



## Terms of Reference

Assessment and mapping of existing systems, mechanisms and network on conflict resolution and local peace building

Location: Wau County (Western Bahr el-Ghazal State) and Pariang County (Unity State), South Sudan.

Donor: Germany Ministry of Foreign Affairs

Partner: CARE International in South Sudan

## 1. Background and rationale

Addressing violence against women and girls as a catalyst for Peace is a two-year project that seeks to promote gender responsive stabilization and recovery of conflict affected women, men, girls and boys in Wau and Pariang. The project will specifically support communities to identify and take action against structural causes of gender inequality which promotes conflict and violent notions of masculinity and normalizes the violence. It will also focus on addressing the conflict- related gender-based violence against men and women through improving their access to multi-sectoral GBV services. To achieve sustainable peace, an inclusive decision-making process will be promoted where women's participation and leadership will be strengthened. Through these interconnected outcomes, communities will be able to identify potential solutions for violent conflict thus, contributing to attainment of sustainable peace at local and community level. This corresponds with the German foreign policy agenda for South Sudan that focuses on crisis prevention, stabilization and peace-building, leading to more sustainable development with a specific focus on women.

This Terms of Reference has been developed to attract interested consultants to undertake this survey so as to understand, gender roles and the power dynamics in conflict resolutions and local peace building so as to be able to inform its programming.

<b>Project Name</b>	Addressing violence against women and girls as a catalyst for Peace
<b>Projects/ Sectors</b>	GBV/Protection, Women Economic Empowerment
<b>Projects Coverage</b>	Wau County (Western Bahr el-Ghazal State) and Pariang County (Unity State)
<b>Survey Type:</b>	Gender and Conflict Analysis
<b>Survey Purpose:</b>	<ul style="list-style-type: none"> <li>a) To map conflict resolution and local peace building networks for women and youth</li> <li>b) To map mechanisms that may exist for conflict resolution and local peace building</li> <li>c) To assess the roles women and youth take in conflict resolution and peacebuilding</li> <li>d) To ascertain whether the assignment of roles in conflict resolution and peacebuilding are transformative?</li> </ul>
<b>Research Questions</b>	<ul style="list-style-type: none"> <li>a) What conflict resolution and local peace building networks for women and youth exists?</li> <li>b) What mechanisms exist in the communities for Conflict resolution and how are women, youth and vulnerable groups involved?</li> <li>c) What areas of conflict resolution and peacebuilding work are assigned to or do women and youth take part in?</li> <li>d) What are some of the structural barriers both formal and informal that limit women and youth's participation in peace building process.</li> </ul>

<p><b>Proposed methodology</b></p>	<p>Using a mixed methods approach (using both Qualitative and quantitative methods) in gathering information from both primary and secondary data sources which include but not limited to;</p> <ul style="list-style-type: none"> <li>• Household surveys (remote and face to face)</li> <li>• Focus Group Discussions (To be conducted ensuring adherence to COVID-19 guidelines)</li> <li>• Key Informant Interviews</li> <li>• Review of secondary data, etc</li> </ul>
<p><b>Proposed start and end dates for Study:</b></p>	<p>13-October – 2021 to 13-November - 2021</p>
<p><b>Final report submission date:</b></p>	<p>13-November - 2021</p>

**2. Consultant Scope of Works**

CARE International in South Sudan will facilitate the process to identify a competent consultant to conduct this study. As part of the negotiation process, CARE will ensure that the consultant understands and agrees to the assignment, including the scope, purpose, objectives and methodology. This negotiation includes flexibility to cater for any changes that may arise in the context due to COVID-19, conflict or any other unforeseen changes.

The consultant will design all the relevant data collection techniques, protocols and tools. The Project Manager, Gender & Protection Advisor, MEAL Coordinator will review the tools and techniques and give feedback prior to the actual commencement of the study. The consultant should remain aware of the changes in the context that could impede the study. This assignment should be completed within a maximum of 22 days from inception. Hence, the consultant will:

- Prepare an inception report and hold inception meetings with CARE International in South Sudan.
- Develop a comprehensive study design describing type of data to be collected, techniques and relevant tools for the area study.
- Define sampling method, sampling size and targeted respondents
- Review existing literature on the state of COVID - 19 in South Sudan, including, but not limited to the relevant project documents

### **3. Methodology**

The consultant will design/use a mixed approach which integrates qualitative and quantitative data collection techniques.

