

TERMS OF REFERENCE (TOR)

CONSULTANCY FOR MAPPING OF LOCAL LEVEL PEACE STRUCTURES IN CENTRAL EQUATORIA, WESTERN BAHR-EL-GHAZAL, AND JONGLEI STATE

I. SUMMARY OF CONSULTANCY

Title: Consultancy for the mapping of the existing peace structure and conflict response mechanisms at TVET Centre and selected counties in South Sudan

Location :	South Sudan
Application Deadline :	7 th April, 2021 4:00pm South Sudan Time
Type of Contract :	Consultancy Firm/Individual Contractor
Post Level :	National consultancy
Languages Required :	English Language
Starting Date :	10 th April 2021
Expected Duration of Assignment :	35 days

2. PURPOSE OF THE CONSULTANCY:

The purpose of the mapping exercise is to provide factual information to FCA and EMPOWER-II consortium on the existence and capacity of local level peace structures at TVET-Center Levels in selected Counties in Central Equatoria State, Western Bahr-el-Ghazal State, Jonglei State, and Greater Pibor Administrative Area (GPAA) to support the implementation of various TVET activities under EMPOWER-II in these locations.

3. BACKGROUND AND CONTEXT

Finn Church Aid is the largest Finnish development cooperation organisation founded in 1947. FCA operate in around 15 countries in Asia, Africa and the Middle East. We work with the poorest people, regardless of their religious beliefs, ethnic background or political convictions. 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. Finn Church Aid is a member of ACT Alliance.

FCA in Consortium with Norwegian Refugee Council, ACROSS, and VOSDO is implementing an EU funded 30 months project “Enhancing Technical and Vocational Education and Training (TVET) for youth employment in South Sudan” EMPOWER-II in Central Equatoria State (Juba and Yei County), Western Bahr-el-Ghazal State (Jur River County), Jonglei State (Bor, Fangak, and Akobo counties), and Pibor Administrative Area. In line with the Global Goal of “promoting access to full and productive employment and decent work”, the action aims to contribute to Specific objective one (improving business-enabling environment and investment climate) and priorities “C” (removing administrative constraints, facilitating business licencing and increasing general access to resources for creation of innovative businesses) and “E” (Increasing the competitiveness of businesses, result in the development of high-quality services and infrastructure, environment that is conducive to innovative entrepreneurship that enhances access to business innovation and management, in particular for women and young entrepreneurs). Specifically, the action seeks to promote empowerment of youth in South Sudan, through access to relevant and quality TVET and income generating opportunities. This consultancy is aligned to Outcome 2 of the action which targets 3350 youth (South Sudanese from different ethnic

backgrounds aged 15 – 35 years) who will benefit from TVET services in 11 TVET centres and reaching 50,000 community members reached through TVET advocacy and messages and peace building messages in the three States and One Administrative Area.

FCA and the EMPOWER-II consortium has commissioned this mapping study of Peace structures in TVET centers in the counties of Juba, Yei County, Bor, Akobo, Old Fangak, Pibor, and Jur River. The aim of this mapping exercise is twofold; To find out if there exist any peace structures at the TVET centers or communities surrounding these TVET centres (composition, roles, typologies, and CR mechanisms in place); and secondly to explore ways for programmatic linkages between access to TVET training opportunities and its contribution to conflict prevention processes and in turn increased stability. In addition, the mapping will also identify linkages between TVET centre level peace structures – if any - to community and national peace structures to ensure that ensure that the links between the peace support structures and the private sector function. This is hoped to promote inclusive peace building interventions as a way of creating a conducive environment for implementation of youth economic empowerment interventions.

4. OBJECTIVES

The main objectives of this consultancy are the following;

- I. To identify names, location and distribution and composition of existing peace structures in the targeted EMPOWER-II TVET centres in the eight (8) selected 8 counties.
- II. 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
- III. Asses the types of conflicts addressed by local peace structures in relation to improving youth economic empowerment interventions.
- IV. To assess the existing programmes for these structures and identify areas for programmatic linkages to both EMPOWER-II and national and local/regional/state-level peacebuilding processes

5. SCOPE OF THE CONSULTANCY

The Consultant/Consultancy firm will conduct a mapping exercise for all TVET-Centres and County level peace structures and their networks in Central Equatoria, Western Bahr – El Ghazal, Jonglei State and Greater Pibor Administrative Area. The consultant is expected to provide a brief historical background of local level peace structures in relation to the analysis of their specific interventions. The table below summarizes list of TVET Centres within the geographical scope of this consultancy

