

Annex 1

Terms of Reference for Baseline Survey for DCA and partner implemented project, funded by the European Union titled: “*The Future is Equal – Empowerment of women in Upper Nile State*”

1.0 Background and Introduction

1.1 Introduction of the Organisation

DanChurchAid (DCA) is a decentralised Danish NGO, which primarily works with both local and international NGO partners, and it is a strong member of international networks/alliances including churches. DCA’s headquarter is in Copenhagen and has offices in 16 countries worldwide but supports projects/programmes in at least 25 countries. It seeks to assist the most marginalised populations through its four thematic programme types in South Sudan, namely, Active Citizenship, Right to Food, Humanitarian Response and Humanitarian Mine Action (HMA). Advocacy, right based approach (RBA), Nexus and Gender are its added value strategies in all interventions to address DCA global goals of Save Lives, Build Resilience and Fight Extreme inequality.

DCA works with local communities and is increasingly involved in building the capacity of partners, communities, and local government institutions as well as its own staff. DCA’s South Sudan regional office is based in Juba and implements programmed through its partners in Jonglei, Upper Nile, Eastern Equatorial, Unity and Central Equatorial states.

1.2 Background for Consultancy

This term of reference describes DCA’s South Sudan objectives to undertake a Baseline survey for its project titled “*The Future is Equal – Empowerment of women in Upper Nile State*” funded by the European Union, and implemented through DCA’s local partner Across Africa Development Organisation (AADO). The ToR briefly describes the purposes of the baseline, proposed scope of work, methodologies, and deliverables from the survey team. Below are the details of the project Baseline considerations.

1.3 Introduction of the Project

The Future is Equal – Empowerment of women in Upper Nile State is funded by the European Union, and throughout this project DCA and its local partner AADO will implement an integrated approach to promote women’s economic, political and social empowerment at the local level in Ulang and Longechuk counties in Upper Nile State in the Northeast of South Sudan. The selected locations are among the most volatile areas of South Sudan, with specific challenges related to high rates of human rights violations and gender-based violence (GBV), including rape. Women and girls are the primary stakeholders of the action and will take on a leading role in the implementation and design of the action, taking charge of their lives and claiming equal rights, with continuous support through the proposed action. Men and boys will be engaged significantly, especially through the Engaging Men in Accountable Practices (EMAP) approach to facilitate attitude change towards women and girls. The engagement of influential stakeholders will further increase ownership of the change in attitudes and result in a significant reduction of use of harmful traditional practices. In addition, the action will aim to provide support to GBV service providers, including psychosocial support (PSS) providers, legal and paralegal service providers as

well as medical facilities and actors providing clinical management of rape (CMR). Coupled with this are strengthened social support structures within the already existing social spaces in Village Savings and Loans Associations (VSLAs), producer groups and GBV committees, which will reduce the culture of silence around gender injustice and provide support for those affected. The action envisages the final beneficiaries and engaged stakeholders of the action as future shapers of attitudes, practices and behaviours of people, advancing gender equality using the structures established through this action. By continuing to address expressions of toxic masculinity like GBV and violence against women and girls (VAW/G) within the targeted communities and beyond and offering response services within the referral pathway, final beneficiaries will contribute to nurturing a culture of intolerance to gender inequality.

1.3.1. Project Goal

The overall objective of the action focuses on empowering women and girls in South Sudan, specifically in Ulang and Longechuk Counties of Upper Nile State, who have been facing marginalisation and limitation as a result of a highly patriarchal and traditional society. This action will serve as a contribution to the promotion of women's economic, political and social empowerment at the local level, with specific attention to those in the most vulnerable situations.

