

TERMS OF REFERENCE

Development of Gender in Education Guidelines in South Sudan

Project name: Child-centred Approach for Strengthening the Right to Education in South Sudan (CARE)

Project Locations: Magwi, Eastern Equatoria



Project Background

Save the Children International (SCI) South Sudan is implementing the Radio-Aid funded Child-centred Approach for Strengthening the Right to Education (The CARE Project) in Magwi, South Sudan. This initiative aims to strengthen access to quality, safe, and inclusive education for all children, with particular attention to Children with Disabilities (CwDs), girls, and Out-of-School Children (OOSC). As part of this effort, SCI is supporting the Ministry of General Education and Instructions (MoGE&I) to develop Gender in Education Guidelines that will provide stakeholders with a practical framework to challenge gender stereotypes and promote equal educational opportunities.

Given the project's timeline, SCI seeks a qualified consultant to lead the development of the Gender in Education Guidelines, including stakeholder engagement and dissemination of the finalized guidelines.

Consultancy purpose

The purpose of this consultancy is to develop gender-responsive education guidelines that will guide the Education Sector and other stakeholders in addressing and mitigating gender-based barriers to education. The guidelines aim to ensure that educational policies and practices in South Sudan are inclusive, equitable, and sensitive to the needs of all learners, with a focus on eliminating gender disparities. By fostering a more gender-sensitive educational environment, the study seeks to empower marginalized groups, particularly girls, children with disabilities, and out-of-school children, ensuring that all children have equal opportunities to access quality education. The resulting guidelines will serve as a key resource for policy development and support the implementation of strategies that promote gender equity in education at the national and state and county levels.

Objectives of the study.

The overall objective of this consultancy is to develop comprehensive Gender in Education Guidelines through a participatory process involving key stakeholders. The guidelines will:

- Address gender disparities in the education system
- Provide actionable recommendations to promote gender equity in South Sudan's education system.
- Serve as a foundational document for future policy development and implementation by MoGE&I.

Scope of Work

The consultant will:

1. Conduct a desk review of existing policies, frameworks, and research on gender in education in South Sudan, regionally and globally.
2. Facilitate stakeholder consultations with Ministry officials the national Education institutions, the higher learning community leaders, teachers, CSOs, and other relevant stakeholders to gather input.
3. Develop a draft Gender in Education Guidelines document, incorporating feedback from stakeholders.
4. Organize and lead a validation meeting to finalize the guidelines.

5. Prepare a dissemination strategy to promote awareness and use of the guidelines among stakeholders.

METHODOLOGY.

The consultant will employ a mixed-methods approach to develop the Gender in Education Guidelines, combining desk research, stakeholder consultations, and participatory workshops. The methodology will include the following key steps:

1. **Desk Review:** A comprehensive review of existing gender in education policies, frameworks, and research will be conducted to understand the current landscape of gender disparities in South Sudan's education system. This will include analyzing relevant national, regional, and international documents, reports, and studies to inform the development of the guidelines.
2. **Stakeholder Consultations:** A series of consultations will be held with key stakeholders, including representatives from MoGE&I, community leaders, teachers, Civil Society Organizations (CSOs), education experts, and other relevant actors. These consultations will use both qualitative and quantitative methods (e.g., interviews, focus groups, surveys) to collect input on current challenges, best practices, and recommendations for promoting gender equity in education.
3. **Guidelines Development:** Based on the desk review and stakeholder input, the consultant will develop a draft of the Gender in Education Guidelines. This draft will be shared with stakeholders for feedback and further refinement.
4. **Validation Meeting:** A validation workshop will be organized to present the draft guidelines to a broader group of stakeholders for feedback and validation. The workshop will include interactive discussions, group activities, and presentations to ensure the guidelines are contextually relevant, practical, and aligned with stakeholder expectations.
5. **Finalization and Dissemination Strategy:** The final guidelines will be produced based on the feedback received during the validation process. A dissemination strategy will be developed to ensure the guidelines are widely circulated and accessible to key stakeholders, including MoGE&I, schools, CSOs, and international development partners. This strategy will include recommendations for training, awareness campaigns, and resource distribution to ensure successful implementation and uptake of the guidelines across South Sudan.

ROLES AND RESPONSIBILITY

ROLES	PRIMARY TASKS
Local Consultant	<ul style="list-style-type: none"> • Conduct a thorough review of existing gender in education policies, frameworks, and research at the national and international levels, identifying gaps and opportunities for promoting gender equity in South Sudan's education system. • Organize and facilitate consultations with key stakeholders, including representatives from MoGE&I, teachers, community leaders, and CSOs. Gather input through interviews,

	<p>focus groups, and surveys to inform the development of the guidelines.</p> <ul style="list-style-type: none"> • Using insights from the desk review and consultations, develop a comprehensive draft of the Gender in Education Guidelines, ensuring that it is contextually relevant and actionable. • Lead the organization and facilitation of the validation workshop. Present the draft guidelines, gather feedback from participants, and integrate this feedback into the final document. • Incorporate feedback from the validation workshop and finalize the Gender in Education Guidelines. Ensure that the guidelines are clear, practical, and aligned with local educational needs. • Develop a strategy for disseminating the guidelines to relevant stakeholders, including identifying key audiences, appropriate methods of distribution, and recommended training or awareness activities. • Submit all deliverables on time, including an inception report, stakeholder engagement summary, draft guidelines, validation workshop report, final guidelines, and dissemination strategy document.
Save The Children staff	<ul style="list-style-type: none"> • Provide strategic guidance and oversight throughout the consultancy. Ensure that the consultant's work aligns with SCI's objectives and the needs of the South Sudan education system. • Offer technical assistance in gender, education, and South Sudan's context to support the consultant in developing relevant and effective guidelines. Provide input into the draft guidelines and ensure alignment with SCI's broader programming. • Review all deliverables, including the inception report, draft guidelines, and final guidelines. Provide timely feedback and ensure that the consultant's work meets the required standards and objectives. • Assist in the implementation of the dissemination strategy, including facilitating the distribution of the guidelines to relevant

