



# Norwegian People's Aid

## Consultancy Terms of Reference

### Assessment of the Functionality of Enterprise Groups

Position:	Consultant to Assess the Functionality of NPA- BREL Enterprise Groups
Responsible to:	Monitoring and Evaluation Coordinator
Location:	Awerial, Bor, Terekeka, Mvolo, Yirol East and Yirol West Counties
Project:	Partnership for "Building Resilience and Enhancing Livelihoods (BREL)" of Conflict Affected Households in South Sudan
Time Frame:	30 Days- Including Weekends for data collection and the final Approve Report
Duration:	<b>Start Date:</b> 1 <sup>st</sup> March 2022 <b>End Date:</b> 30 <sup>th</sup> March 2022

### Introduction

Norwegian People's Aid (NPA) South Sudan is an International Non-Governmental Organization involved in humanitarian, relief and long-term development cooperation in South Sudan. NPA has worked in South Sudan since 1986 and currently runs three programmes: Civil Society Development, Rural Development, and Emergency Response. The NPA Rural Development Program is implementing a four-year (2020- 2024) NORAD funded project title *"Partnership for Building Resilience and Enhancing Livelihoods (BREL)"*. The BREL four-year project has been desired to improve the resilience of the target households to shocks (economic, natural and conflict related shocks) and contribute to livelihoods through improved households' production and increased and diversified income sources. The project since its inception has implemented series of interventions that promote household/community food security, build the resilience and livelihoods. This was by strengthening the capacity of Smallholder Farmers, Enterprise Groups, Associations and Local Actors (NRM and Peace Committee) to provide an enabling environment for target households engage in improved and more sustainable climate smart agriculture, hence contributing to improved household production and productivity and increased/ diversified sources of income of the conflict affected households in south Sudan.

### Description of the Project

The overall objective of Partnership for Building Resilience and Enhancing Livelihoods (BREL) is "improved food security, livelihoods and incomes of conflict affected households in South Sudan" with three specific outcome results: 1) Improved food production and productivity through transfer of sustainable agricultural practices and technologies; 2) Improved Conflict mitigation, Natural Resource Management capabilities and resilience and 3: Increased and Diversified Income for youth and women.

This assessment falls under outcome 3 of the BREL project (*Increased and Diversified Income for youth and women enterprise groups within the target communities*). In BREL outcome 3, the project has been involved in supporting livelihoods and entrepreneurship groups through vocational and agriculture training and in-kind support, integrated with peacebuilding and

psychosocial support activities for at-risk and vulnerable women and youth groups. The project has supported youth enterprise groups with revolving funds and trainings on entrepreneurship. The activities contributing to the achievement of this result 3 also focused on increasing smallholder producers' ability to reduce post-harvest losses, improve storage and add value and strengthen linkages with markets. The project was aimed to promote use of improved grain drying methods and household grain storage facilities constructed with locally available materials. Women farmer groups or mixed groups with 60% women was prioritized. This is because processing of the crops targeted by the project usually done by women, using methods which are extremely labour-intensive and time consuming, and labour-saving technologies can have a very significant positive impact on their livelihoods. The initiative has also promoted local artisans and blacksmiths in the fabrication of tools and equipment (for instance agricultural hand tools, ox ploughs, beehives, post-harvest drying and storage structures, livestock shelters, fish-smoking ovens, fuel-efficient stoves, etc.). The main enterprise groups support through this project includes; 12 Community food banks, 5 Disaster Management Committees, 20 Village Savings and Loan Associations (VSLAs), 18 Women's Fishing Groups (WFG), 10 Youth Groups, 10 Market Actor/Agro-Dealers and 20 Post Harvest Handling and Storage (PHHS) Facilities.

## **Purpose of the Survey**

The purpose of this assessment is to gather an in-depth understanding of the overall performance of NPA enterprise group activities including processes of group formation, cash disbursement, monitoring of enterprise groups, record keeping, revolving of funds, related significant change and sustainability. The survey is expected to provide recommendations that will assist NPA to improve on the current implementation approach on Enterprise Groups. These recommendations will further inform future related programmes.