State	County	Consortium Partner Responsible	Centre	Proposed no of Trainees per Centre TVET
Central Equatoria	Juba	ACROSS	Divine Catering Training Centre	90
		ACROSS	Multi-Purpose Training Centre	410
		FCA	Juba Technical Secondary School	600
		FCA	South Sudan Older People's Organization	300
		NRC	Juba PoC3	180
		NRC	Supiri VET Centre	280
	Yei	ACROSS	Yei Agricultural Training Centre	320
Jonglei	Bor	NRC	Bor Vocational Training Centre	250
	Akobo	NRC	Akobo Vocational Training Centre	200
	Old Fangak	FCA	Fangak Women Community Centre	260
	Pibor	ACROSS	Pibor Girls	160
Total				3050

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.
- b) Carry out individual/group informal/formal discussions with relevant stakeholders working with local level peace structures including faith based organisations, community based organisations, national NGOs, international NGOs, etc.
- c) Produce and present a concise, and clearly written mapping report (max 20-pages) with needed appendices/list of local peace structures, location, programme/activities focus.
- d) Hold meetings with FCA and EMPOWER II technical consortium team.
- e) 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. The consultant is expected to conduct;

- a) Desk review: conduct a desk review with documents provided by FCA and EMPOWER-II partners 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 Education Advisor for review and feedback. The report will be validated through a workshop (in person or online) among key FCA staff, partner 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 in the course of the assignment will be used for the purpose of the assignment only and handed over to FCA and EMPOWER-II once the assignment has been completed.

FCA and EMPOWER-II have established a Technical Working Group to provide quality assurance and approve of mapping process deliverables. The consultant/team of consultants will report to FCA's Education Advisor whilst copying the Peacebuilding Advisor.

7. EXPECTED DELIVERABLES

- a) 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 a proposal through an outline of the final report.
- b) Presentation of the preliminary findings to the EMPOWER-II Technical Working Group
- c) Draft Report; maximum 20 pages excluding annexes
- d) Final Report maximum 20-15 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.
- The lists of key informants must be disaggregated by Gender and Persons with Disabilities
- The report will include list of Local Peace Structures, locations (counties/payams/bomas)

8. TIMELINE AND SUGGESTED CONSULTANCY OUTLINE:

The timeframe for this consultancy is 35 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

9. REQUIRED SKILLS, COMPETENCIES AND EXPERIENCE

The consultant (firm) must have expertise and grounded experience in carrying out baseline surveys or studies. The consultant must be able to 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 and information. S/he should meet the following minimum requirements.

- The Lead Consultant should have a minimum Post-graduate degree (Masters) in Peace and Conflict Studies, Social Sciences, or any other related development field with minimum 7 years experiences in undertaking similar type of studies.
- In-depth knowledge and experience on research methods (household survey, key informant interviews and focus group discussions).
- Team Members must have at least five years of experience in conducting evaluations with international NGOs/INGOs.
- Knowledge of and familiarity with South Sudan context.
- Consultants(s) should have comprehensive understanding of the tools development and draw the information from the baseline data and analytical report writing skills.
- Excellent research and analysis skills; Communication and interpersonal skills
- Language Capabilities: Excellent written and spoken English, Good understanding of Juba Arabic or local languages.
- Excellent report writing, data collection and analysis skills

10. REPORTING:

The Consultant/firm will report to FCA's Education Advisor whilst with regular/technical support from FCA Peacebuilding Advisor. 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)	Skills, Qualification, Expertise, and Experience	25
b)	Methodology Proposed	30
c)	Availability/Proposed work plan	15
Financial Proposal (30%)		
d)	Price (Technical and other fees)	25
e)	Compliance with National Policies	05
TOTAL SCORE		100

13. APPLICATION PROCEDURE:

The closing date for receipt of applications is **7th April 2021** NOT LATER THAN **16:00hrs** South Sudan Time

The interested candidates should submit the following documents along with their application:

- Technical and Financial Proposal that outlines relevant skills and experience
- A Detailed Budget proposal (*include Technical Consultancy fees, Domestic Airfare and local transport from Juba to 3 targeted states based on UNHAS rates, Enumerators/Translators, Food and refreshments for FGDs, validation workshop costs for 20 people, Printing and reproduction costs of 10 copies of the final report, and all other related costs relevant to the consultancy*)
- **The budget should include other fees such as 20% tax government taxes clearly indicated in a separate row.**
- Proposed Work Plan
- The Detailed Curriculum Vitae of the Lead Consultant(s) with at least 3 professional referees (official emails ONLY)
- A sample report of such previous consultancy

Applications should be submitted by email with the heading **“MAPPING CONSULTANCY PROPOSAL”** through email to Procurement.Ssuco@kirkonulkomaanapu.fi or hand-delivery to Finn Church Aid Office in Juba (Juba Na Bari, Bilpham Road, Behind Midan Rembo). Only successful applicants will be contacted.

Note:

- *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*