**3.1 Quantitative Approach:** It is important to acquire data that permits CARE to compare findings in the different locations (Pariang and Wau). This data should be collected through undertaking household surveys and face to face interactions.

**3.2 Qualitative Approach:** Cognizant of COVID-19, the consultant is expected to conduct Focus Group Discussions (FGDs), Key-Informant Interviews (KIIs) while ensuring safety for all participants. Consultant should be mindful of inclusion and diversity during data collection by ensuring representation all groups. Findings from this approach will be used to refine questions raised through the thematic reviews.

#### **3.3 Sample sizes, Sampling and recruitment of respondents.**

The consultant will compute appropriate sample size for the quantitative approach and justify why a particular sample size is chosen for the Qualitative approach.

The consultant will also be expected to develop a scientifically sound sampling procedure including how respondents will be recruited to take part in the survey. The consultant will also be expected to abide by an approved sampling methodology. The sample size(s) and sampling method(s) should be representative as well as allow generalization of results (for the project locations). In cases where the sampling strategy is changed for whatsoever reason, the consultant is expected to re-compute a representative sample size(s) and together with the sampling and recruitment protocols. These should be resubmitted to CARE South Sudan for approval. Thus, a clear and unambiguous proposal on sampling methodology and sample size is expected from the consultant.

#### **3.4 Data Collection**

Participatory tools like safety audit tools, focused group discussion and key informant interview guides as well as other observational checklists may be used. These methodologies are to be applied interchangeably. The consultant will be required to develop all data collection tools that ensure that all relevant data in line with the survey objectives will be captured.

Enumerators who will be working with the consultant at the survey locations will be recruited by CARE. They will be trained by the consultant to collect data during household surveys, The FGDs and KIIs are expected to be conducted by the consultant since these are more technical than conducting household survey using standardized questionnaires.

Due to the current COVID-19 pandemic, the consultant is expected to design a COVID-19 infection risk mitigation protocol cognizant of Government of South Sudan COVID-19 country regulations.

### 3.5 Data Sources

The study considers both **primary** and **secondary** data sources.

The primary data sources include, but are not limited to:

- Female and male youth (18 – 24 years)
- Female and male (25 years and above) community members
- Female and male community leaders
- Government representatives at state or county level or both
- Women's rights organizations

The consultant is also expected to undertake a review of existing documents using appropriate document review tools and methods. The secondary data sources include but are not limited to;

- Studies from South Sudan's GBV Sub-Cluster
- Conflict and gender analysis studies from CARE and other agencies
- Conflict sensitivity resource facility South Sudan,
- Other relevant project documents etc.

### 3.6 Data Analysis

The consultant will develop a data analysis plan that is iterative in nature as this approach allows a prompt validation of the data as its being collected. The consultant should corroborate and triangulate data from the different data sources. A summary of the data management and analysis procedures (including the analysis files like the Stata do files if stata is used), together with a complete set of tools and procedures for summarizing and analyzing qualitative data needs to be made available.

### 3.7 Data Quality Issues

The consultant is expected to ensure that quality data is collected by avoiding or at least minimizing errors at every stage of the survey.

This could be achieved through, but not limited to the following;

- **Pretesting data collection tools:** Before undertaking the actual data collection exercise, the consultant is expected to pretest the data collection tool(s) so as to be able to gauge their reliability and validity.
- **Spot Checks and daily review of collected data:** The consultant is expected to do regular spot checks on enumerators in the field to ensure that the correct sampling methodology is followed. S/he is also expected to do a thorough review of the data collected by checking through all completed responses (on a daily basis) to ensure any mistakes or inconsistencies are corrected.

- **Appropriate data cleaning and analysis:** The consultant is expected to undertake appropriate data cleaning and analysis by using sound statistical methods.