## **Specific objectives**

1. To determine the existence, functionality and performance (income generation levels, social cohesion, & contribution to food security) of enterprise groups supported from 2019 - 2021.
2. To assess the effectiveness of the overall implementation approach of enterprise group formation starting from mobilization, selection of beneficiaries, group formation, business venture eligibility and subsequent delivery of the training.
3. To assess the enterprise group cash disbursement mechanism, cash record management and performance, gaps associated in cash disbursement, accountability and compliance process.
4. To assess the current monitoring approach and recommend an efficient model to monitoring of enterprise group that reduces risk of funds embezzlement (theft) and misappropriation at community level.
5. To assess the bottlenecks around revolving funds and recommend an effective model that ensure disbursed funds and revolved among communities. The model should include the role of stakeholders (NPA, local authorities and community leaders).
6. To identify at least 4 significant changes profiles (in form of success stories), major challenges faced by the groups and best practices / lessons learnt and prepare recommendations that will be used to improve the quality and sustainability of the future enterprise groups.

## Reporting

The consultant will be required to report on regular basis to the to the NPA M&E Coordinator on the progress of the survey, which will have the overall responsibility of the survey.

## Responsibilities of the Consultant

The consultant is required to perform the following tasks:

- Recruitment of Survey Enumerators: (M&E Coordinator and the project team leader will provide additional support on this during the survey exercise)
- Prepare the sample of the survey: (this will be reviewed and approved by the NPA M&E Coordinator)
- Conduct survey enumerators training for participants: (consultant to provide relevant training materials/ handouts)
- Training on use of Mobile Data Collection tools (Tablets/ smartphones), survey questionnaires and methodology
- Coordination and supervision of data collection in target location
- Provide Data collection tools (Smart Phones or tablets) for mobile Data Collection (MDC) process
- Checks for data quality conducted throughout the data collection period, data entry and final data cleaning
- Completed data collection for target locations produced
- Conduct data analysis and draft report write up
- Collation of inputs from relevant programme staff, finalization of recommendations
- Produce the finalized survey report

## Responsibilities of the Norwegian's People Aids- NPA

The Norwegian's Peoples Aid will be responsible to;

- Provide payment and cover other necessary cost with the survey enumerators.
- Provide/ assigned staffs (M&E Coordinator and the project Team Leader in the field) for coordination on planning of the survey
- Provide vehicles to facilitates the data collection processes
- Provide flights/ transport to and from field location
- Provide population data for sampling for the target location
- Provide review of questionnaires (installed into the tablet/ smart phones)
- Provide survey enumerators training materials (flip chart, note books, marker pens, projector and training space)
- Facilitates the piloting of developed tools/questionnaires after enumerators' trainings.
- Provide relevant security briefings and organize relevant travel permits if required.

## Conditions of Work

- During the period of this job, the consultant will be based in NPA Field office or hired accommodation with frequent travel to field locations for data collection supervisions and monitoring. He will be asked to overnight in the far counties of the target project sites under NPA cost if in hotel and or in NPA guest house.
- The consultant will be required to abide by NPA security procedures and other relevant policies, e.g. Code of Conduct, Conflicts of Interest, which are outlined in the contract for this Job.

- All raw data collected and reports generated will remain the property of the Norwegian Peoples Aid- NPA and the consultant will have no any rights of ownership after the end of the survey.

## Time Frame

- This assignment will last approximately for 30 days starting from 15<sup>th</sup> February 2022
- The timeframe assumes data collection with electronic handsets, and as such does not include time for data entry.
- For applicants intending to propose data collection using paper questionnaires please indicate this clearly in the proposal document.
- The overall work should be completed in not more than 30 days including the final approved report for the survey.

## Qualifications and Experience

### Required

The successful candidate should:

- Have an advanced university degree or the equivalent, with advanced education in Agriculture, Economics, development studies, qualitative and quantitative research studies, M&E with years of experience in conducting similar research for income generating activities (IGA) and food security and livelihood (FSL) with a specific competency in humanitarian emergencies setting.
- Have significant experience in undertaking IGA and or Market surveys using quantitative and qualitative methods (Design and Methodologies, staff recruitment and training, field supervision and data analysis/write up).
- Be familiar with the use of mobile data collection tools (MDC) and able to upload and manage cloud data as required by the organization. The firm should have its own devices for data collection (SMART PHONES/ TABLETS)
- Familiar with statistical data analysis tools such as SPSS, Stata
- Able to work in difficult and hostile environment
- Have experience in negotiating tangible ideas with opposing parties
- Able to manage work stress while keeping high performance
- Able to travel long distant in rough roads with minimal nutritional support
- Able to facilitate these activities remotely in case of travel ban due to covid19
- Be fluent in English with excellent writing and presentation skills
- Experience in conducting trainings with covid19 measures
- Experience/exposure to similar contexts
- Should be a South Sudanese Local recognize consultancy firm with several experience

