Strengthening Women's Rights Movements on the Women, Peace, and Security agenda in three fragile contexts

Terms of Reference for Contract to Conduct Baseline Study

Background

CARE has worked in the now independent South Sudan since the 1970s, focusing on health and nutrition, food security and livelihoods, women's economic empowerment and gender-based violence prevention and response. We have a particular focus on healthcare, working closely with local health staff to ensure they have the skills and knowledge to deliver quality healthcare. We also promote peacebuilding in order to reduce poverty, by supporting conflict-affected communities to gain better access to basic services, have a say in local development initiatives, and improve livelihoods through village savings and loan groups, vocational training and lives free from violence.

Our interventions start at community level where we respond to emergencies, build peace and strengthen resilience. Together with our partners, we:
- Address needs and vulnerabilities in emergencies
- Defend and promote gender equality and rights
- Empower women and girls to achieve a more inclusive South Sudan

The strengthening Women's Rights Movements on the Women, Peace, and Security Agenda in three fragile contexts project in Egypt, Iraq and South Sudan is a 3-year BMZ-funded 5th project running from July 2022 through June 2025. This project supports women's rights organizations to work with marginalised communities on women's rights and gender equality in their respective countries as part of wider women's rights movements, including on UNSCR 1325 and the Women, Peace, and Security (WPS) agenda. This project understands women's rights movements to consist of women's rights organisations (WROs) and marginalised groups of women and girls. The project will work with WROs both as implementing partners (Projektträger, or PT) and as Target Groups (Zielgruppen, or ZG). The term "project WROs" will be used to refer to both PT- and ZG-WROs. In South Sudan, the project will directly target 15 WROs (3 PT-WROs, 12 ZG-WROs), 140 WRO staff, representatives, and volunteers, 250 women and girls from excluded groups, and 75 decision-makers (15 national-level, 60 at state level). Indirectly, the project will aim to reach 5,400 people in South Sudan, 65% women and girls, and 35% men and boys. The project will work in Juba in Central Equatoria, Bor in Jonglei and Torit in Eastern Equatoria.

CARE South Sudan will work with three PT-WROs: Young Women Christian Association of South Sudan (YWCA), Women Empowerment Center South Sudan (WECSS), and Women Agency for Progress Organization (WAPO).

The role of CEF and the two CARE country offices will be to provide project coordination and organizational and technical capacity development, with a focus on the WPS agenda. In the course of the project, the eight PT-WROs will take on greater leadership and responsibility, supported by the long-term mentorship, coaching and technical assistance of CEF, CARE Iraq and CARE South Sudan.

Scope

The purpose of strengthening Women's Rights Movements on the Women, Peace and Security agenda in three fragile contexts is to increase the influence of Women's Rights Organizations and excluded groups of women and girls in Egypt, Iraq and South Sudan on the UNSCR 1325 agenda on Women, Peace and Security (WPS) at the local, national and multi-country levels. The project/program/initiative has 1 project outcome and 3 expected outputs outlined below:

Outcome:
Women's Rights Organisations and excluded groups of women and girls use their strengthened strategies, capacities, and improved networks to collectively organise, participate and influence in informal (civil society-led) and formal (government-led) decision-making spaces on the WPS agenda at the local, national, and multi-country levels.

Outputs:
1- Women's Rights Organisations have strengthened institutional capacity, increased resource mobilisation, and improved strategic plans on the WPS agenda that are representative of and accountable to excluded groups of women and girls.
2- Women's Rights Organisations and excluded groups of women and girls have increased capacity to engage in informal and formal decision-making spaces on the WPS agenda at the local, national and multi-country levels.
3- Women's Rights Organisations and excluded groups of women and girls have strengthened networks to gather, exchange and amplify learning on the WPS agenda at the local, national and multi-country levels.

To achieve the goal, strengthening Women's Rights Movements on the Women, Peace and Security agenda project implements the following key activities, aligned with the project's overall purposes and outcomes:

- Activity 1.1. Project Women's Rights Organisations develop and implement institutional capacity-strengthening plans through training, technical assistance, coaching and mentoring.
- Activity 1.2. Project Women's Rights Organisations develop and implement resource-mobilisation strategies to increase access to funding opportunities.
- Activity 1.3. Project Women's Rights Organisations develop and implement Strategic Plans which represent the priorities of excluded groups of women and girls.
- Activity 2.1. Project Women's Rights Organisation representatives participate in training, mentoring and coaching on the WPS agenda, and related influencing, advocacy and monitoring.
- Activity 2.2. Project Women's Rights Organisations develop and implement collective influencing, advocacy and monitoring plans to promote WPS priorities with decision-makers at the local and national levels.