#### **4. Validation and Communication of Findings/Reflection**

A one-day validation session will be conducted with all the relevant team members who participated in data collection. Additionally, CARE team members will be present to support and facilitate sessions and also to clarify on information, and to fill in gaps where some data may either be missing or contradictory. During the validation workshop, the enumerators will also provide additional observations contributing to the depth of data and analysis.

The survey findings will then be validated by the community and key stakeholders in another workshop

Once the validation is completed then the final report will be produced.

#### **5. Survey Products/Deliverables**

The key deliverables of this survey includes;

- An inception report clearly outlining the survey approach, methodology (including an inclusive and gender sensitive sampling design), tools and an annex of COVID-19 infection risk mitigation protocol.
- Enumerators training, tool pre- testing and data collection
- A comprehensive and well-organized final report (Not more than 30 pages) in electronic version word and PDF based in the template structure in annex below.
- Supporting files, original and cleaned datasets, statistical output files, photos, etc.
- Fact sheet or abstract and power point presentations to be used for dissemination of results to stakeholders

#### **6. Management of the Consultant**

CARE will support the consultant remotely throughout the survey. Whenever the consultant is identified, the consultant will work with the Project Manager and Area Managers. The team will commence the inception process by:

- Reviewing the survey protocols, sampling design, data collection plan, COVID-19 risk reduction plan.
- Finalizing tools and approve final plan prior to commencing data collection
- Providing technical support and oversight during data collection process

## 6.1 Data analysis

- Support in data validation through data reviews to identify outliers, cleaning the dataset, create new variables in advance of analysis by local consultant.
- Support analysis to focus on concepts/ theories upon which the project is designed.
- Writing up the technical report that includes conclusions in key areas and areas of intervention focus.

## 7. Lessons Learned

The lessons learnt from this survey shall be documented and shared with the Project team and CARE quality department for adaptation and future programming. The documentation of these lessons will be vital for reflection, growth and continued improvement. The findings will also be shared with key stakeholders, Women's Rights Organization and CARE partners.

## 8. Limitations

The survey will be undertaken with some limitations which may include but not limited to;

- **COVID-19 pandemic:** This might affect conduct of the survey in anticipation of government Covid-19 control measures like movement restrictions, lockdowns and so on
- **Travel Schedules:** International and domestic travel between states is mostly by air using UN Flights. Thus, changes in travel schedules due to flight cancellation, weather and other technical issues may interrupt the conduct of this assignment.
- **Statistics:** Country demographics may not be readily up-to date hence the consultant may have to undertake preliminary data corroboration.

## 9. Core Competencies

- **People Skills:** Ability to deliver assessment results within the shortest period of time.
- **Integrity:** Exhibits trustworthiness, integrity and has a clear commitment to CARE's core values and humanitarian principles.
- **Resilience/Adaptability and flexibility:** Ability to operate effectively under extreme circumstances including stress, high security risks and harsh living conditions. Works and lives with a flexible, adaptable and resilient manner.
- **Awareness and sensitivity of self and others:** Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has a capacity to make an accurate self-assessment particularly in high stress and high security contexts.

- **Knowledge and skills:** knowledge of CARE policies and procedures, Sphere and the Red Cross/ NGO Code of Conduct. Requires general finance, administration, information management and telecommunication knowledge and skills including proficiency in information technology/ computing skills.

#### 10. Technical Competencies

- Interested applicants should be an individual or institution. The consultant should have a minimum of Master's Degree in Gender and Developmental Studies or Social Sciences. The consultant must have proven track record and experience in conducting gender and conflict analysis of a similar or related assignment. This should be backed up by the number of similar researches that have been conducted by the individual or institution.
- Previous experience in medium to large-scale emergencies and stable context (five years minimum)
- Familiar with humanitarian programming and inter-agency coordination systems
- Fluent in English and Arabic will be an added advantage
- Ability to communicate ideas in a culturally-sensitive manner and conducive to their practical application.

#### 11. Logistics

Please note that CARE will bear the cost for Air tickets, airport pickup and drop off, ground transport and accommodation while in Juba and field locations. CARE will also bear the accommodation cost for Q7 (if required for international consultants). Whereas visas are obtainable on arrival at Juba international airport, travellers are advised to obtain visas in countries where they reside. An introduction letter may be provided on request to support processing of visas.