### Desired

- Previous experience in South Sudan of similar job is added advantage

### All applicants should include the following

- Technical proposal: The technical proposal should include;
  - Brief explanation about the lead and associate consultants with particular emphasis on previous experience in this kind of work



## Methodology

The desired methodology for this survey is participatory approach and stakeholders (Local Authorities, State officials, county CAD officials, IGA groups members/ leaders) all will be part of this survey process. The consultant will however provide leadership and bear responsibility for the process, the findings, the comments and the content of the final report.

The survey methods should be based on quantitative and qualitative data collection and should include detailed data on target beneficiaries as well as secondary data. All data collected through the assessment must be disaggregated by group type, gender and age.

The design and implementation of the survey must also ensure that principles of gender equality, inclusion and non-discrimination are considered and acted upon throughout, and that the meaningful participation of the most vulnerable groups and other key stakeholders is promoted in the design and implementation of the survey.

## Scope of Work

The scope of the survey is limited to collecting data and generating quantitative information from household respondents and qualitative information from stakeholders' respondents (KII/ FGD). Secondary information shall be collected from reliable sources, this may also include reference to very credible secondary data sources with time and relevance to the purpose and objectives of the assessment.

To accomplish the scope of work, the consultant will perform the following duties:

- Submit inception report to the NPA M&E Coordinator
- Develop Questionnaires and upload to Kobo collect or ODK platform
- Holding consultative meeting with staff and management of NPA in Juba and in the field
- Hold preparatory planning meetings with key stakeholders and hold training workshop on the data collection enumerators
- Holding Focus group discussions, use of household questionnaires with project direct beneficiaries and stakeholders (including in all IGA's Groups, Community Leaders and Service Providers).

## Deliverables

1. A preliminary report of the baseline survey will be shared with the field team at field level and in Juba Office with the rural development program staffs before the final report write-up through a formal presentation of the key findings at NPA Field office or in Juba
2. Validation workshop with NPA staffs including key stakeholders from relevant government departments.
3. Submission of first draft report to NPA for comments
4. A detailed IGA Assessment report of not more than 30 pages of the main body (annexes could be as many as necessary) situation is to be submitted to NPA at the end of the assignment. The final survey report will include recommendations on actions to address.
5. Submit at least four (4) or more success story with clear photographic shots of enterprise activities and submit together with the report as annexes.
6. List of Annexes (Questionnaires, Raw Data sets, Clean and analyse Data sets)

- Understanding of TOR and the task to be accomplished
- Proposed methodology
- Draft work/implementation plan
- A written submission on understanding of TOR, methodology / approach the consultant will use; time and time-bound activity schedule, financial issues (budget, number of people he/she will hire, costs per activity line – people, logistics etc.)
- Organizational (if it is a company applying) or personal capacity statement (if it is an individual that will hire data collectors)
- Resume and 3 references

### **The evaluation criteria are based on technical and financial criteria**

- Known reliability in delivery of timely and quality services
- Relevant field/ country experience
- Relevant sector specific technical experience & qualifications
- Relevant monitoring and evaluation experience
- Cost/ budget

### **Submission**

Interested applicants should submit application by email to [rss-tenders@npaid.org](mailto:rss-tenders@npaid.org)

Or hand delivery to the NPA South Sudan Head Office, Martyrs Street (opposite UNICEF) Juba, or to NPA Rumbek, Yirol and Bor Field Offices.

**Applications submitted after 5:00PM on Friday 18<sup>th</sup> February 2022, will not be considered.**

*Note: For the purpose of urgency, applicant will be reviewed on daily basis and NPA reserves the right to terminate this advert before the stated deadline. Due to travel restrictions linked to the COVID-19 pandemic preference will be given to consultants who are in country and can start the assignment as soon as is possible.*