- Activity 2.3. Excluded groups of women and girls engage with decision-makers on their WPS priorities at the local and national levels.
- Activity 3.1. Project Women's Rights Organisations and excluded groups of women and girls document, share and exchange collective learning on WPS priorities with local and national networks.
- Activity 3.2. Project Women's Rights Organisations across three countries exchange knowledge, experience and learning on the WPS agenda through multi-country networks.
- Activity 3.3. Project Women's Rights Organisations amplify their initiatives through CARE's regional and global mechanisms

Table 1. Geographic Area and Population Coverage

State	District/County
Eastern Equatoria State	Torit
Jonglei State	Bor
Central Equatoria	Juba

Table 2. Key Participants, Target, and Impact Groups

Key Participants	Impact or Target Group	No. Direct Participants	No. Indirect Participants
PT-WROs	Target group	3	
ZG-WROs	Target group	12	
WROs staff	Target group	140	
Excluded groups of women and girls	250 are targeted to achieve impact for excluded women and girls	250	5400
Decision makers	**Target groups**	**75**	

Purpose, Objectives, and Rationale

The Baseline study will be conducted to provides a reference point for assessing changes and impact by establishing a basis for comparison before an intervention or set of interventions takes place.

The evaluation intends to provide a reference point to monitor consequences and changes in agency, relations and structures relating to the three-project output. This is important because it will allow the project to measure impact and provide a basis for the mid-line and endline studies. The baseline study is planned to take place in South Sudan from beginning of January till

the end of February. The evaluation is looking not only for intended outcomes, but also evidence of unintended outcomes (both positive and negative)

Intended Users and Use

The evaluation findings and processes will be used and shared by relevant stakeholders, including CARE network and the WROs to feed into the project planning. The following table outlines the expected communications to be produced from the evaluation findings and processes (i.e. reports, presentations, etc.), the purpose of the communications, as well as the intended users.

Evaluation Criteria and Questions

1- % and # PT-WROs and ZG-WROs who have actively participated in informal and formal decision-making spaces on WPS at the local or multi-country.
   - What are type of spaces that PT-WROs and ZG-WROs participated it?
   - How many PT-WROs and ZG-WROs actively participate in the decision-making space?
   - What roles do they take?
   - Were they welcomed and respected?
   - What partnerships they had?
   - What obstacles/ challenges they faced?

2- % and # PT-WROs and ZG-WROs who have engaged in influencing, advocacy and monitoring processes on WPS at the local or multi-country
   - How many PT-WROs and ZG-WROs engaged in any of the influencing/ advocacy/ monitoring processes on WPS?
   - What topics regarding the WPS they advocate for/ influence? At which level?
   - What type of influencing/ advocacy did they play?
   - On what level do they play that role?

3- % and # of women and girls from excluded groups who have actively participated in informal and formal decision-making spaces on WPS at the local or national levels
   "CARE global indicator"
   - What are type of spaces that excluded women and girls participated it?
   - What are the number of women actively participating in decision making spaces (as speaking up during meetings, holding leadership positions)
   - what leadership roles participants hold?
   - What amount of time does the woman hold the position?
   - Were they welcomed and respected in that space?
   - What obstacles/ challenges they faced?

4- % and # of women and girls from excluded groups who have engaged in social accountability processes on WPS at the local level.
- What are the social accountability processes they are engaged in?
- On what level was the engagement? (local, national?)
- What are the roles they played?
- What tools/mechanisms of social accountability were used in the process?

5- # of new, amended or better implemented policies, legislation, multilateral agreements, programs, and/or budgets have been influenced by the voices of or actions taken by project WROs or excluded groups of women and girls on WPS at the local or national levels (CARE global indicator 17).
- Do WROs or excluded groups of women and girls have role/influence on the NAP (National action plans) of WPS "women peace and security"?
- If yes, what is the role played?
- Do WROs or excluded groups of women and girls have role/influence on other laws and mechanisms on GBV and women's participation? If yes, please specify.

6- % and # PT-WROs and ZG-WROs who have developed and operationalised institutional capacity-strengthening plans.
- How many PT-WROs and ZG-WROs have approval from their board for the institutional capacity-strengthening plan, and/or are progressing with its implementation.
- What areas are covered in the plan?
- To what extent the capacity-strengthening plans are aligned to one or more of the following areas: institutional governance and structures; organizational policies and guidelines; financial management and systems; feminist MEAL mechanisms; and feminist leadership skills for management and board members?

7- % and # PT-WROs and ZG-WROs who have developed and operationalised strategic plans that have been influenced by the voices of excluded groups of women and girls.
- How many PT-WROs and ZG-WROs have approval from their board for the strategic plan, and/or are progressing with its implementation?
- Do PT-WROs and ZG-WROs have developed and operationalized strategic plans that have been influenced by the voices of excluded groups of women and girls?
- If yes, how are the strategic plan developed?
- If yes, are the PT-WROs and ZG-WROs following the plan and achieving the goals?