The consultant will be responsible for the cost of meals. The cost of the meals per day for the period of the consultancy will be regulated by CARE per diem policy.

#### 12. Evaluation and Award of Consultancy

CARE South Sudan will evaluate the proposals and award the assignment based on the technical and financial criteria. CARE reserves the right to accept or reject any proposal received without giving reasons and is not bound to accept the lowest, the highest or any bidder. Only the successful applicant will be contacted.

The evaluation criteria associated with this TOR is split between technical and financial as follows:

- 70 % -Technical (**technical score will be done by program team**)
- 30 % -Financial (Financial score will be done by procurement)



### Technical Evaluation Criteria

Technical Criteria	Description
General understanding of the TOR.	Does the proposal demonstrate a clear understanding of the TOR? Does the consultant make an effort to interpret the objectives?
Methodology	To what extent is the methodology clear and detailed? Is the sampling method and sample size computation scientifically acceptable? Are all the relevant methods of data collection included in the proposal?
Team composition	Does the consultant (or proposed team) have the necessary competencies and experiences as described in the TOR to undertake this study?
Experience	Experience of conducting baseline and evaluation surveys in South Sudan, preferably within proposed geographical area has competitive advantage. Experience with similar assignments with INGOs/ other organization
Work plan	Is an action plan part of the proposal? Is it reasonable or realistic? Does it meet the expected deadlines? Is it flexible to accommodate any changes without compromising the deadline and quality of products
Budget	To what extent is the presented budget reasonable. Is the budget clearly aligned with the planned amount?

### 13. Payment Terms and Conditions

Payment will be effected as follows; First installment (30%) of the total cost on submission and acceptance of inception report. Final payment (70%) upon completion and approval of the final report. Additional information on payment terms and conditions will be included in the contract.

#### 13.1 Additional Information

- Consultants shall abide by WHO and Government of South Sudan COVID-19 SOPs.
- Consultants shall be required to sign and abide by CARE Safeguarding Policy (which includes prevention of sexual exploitation and abuse, and behavior protocols)
- Consultants shall abide by the EU beneficiary data privacy/management policies

### 14. Ethical Considerations, Confidentiality and Proprietary Interests.

- The consultant/ consultancy firm needs to apply standard ethical principles during the course of the assignment such as upholding the confidentiality of interviewees as well refraining from making judgmental remarks about stakeholders.

- The incumbent shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the service without prior written consent of the contracting authority. Proprietary interests on all materials and documents prepared by the contract holder under this assignment shall become and remain properties of CARE.

## 15. Report layout

CARE South Sudan will discuss with the successful consultant (s), the content and length of the final report. However, below is a suggested outline for the report.

- a) Cover page (1 page)
- b) Table of Contents (1 page)
- c) Acknowledgements (1 page)
- d) Glossary (1 page)
- e) Executive summary (Introduction, Methodology, Results and findings, Recommendations) (max 4 pages)
- f) Introduction/Background/relevant context information (max 2 pages)
- g) Methodology (max 2 pages)
- h) Findings and Discussions (max 10 pages) field
- i) Conclusion and recommendations (max 4 pages)
- j) Lessons learnt (max 2 page)
- k) Limitations of the study (max 2 page)
- l) Appendices (to include copies of all tools, list of enumerators, survey timeline including all KII and FGD participants and discussion transcripts, safety audits (as many pages as necessary- please reference the annexes in the report, but include them in a zip file as separate document

### **Submission.**

All interested applicants should send their CV (Max 3 pages), technical and financial proposals (consultancy fee inclusive of the cost of meals as separate lines) detailing survey methodology, work plan, budget (max 12 pages) and sample reports. The Technical proposal with budget and CV should be sent to: [Richard.Matale@care.org](mailto:Richard.Matale@care.org) and cc: [Francis.Mette@care.org](mailto:Francis.Mette@care.org), [Gloria.Poni@care.org](mailto:Gloria.Poni@care.org)

**Deadline for expression of interest is on 14<sup>th</sup> September 2021 before 4PM.**

**Note: The consultancy is for a period of 22 days spread from 13-October – 2021 to 13-November – 2021**