1.3.2. Overall objective indicators

- % of women with increased economic independency, control over household assets, decision-making power at household level and time savings
- % of women and older adolescent girls who are enjoying equal decision-making power in political and civic structures at the local level
- % of women, girls, men and boys with improved attitudes toward women's and girls' empowerment

1.3.3. Project expected outcomes and outputs

Outcome 1: Targeted communities demonstrate increased gender equality and awareness of harmful behaviour and social norms

- *Output 1.1: Men and boys trained on Engaging Men in Accountable Practice (EMAP) approaches and especially with focus on change of attitude and behaviour towards women and girls*
- *Output 1.2: Community members made aware on general concept of GBV including women and girls' rights within the community through awareness raising sessions*

Outcome 2: Economic capacity of targeted women and girls through entrepreneurship skills and vocational training is enhanced

- *Output 2.1. Women and older adolescent girls trained on entrepreneurship skills/ economic empowerment*
- *Output 2.2. Women and older adolescent girls trained on practical vocational skills*

Outcome 3: Trained women and older girls' take on leadership roles and actively participate in community decision-making processes

- *Output 3.1. Women and older girls trained on leadership skills and decision-making roles within the community*

Outcome 4: Access to quality and timely services for GBV survivors within the targeted communities is improved

- *Output 4.1. Case workers from the partners' implementing response services trained on psychosocial support, case management and data protection to handle GBV survivors*

- *Output 4.2. Community members (Chiefs, women's leaders, police, paralegals) trained on national legal framework on GBV legal process and access to justice for GBV survivors.*
- *Output 4.3. Medical practitioners trained on Clinical Management of Rape (CMR)*
- *Output 4.4. Community leaders (religious, traditional, youth and women leaders, Boma chiefs, Payam Administrators and NGO partners) trained on GBV Basic concepts for good coordination, referral pathways and networking.*

2.0. Purpose of the baseline

The baseline survey's overall purpose is to establish the pre-project conditions in key intervention areas from which a comparison can be made for the purpose of monitoring and evaluating the intended goal and outcomes of projects. The baseline is also intended to collect data to be used to benchmark performance of the project in line with its objectives. In addition, the baseline will enable DCA, its partners and its donors to capture any unforeseen issues that will be vital to enable the smooth implementation of the project.

2.1. Specific objectives of the baseline

- To establish the status of project indicators with regard to gender equality and women's empowerment. This will serve as a basis for measuring milestones on outcomes.
- To assess effectiveness and organizational efficiency in progressing towards the achievement of gender equality and women's empowerment results as defined in the intervention.
- Assess prevailing social and economic contexts in the project area that implementation will need to consider;
- Establish livelihood activities mostly practiced by the communities through a gender lens;
- To provide an in-depth indicative information on the status of community safety and security of vulnerable populations in the project intervention areas;
- Assess the appropriateness of the proposed action for all individuals and groups (women, men, youth);
- To identify the existing protection and violence prevention issues and activities in the project intervention areas;
- Determine main needs of the beneficiaries within the proposed project description that the programming should address;
- Assess appropriateness of indicators;
- To provide benchmark information for measuring project achievements and outcomes based on the project log frame;
- Determine the synergies of this project with other Partners implemented projects in the same geographic area and coordination with other actors and make recommendation aimed at achieving greater impact;
- Assess how to minimise the unintended negative effects which can increase people's vulnerability to both physical and psychosocial risks;
- To identify major external factors that may influence or impact the implementation of the project;
- Assess any potential risks to the project and how cross-cutting themes will be integrated into the project.

DCA will share the detailed Logical Framework with the successful consultant for full consolidation with the objectives of the baseline.

3.0. Baseline Scope and Methodology

3.1 Baseline Scope

- *Geographical Scope:* The action is estimated to benefit 11.588 women and 7.268 older adolescent girls who are either survivors or at high risk of violence in Ulang and Longechuk counties, Upper Nile State, South Sudan.
- *Baseline Timing:* The project runs for two years from 1st. of February 2021 to 31. January 2023. The baseline assignment will be expected to be carried out in the month of March/April 2021.
- *Baseline Report:* The baseline will measure and benchmark the current situation and coverage of the selected project goal, outcomes, and indicators across the implementation areas. Henceforth, the consultant will be required to undertake the baseline using the most appropriate and representative quantitative and qualitative survey techniques to produce a quality baseline report.

