and Otego Payam (CES). The aim is that the data collection in the project location is finalized in the month of September.

The main body of the baseline report (draft and final version) must be limited to 15 pages (excluding annexes). More specifically the following shall be expected to be delivered.

Before the start of the data collection:

- a) **Baseline study inception report**, including baseline study plan, detailed research design including sampling strategy, data collection and analyses methods, key roles and responsibilities, data quality assurance, (including relevant underlying values and assumptions/theories) with a justification of the selections made (e.g. of persons to be interviewed). etc.
- b) **Feedback meeting on baseline study inception report**
- c) **Final inception report** including CACH and implementing partners comments/ feedback

During data collection:

- d) **Updates** during data collection to monitor the progress of the survey

After data collection:

- e) **Draft baseline report** which contains at least the following elements: Table of Contents, Acknowledgements, Glossary, Acronyms and Abbreviations, Executive summary, Introduction/Background, Objectives, Methodology, Results, Limitations and Conclusion and Recommendations; to be reviewed by project consortium stakeholders in order for CACH to provide feedback.
- f) **Feedback meeting on draft baseline report**
- g) **Final baseline study report** approved by project consortium stakeholders in electronic copy. Additionally, the **final data collection tools** and the **clean data sets, transcriptions, and meta data** (electronic) are required to be shared too.

## 7. Qualification and Experience of the Consultant(s)

The team should consist of (a) firm(s) / organization(s) / individual consultant(s) with qualifications of at least a Master's degree in Development Studies, Monitoring and Evaluation, International Development, Natural Resource Management, Economic Empowerment, Gender Studies or other related fields, and relevant experience and knowledge in Triple Nexus and Food Security and Livelihoods (FSL). In addition, the consultant(s) should be knowledgeable in gender sensitivity analyses.

The consultant(s) profile should include:

- Profound expertise and documented experience in Project Monitoring, Evaluation, Accountability and Learning (MEAL) concepts, methodologies and practices
- Documented experience in leading mixed-method studies, preferably in the thematic areas of Triple Nexus and FSL/Natural Resource Management;
- Relevant subject matter knowledge and experience in thematic areas and the context in which it is being delivered;
- Assignments of similar nature and complexity carried out in the last five years;
- Ability to design, manage and implement primary research in potentially challenging project environments. This may include the design of surveys, key-informant interviews, focus group and other research.
- Appropriate country knowledge. This includes language proficiency to conduct the research required.

**Note:** The consultant must not have any conflict of interest with ongoing project activities of the consortium.

## 8. Roles and Responsibilities

### a. Consultant(s)

The consultant(s) is expected to

- Undertake assignment as outlined in the ToR.
- Complete the tasks in the ToR in the allocated time.
- Update the project consortium regularly about progress.



Other specific tasks will include:

- Lead data collection planning, including but not limited to sampling design, tool refinement, overall methodology design, budget management, etc.
- Manage enumerators' recruitment, lead comprehensive enumerator training on all data collection tools.
- Lead the data collection process.
- Oversee the data entry and conduct data cleaning where necessary. Coordinate in cleaning and validation of data in preparation for analysis.
- Conduct both quantitative and qualitative data analysis.
- Lead process for review and interpretation of findings with internal stakeholders, coordinate country review processes.
- Lead the final report writing process.

## **b. CACH**

CACH is expected to

- Ensure that the consultant(s) has access to and has consulted all relevant information sources and documents.
- Share previous data collection surveys (in kobo) which could be used as a basis for the development of data collection tools
- Validate the proposed research design of the baseline study.
- Help the consultant(s) to liaise with key stakeholders including, implementing organizations and CSO, government and local community structures.
- Provide logistic support: organize and cover movements from Yei and Torit to the project locations, set up contact with previous enumerators
- Contractual oversight and management.
- Discuss and comment on reports delivered by the consultant(s) at each stage of the process.
- Assist in feedback of the findings, conclusions, and recommendations.

## **9. Timeframe and estimated working days**

The assignment is expected to begin in September 2023 with the contract award. Field-based data collection and analysis should occur in the last two weeks of September. The consultant(s) should propose a timeline outlining when key activities and deliverables will be completed and how many working days are required.

## **10. Potential risks**

The highest risk associated with the study are delays during the data collection due to heavy rains and/ or unpassable roads. As this is out of our control, there is not much we can do to mitigate the risk.

The security advisor of CACH South Sudan is constantly monitoring the security situation in the project area and will provide a security briefing for the selected consultant(s) before the travels to the project areas.

## 11. Ownership of Information

Any data collected or reports delivered under this consultancy are property of CACH.

## 12. Code of conduct

CACH fosters a culture of trust and respect. It requires all employees and contractual partners to always conduct themselves correctly everywhere and at all times. The code of conduct (will be distributed with the contract) must be observed without exception and applies to all persons working for and with Caritas Switzerland regardless of the contractual relationship.

## 13. Application Process

Qualified firms / organizations / individual consultants are requested to submit proposals with the following details:

- A **cover letter** (Expression of Interest) detailing suitability to undertake the assignment.
- A detailed **technical proposal** including very clear understanding and interpretation of the TORs, methodology and a study design. The technical proposal content should not exceed **three pages**.
- Detailed **work plan**.
- A **financial proposal** indicating fees for the consultancy, travel costs to the Yei and Torit, accommodation, enumeration, etc. including taxes. The financial proposal should not exceed **2 pages**.
- **CV** (if more than one person is included in the proposal, please submit CVs for the key team members and detail the different roles and responsibilities).
- A **sample** of previous research work similar to this assignment.
- Contact details of three organizations recently worked with on similar / related tasks: Please include a list of at **least three names of referees** you have worked for in similar assignments before.

## 14. Submission of Technical and Financial Proposal

Submissions of financial/technical proposals should be sent through the email account below:

Email Address: [jduku@caritas.ch](mailto:jduku@caritas.ch) (Julius Duku, procurement) with [idorji@caritas.ch](mailto:idorji@caritas.ch) (Ilona Dorji, Country Director) and [jabalang@caritas.ch](mailto:jabalang@caritas.ch) (James Abalang, Project Coordinator) in CC

no later than 27<sup>th</sup> August 2023, 23:59 Juba time.

**Clearly indicate in the email subject line “PEACEFUL Project Baseline Study”**

## 16. Annexes

Appendix 1 - Project Proposal Excerpt

Appendix 2 - Project LogFrame

Appendix 3 - Costs