8- % and # PT-WROs and ZG-WROs who have developed and operationalised resource-mobilisation strategies.
- How many PT-WROs and ZG-WROs have developed and/or operationalised resource-mobilisation strategies?
- What are the approaches used to mobilize resources?
- How effective are these approaches?
- How many funding proposals were submitted during the last year?
- What type of donors they have? (Governmental, non-governmental, local, regional, global?

9- % of project WRO representatives who have skills in influencing, advocacy and monitoring with informal and formal decision-makers on the WPS agenda at the local (micro and meso), national and multi-country levels.
- How many representatives have those skills?
- What skills do they have to influence, advocate, and monitor the decision-making process?
- On what level do they participate in influencing the decision-making process?

10- % and # excluded women and girls who have skills to engage with decision-makers in informal and formal spaces and participate in social accountability processes at the local (micro and meso) and national levels.
- How many girls and women have skills to engage with decision makers?
- What type of skills do they have?
- On what level do they engage with those decision makers?
- Do they participate in any social accountability process?

11- % and # of excluded women and girls who have networked to collectively document, disseminate and discuss learning from project WROs and excluded groups of women and girls on WPS at the local and multi country level.
- How many girls and women have networked to disseminate and discuss learning?
- What type of learning they have shared?
- On what level do they share or disseminate this learning?

12- % and # PT-WROs and ZG-WROs who have networked to collectively document, disseminate and discuss learning from project WROs and excluded groups of women and girls on WPS at the local, national, and multi-country level.
- What are the learnings collected by the WROs and excluded groups of women and girls on WPS?
- On what level do this learning collection and dissemination take place?
- What are the challenges that prevent/harden the process of learning collection and dissemination?

Approach and Methodology

The consultant will be requested to use a mixed-methods approach in addressing these questions. Additionally, research tools will be designed and selected with the project team. All questions will reflect indicators in the project's M&E system. These indicators, which all have proposed tools and means of verification for measurement should be gender sensitive and disaggregated by gender, , age, disability, and location (Juba, Tori and Bor).

Upon starting the assignment; the Consultant will receive all M&E documents of the project (logical framework, M&E plan, etc.), as well as the project description document.

Primary Data

The collection of primary data will be to answer the Key Evaluation Questions, data will be collected using a sample; its level of confidence 95% is and level of error is 5%.

Some of the key stakeholders that must be targeted through the primary data collection include 2 PT-WROs (Main WROs) and 10 ZG-WROs (grass-root).

Secondary Data

The process, retrieving existing documents and data, will include: a desk review of existing literature including the project proposal, M&E plan, and feasibility study. Information will be provided to the external evaluation team as per the proposed evaluation schedule.

Deliverables:

1. Have an inception meeting with CARE [project team on the assignment
2. Produce an inception report together with the tools to be sent to CARE for review before actual field data collection commencement.
3. Provide and train a team of field and data entry clerks in the implementation of the tools. (Team will be provided by the consultant)
4. Plan and coordinate field visits with a prior timetable including dates with the assistance of the project team for applying the tools and meeting with relevant beneficiaries.
5. The consultant will provide the suggested sampling methodology and size. CARE will review and decide whether to approve it or if any further modifications or changes are needed. All the collected data should be disaggregated by age, sex, location, and disability if existed.
6. **Inception Report:** The inception report will be delivered to CARE after the initial meeting and desk review have taken place. The report should include the objectives of the evaluation, a detailed plan of how the evaluation will be carried out describing research methodology, qualitative and quantitative survey, proposed guiding questions for key informative interviews, focus group discussion or other approaches, and proposing the draft data collection questionnaires. The inception report should also provide a clear matrix of roles and responsibilities indicating the persons involved in the evaluation and their roles, the key internal and external stakeholders to be involved, a detailed work plan and timeline including the number of days and persons involved,the process for obtaining the participants' consent and any necessary government permissions. A detailed work

plan should be annexed to the report. The main text of the inception report should not exceed 10 pages (exclusive of the tools and other relevant annexes). The inception report as well as all the suggested tools should be delivered in English.

\Report should include; **title** (name of the project, location, implementation period and donor), Table of content, Abbreviations and Acronyms, including **maximum 2 pages executive summary** that presents the key points of the different sections, A **clear methodology section** (the methodology should explain the evaluation questions, and how the methodology chose appropriately answers those questions. It should also contain key ethical considerations and a description of how the evaluators protected participants and personal identifiable information), **3-5 key lessons learned** (These should be short, actionable, and the most important aspects of what the program/analysis found. They need to be relevant and new for people outside of the direct program. They should also include highlights of what to improve in the future), **3-5 key recommendations** (for what the project/program/initiative should do based on your findings).