3.2 Baseline Methodology

A combination of quantitative and qualitative approaches will be used. Proposed approaches will include cross-sectional household surveys, key informant interviews, focus group discussions, secondary documents review and analysis, as well as case studies, observations, or any other appropriate techniques and mix of techniques which best collects data from direct and indirect project beneficiaries. Where applicable, the consultant will adopt a participatory approach to respondents and project stakeholders, who may include representatives from national, state, or local government, partners and communities. In addition, the methodology should spell out how stakeholders will participate at each level during the baseline. The clusters are part of the stakeholders; hence the consultant should plan to meet the FSL Protection Health Clusters and other relevant stakeholders for relevant information/data sharing.

- **Techniques:** Consultant should use a combination of quantitative and qualitative techniques to undertake this baseline. Survey techniques could combine or run as separate parallel surveys. Creativity in use of techniques is at discretion of the consultant. However, all techniques must be globally acceptable randomised techniques.
- **Data Quality:** The design techniques of data collection should ensure and enforce data quality with quick steps back to revalidate data collected. All data shall meet standards such as accuracy, reliability, and validity of data. As part of data collection preparation, the consultant shall conduct thorough training of enumerators including pre-testing. The consultant will be expected to design tools and collect data using the electronic data collection tool KoBoToolbox and KoBoCollect for the survey.
- **Data Interpretation and Presentation:** The consultant shall present data disaggregated by status, geographical levels, partners and gender, conducted with statically software for analysis and graphical presentations of project key indicators to establish trends over time to provide a comparative analysis with subsequent project monitoring during implementation and end of project evaluation.

3.2.1 Specific Baseline Questions

The report is expected to provide answers to the following, not exhaustive list of questions:

Relevance & Quality of Design:

- Does the project proposal conform to the goals of DCA's country strategy?
- Is the project design appropriate for the geographic area?
- Is the intervention logic coherent and accurate?
- Have recommendations from previous surveys/assessments been incorporated in the design?
- Were any lessons learned from previous projects in the area applied?
- Are the indicators of progress and impact in the design of good quality?

Inclusion of the cross-cutting issues: (i.e. gender, age, diversity, protection, HIV, COVID-19, social inclusion and accountability to beneficiaries)

- Will the project address the different needs of the beneficiaries in a consistent manner considering the different needs of women, men, girls and boys, different social and ethnic groups as well as disability issues and protection?
- Do the measures the project is taking to contribute towards reduction of inequalities make sense? Are there ways to improve the reduction of inequality and gender mainstreaming across the project cycle?
- What measures are in place to address the challenges associated with COVID-19 to protect communities during project implementation through measures that can minimise or prevent the spread of the virus while delivering project service and community acceptance?
- Measure the adequacy of the interventions through set-up of appropriate accountability mechanisms to address concerns and complaints about the quality of services delivery.
- Participation in decision making and empowerment opportunities to support development of self-protection, capacities and assist people to claim their rights to i.e. food, shelter, health, protection and education services.

3.3 Expected outputs

- Assessment of the current situation needs and priorities that will inform the project implementation and course of action.
- Determine whether the proposed interventions are relevant in relation to the needs and priorities of the intended rights-holders;
- Mapping of potential risks and community tensions as result of the assistance to targeted and untargeted populations;
- Assessment of household control, decision-making power, participation and targeting risks for female in the project;
- Confirmation of performance indicators and targets and established baseline values and information for regularly monitoring;
- Form foundation for the planned final evaluation;
- Situational analysis based on the quantitative and qualitative data collected, to assess the conditions for implementation, with the review including, but not limited to, policies, regulatory framework and the institutional set-up;
- Assessment or identification of any key shortcomings, challenges and likelihoods of these to affect the project suitability;
- Design methodology ensuring the data requirements for the final evaluation are covered by reviewing the indicators to ensure they remain relevant to the project.