	<p>stakeholders and supporting awareness-raising activities as needed.</p> <ul style="list-style-type: none"> • Monitor the progress of the consultancy, ensuring that timelines and deliverables are met, and provide any necessary resources or support to the consultant throughout the process.
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Expected Deliverables

The consultant is expected to deliver the following;

- Detailed methodology, work plan, and timeline for the consultancy.
- Documentation of inputs from consultations and key findings.
- Comprehensive draft for review by SCI and stakeholders.
- Summary of feedback and finalization process.
- Completed and validated guidelines document.
- Plan for sharing and promoting the guidelines among relevant stakeholders.

Timeliness and Duration of Assignment

The study is expected to be completed within 45 working days from the time of award /signing of the contract. The expected start date is 3rd March 2025 ending by 18th April 2025.

Task	Number of Days
Desk review	5 days (March 17 th – 21 st)
Stakeholder consultations	10 days (March 6 – 15)
Draft guidelines development	15 days (March 24 th – April 4 th)
Validation workshop	5 days (April 7 th – 11 th April)
Finalization and dissemination strategy	10 days (April 4 th – 25 th)

Qualifications and Experience

SCI South Sudan invites competent and experienced individuals/firms to submit their technical and financial proposals. Interested individuals must possess the following qualifications as a minimum.

- Advanced degree in Education, Gender Studies, Social Sciences, or a related field.
- Proven experience in policy development or guideline formulation in the education sector.
- Strong understanding of gender issues in education, particularly in conflict-affected settings.

- Demonstrated ability to facilitate participatory stakeholder engagement processes.
- Excellent analytical, writing, and communication skills

Reporting

The consultant will report to the SCI Education Advisor and work closely with the Gender Advisor, relevant SCI staff and MoGE&I representatives.

Application Process

Qualified candidates are invited to submit the following:

1. Technical proposal outlining relevant experience, work plan and approach to the assignment.
2. Financial proposal detailing budget, including consultancy fees.
3. CV highlighting qualifications and previous similar work.

Terms of Payment

The consultancy fees shall be made in three instalments according to the following schedule:

1. The first payment of 40% advance of the total agreed contractual amount will be made immediately after the signing of the contract and submitting desk review.
2. The second payment of 30% of the total contractual amount shall be affected to the consultant upon completion of the stakeholder consultations and the submission of the Draft guidelines development.
3. The third payment of 30% of the total contractual amount shall be made to the consultant upon completion of the validation meeting, finalization and dissemination strategy.

Submission of application

Interested individual consultants should submit their technical and financial proposal and two samples of reports in which the consultant has authored. Applications should be submitted to Torit.Quotations@savethechildren.org no later than 24th March 2025.

SECTION 1 - ESSENTIAL CRITERIA			
INSTRUCTIONS – Bidders are required to complete all sections of the below table.			
Item	Question	Bidder Response	
1	MANDATORY CRITERIA: Supplier accepts Save the Children's 'Terms and Conditions of Purchase' included in the next sheet of this evaluation criteria, and that any work awarded from this tender process will be completed under the same 'Terms and Conditions of Purchase'	Yes / No	Comments / Attachments
2	MANDATORY CRITERIA: The Supplier and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG's policies and code of conducts listed below.	Yes / No	Comments / Attachments
	1) Child Safeguarding Policy		
	2) Anti-Bribery & Corruption Policy		
	3) Human Trafficking & Modern Slavery Policy		
	4) Protection from Sexual Exploitation and Abuse Policy		
	5) Anti-Harassment, Intimidation & Bullying Policy		
	6) IAPG Code of Conduct		
	7) Conditions of Tendering		
3	MANDATORY CRITERIA: The Supplier confirms it is not linked directly or indirectly to any terrorism related activity and does not sell any Dual-Purpose goods / services that may be used in a terror related activity.	Yes / No	Comments / Attachments
4	MANDATORY CRITERIA: The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this.	Yes / No	Comments

5	MANDATORY CRITERIA: The Supplier confirms it is fully qualified, licensed and registered to trade with Save the Children	Yes / No	Comments
	This includes the Supplier submitting the following requirements (where applicable):		
	- Legitimate business address		
	- Valid Tax registration number & certificate		
	Valid tax clearance/compliance Certificate		
	Valid Operating/Trading License		
	Valid certificate of incorporation(Include the renewals if applicable)		
6	For Individual Consultants, applicants must submit the following documents: - Copy of Passport 'data page' or National ID - Individual tax registration - Curriculum Vitae(CV)		
SECTION 2 - CAPABILITY/TECHNICAL EVALUATION CRITERIA			
Demonstrated experience			
1	Experience of the lead and technical proficiency relevant to the study processes and professional training including demonstrated appropriate expertise .		
2	Demonstrated ability to facilitate participatory stakeholder engagement processes.		
3	Strong understanding of gender issues in education, particularly in conflict-affected settings		
4	Experience in conducting similar studies related to Gender in Education Guidelines .		
5	Proven experience in policy development or guideline formulation in the education sector		
SECTION 3- SUSTAINABILITY CRITERIA			
1	The bidder demonstrates experience and understanding of local context and community. This can be evidenced by the previous assignments carried out		