7. A PPT that summarizes the whole process and results as well as conduct the presentation to CARE South Sudan staff.
8. Incorporate comments, new information, clarifications and additional inputs received upon agreeing to feedback after the PPT done by the consultant and receiving the draft of the study.
9. Provide a final detailed report (in English), including the information analysed from the desk review and the basic study methodology, as well as the methodology used to design the data collection tool.
10. Adhere to CARE data protection rules and regulation to ensure that data are maintained and stored in a manner that is fully confidential so that no external individual or institution can identify any specific individual in the data. Names and address information should only be made available to the evaluation team.

Meetings, data collection and all deliverables are required to be included as online and offline, and mentioned separately in the technical and financial offers as part of COVID-19 precautionary measures.

Data Disclosure

The external evaluator should deliver, at minimum, all files including quantitative data sets (raw and refined products), transcripts of qualitative data and others in an easy-to-read format, and maintain naming conventions and labelling for the use of the project/program/initiative and key stakeholders.

o Datasets must be anonymized with all identifying information removed. Eachindividual or household should be assigned a unique identifier. Datasets which have been anonymized will be accompanied by a password protected identifier key document to ensure that we are able to return to households or individuals for follow up. Stakeholders with access to

this document will be limited and defined in collaboration with CARE during evaluation inception.

NOTE: The external evaluator will be responsible for obtaining all necessary permissions, approvals, insurance, and other required permits needed for data collection. These include required permits related to data collection from human subjects, including necessary ethical review board approvals (ERB) and health and accident insurance for evaluation team members.

Consultant Qualifications:

The consultant should have the following qualifications:

- A minimum of a master's degree in a relevant field (Statistics, social studies, economics, political science, business administration or equivalent).
- Practical background on establishing baselines for development projects especially for Women, peace and security projects (at least two similar projects)
- CSOs M&E systems development.
- Experience in conducting both quantitative and qualitative research collection and analysis in development projects.
- Strong capacity and experience in planning and organizing logistics, including the design and implementation of baseline studies.
- Capacity to store and maintain data in a manner that protects respondents' identities.
- Excellent oral and written English communication skills.
- Strong facilitation skills and extensive experience as a researcher.
- Analytical skills

Duration of the Assignment:

- A total of 30 calendar days is expected for this consultancy. These days will be disaggregated including travel for field meetings, preparation, and report.
- **Consultancy start date and end date:** from 16th of January 2023 to 16th of February 2023

Coordination and Reporting:

The Consultant will coordinate and report to the MEAL Coordinator.

Required External Response to Terms of Reference

A technical and cost proposal based on this Terms of Reference (ToR) is requested from the consultant or consulting firm. The proposal should contain:

1. Detailed plan of action for field work indicating staff-days required
2. Specific roles and responsibilities of the team leader, supervisory chain, and other core members of the evaluation team.
3. Schedule of key activities preferably in a format such as a Gantt chart.

4. Detailed budget with justification. The external evaluation proposal should include a reasonable detailed budget to cover all costs associated with the evaluation. This should be submitted by major activities and line items for CARE's review and decision. This includes a break-down of the cost to contract external evaluation team members, international and local travel, and in-country lodging and per diem. Other related costs that might be in the budget include expenditures for hiring local personnel (drivers, translators, enumerators, and other local technical experts), translating reports, and renting meeting rooms for presentations/workshops.
1. Updated CV of Team Leader and other core members of the Evaluation Team. Academic transcripts should as well be submitted to back up their qualifications.
2. A profile of the consulting firm if a firm should be provided
3. Sample reports MUST be provided

Evaluation of the choosing the consultant:

Item	Percentage
Qualifications	10%
Service proposed (Methodology of work and expected results)	30%
Experience relevant to the scope of the project and study (CV should be included)	30%
Timeframe & commitment	10%
Financial Evaluation	20%

Deadline for sending the technical and financial proposal is 09th/01/2023 at 5:00 PM.

To be sent to CARE South Sudan – ssd.procurement@care.org, richard.matale@care.org, gabriel.puja@care.org

Financial Proposals received after the deadline mentioned will not be considered. Please accept our apology for not giving any exceptions or accepting any justification for late submission.

Payment terms and conditions:

Payment will be done in two installments through bank transfers:

- First payment: 30% upon receiving and approving Inception report, Methodology and Tools.
- The remaining installment (70%) will be paid upon submission and approval of the final baseline report
- Additional information on payment terms and conditions will be included in the contract.
- Please note: 20% government tax will be deducted from the total cost.