DCA will share the detailed Logical Framework with the successful consultant for further question development where needed for alignment.

4.0 Deliverables and Schedule

4.1 Inception Report

An inception report is to be prepared and submitted by the consultant after an initial desk review of relevant documents. The report is to include:

- Stakeholder mapping indicating various stakeholders to be interviewed and on what aspects.
- Detailed evaluation design, methodology, and sample size criteria and calculations.
- Detailed work plan including timelines, activities, and risks and mitigation measures.
- Bibliography of documents/secondary data sources utilised.
- Final data collection tools, such as a household survey, key informant interview guides, focus group discussion guides, and analysis plan.
- Indicate who, if consultancy team, will undertake specific exercises and their roles, including their experiences and core competency/expertise.

4.1.1 Presentation of first draft:

The consultant will be required to organise a one-day presentation of the first draft baseline report, hold a debriefing meeting with DCA and partners to discuss the draft baseline report. The draft report must include:

- Sampling Framework and tools
- Raw data collected
- Report stating methodologies, survey documents, findings, recommendations, and necessary support

The debriefing meeting with DCA and partner is meant for discussion and feedback on the baseline report, and the final baseline report shall comply with the format and provide answers to the baseline questions.

4.2. Baseline Report

The final report shall include baselines on all relevant indicators based on the collected and analysed qualitative and quantitative data. The report will comply with the format and answering the baseline questions in a 1-3-25 format making use of the suggested report structure.

4.3. Proposed Activities Scheduling

Below is the proposed itinerary during the baseline. The baseline is expected to commence in March/April 2021:

| Activity/ Milestone | Duration |
|--|-----------------|
| Consultant preparation | 3 days |
| Meetings with project team in Juba, presentation of inception report | 2 days |
| Field work in Ulang and Longechuck Counties | 6 days |
| Debriefing | 3 day |
| Data cleaning and analysis | 4 days |
| Preparation of draft report for dissemination to DCA and partner | 3 days |
| Total days | 21 days |

5.0. Baseline Management

The consultant will develop the baseline methodology. Thereafter, a participatory review approach will be adopted to ensure key partner project staffs have a chance to meaningfully participate in refining the methodology and tools considering the foregoing:

- The entire exercise is structured to adopt joint planning sessions with project staff, programme briefings by management staff in line with the logframe, project documents, and the country strategy.

Others include focus group discussions, key informant interviews with stakeholders, protection cluster representatives, implementing partner staff and government representatives in each targeted county.

- DCA's Programme Officer (M&E) will be the focal point for the consultancy.
- Using different methods, the baseline is expected to collect relevant data and to triangulate it throughout from different sources and methodologies, thus ensuring greater validity of information. Groups that will provide the required data include NNGOs, INGOs, DCA and partner programme staff, community groups, government representatives and special interest groups within the community (such as protection committees, medical staff and community leaders). Secondary data from previous reviews, progress reports, proposals, and other related documents will be considered.
- The consultant shall use the electronic data collection platform KoBoToolbox and KoBoCollect throughout the data collection.
- A debriefing session will be held with the programme staff at the end of the field visit. The debriefing sessions will provide a summary of the outcome of the baseline.
- A team comprising of DCA's Head of Programme, Programme Coordinator and Programme Officers, as well as relevant AADO staffs will support the consultant on matters particularly related to the baseline.
- DCA will provide overall operational/logistical coordination for the baseline study.
- Accommodation and transport for the consultant during the field work will be catered for by DCA.
- Survey logistics such as translators, car/boat hire, facilitators, office space or training venues, internet will be provided by DCA or its partners.
- DCA will process security clearances for consultants with the respective authorities.
- Domestic travel will be arranged through DCA. However, the consultant is responsible for planning their international flights/visa, if coming from outside of South Sudan.
- DCA will reimburse or meet costs associated with visa and registration.
- The consultant shall elaborate on how to take the COVID-19 situation into account while conducting the baseline, given that virtual meetings may not be applicable in the context of rural South Sudan, therefore the consultant must come up with approaches to conduct the baseline survey in the expression of interest in this TOR.

6.0. Terms and Conditions

6.1 Logistics

- DCA will guide the consultant in budgeting for field related costs, including food and accommodation.
- DCA will guide the consultant in budgeting for daily payments of data collectors/enumerators in the field.
- DCA will cater for in-country flight bookings and payment to field locations.

6.2 Professional Fees

- For the consultant to be taken into consideration for this consultancy, she or he must submit a narrative and financial proposal, including cost estimates for services rendered and daily consultancy fees.
- Interested consultants are expected to provide a budget for the exercise.
- DCA will consider proposals that are within the approved rates as per its policy on professional fees.

6.3 Tax and insurance

- Personal income tax payable to the Government of the Republic of South Sudan shall be deducted from the consultant's fee during payment in accordance with the South Sudan tax laws.

6.4 Code of Conduct

- A contract will be signed by the consultant upon commencement of the baseline which will detail additional terms and conditions of service, aspects on inputs and deliverables including DCA's Code of Conduct.

6.5 Data collection and IT equipment

- Tablets will be provided for the consultant to use for electronic data collection purposes. The consultant is expected to use their own computer throughout the consultancy for tools development, data analysis and reporting purposes.

7.0. Consultancy Experience

Below follows a brief description of the consultant(s) desired background and profile with emphasis on previous experience in similar work. The consultancy must offer expertise with the below essential and desirable profiles and qualifications. Female consultants or teams comprising with female team members will be encouraged to apply.

Essential:

- Holding a higher university degree in gender studies, statistics, monitoring and evaluation, project planning and management, social sciences, or any other relevant field with over 12 years of experience in gender and protection programming in fragile countries.
- Knowledge on gender and protection programming, community vulnerability, NEXUS, rights-based and participatory approaches.
- Strong understanding of the South Sudan context (specifically the context in Upper Nile State), policies and advocacy work.
- Broad knowledge of humanitarian and development issues, specifically in gender, protection and livelihoods approaches.
- Sound understanding of SPHERE standards, Core Humanitarian Standards and MEAL best practices and approaches.
- Fully conversant with the principles and working methods of project cycle management, humanitarian evaluation methods and techniques, including a thorough understanding of data collection, evaluation methodologies and design, participatory approaches, and strong qualitative and quantitative research skills
- Experience with evaluations in conflict-affected contexts
- Experience of integrating gender dynamics within participatory data collection
- Fluency in English, strong analysis, report writing and communication skills
- Strong analytical skills, ability to clearly present findings, draw conclusions and make recommendations
- Good interpersonal skills and understanding cultural sensitivities
- Ability to work under pressure and to meet deadlines
- Ability to deal with hardship and remote area field work

Desirable:

- Experience working in South Sudan or East Africa
- Experience working for the European Union or experience of evaluating projects funded by the European Union.
- Active member of gender or protection network
- Knowledge of local languages is seen as an asset.
- Knowledge of South Sudan's COVID-19 situation and measures.

NB:

- Consultants and Service providers to DCA are subjected to comply with the organisation's Code of Conduct, Child Protection and PSEA policy.
- Consultants are subjected to a counter-terrorism screening.
- Bids that demonstrate how to carry out the assignment within the context of COVID-19 restrictions will be given favourable consideration.
- DCA reserves the right to cancel this assignment without giving any notice.

Please note that it is currently required for foreigners to be quarantined for 14 days upon arrival to South Sudan as a measure against the spread of COVID-19, and any costs related to this will be met by the consultant.