



## **Terms of Reference (ToR) for the Hiring of a local Consultancy firm to carry out Mapping of Key Populations and Hotspots in South Sudan**

UNFPA South Sudan Country Office is in the process of hiring a local consultancy firm to carry out mapping and size estimation of key populations in 14 locations where the HIV/AIDS prevention program funded by Global Fund is being implemented.

### **Background**

The Republic of South Sudan (RSS) has a generalized HIV epidemic of 2.4%, with pockets of hyper-endemicity in southern states and a concentration among key and vulnerable populations, including individuals in the uniformed services, truck drivers, men who have sex with men, sex workers and their clients, prisoners, and the youth. HIV affects key populations disproportionately, including sex workers (SWs), homosexual men and other men who have sex with men (MSM), transgender persons (TG), and people who inject drugs (PWID). Simultaneously, stigma, discrimination, and the possibility of criminal prosecution encountered by significant communities around the world create serious impediments to their ability to obtain high-quality, rights-based health care.

According to data released by UNAIDs in 2020, in 2019, 690,000 people died from AIDS-related causes worldwide and a total of 1.7 million new infections. The epidemic is still being driven by gender-based violence and inequities.

Despite representing up around 10% of the entire population in Sub-Saharan Africa, young women and teenage girls accounted for one in every four new infections in 2019. In the last 12 months, an estimated 243 million women and girls (aged 15–49) around the world have been victims of sexual and/or physical abuse perpetrated by an intimate partner.

Meanwhile, we know that women who have been subjected to such violence are 1.5 times more likely to contract HIV than women who have not. A high incidence of violence is also associated with increased rates of HIV infection among vulnerable communities. Female sex workers are 30 times more likely than the general population to contract HIV.



Young women and girls, gay men and other males who have sex with men, sex workers, transgender persons, drug users, criminals, and migrants are all at higher risk of contracting HIV.

The 2020 UNAIDS Global Report further noted that despite some data available on HIV prevalence among sex workers in South Sudan.

### **Justification**

UNFPA is currently implementing the Global Fund supported initiative which targets key population groups including sex workers. The lack of information on the size of the key population groups hindered effective programming targeting and resource allocation during the first year of implementation of the UNFPA/GF 2021/23 project. Similar surveys have been undertaken by the PEPFAR implementing partner, however, they were only focused in four locations, i.e., Juba, Nimule, Yambio, and Wau, which is not comprehensive enough to inform programming under the current project as many areas that the project is currently being implemented were not captured under previous assessments.

UNAIDS (2019) noted that accurate size estimates of key populations (e.g., sex workers, people who inject drugs, transgender people, and men who have sex with men) can help to ensure adequate availability of services to prevent and treat HIV infection; inform HIV response planning, target setting, and resource allocation; and provide data for monitoring and evaluating programme outcomes and impact. Program planners should use KP-specific strategic information to characterize risk contexts and prioritize HIV program resources, according to UNAIDS. As a result, this survey is proposed to estimate the size of the main key population group targeted in this project (female sex workers) and to map the areas where they can be found and available health infrastructure to support their access to health and social services.

### **Objectives**

1. To map out hot spots and define the geographical hot spot's areas / locations in 14 Counties.
2. To estimate the number of Key Populations (KPs) – Female Sex Workers (FSW) by location, where possible establishing their concentrations in the selected counties to improve the accuracy of key population figures, locations, and types and possibly their contacts.
3. To identify the health infrastructure accessible to Key Populations (KPs) around the mapped areas including health facilities, social protection supports and other related support systems.
4. To assess behavioral patterns among these specific Key Populations (KPs) including their mobility to different locations.
5. To map out the key population behaviors, considering geographical and cultural differences of the different locations.
6. To prioritize programming to ensure saturation of coverage in locations with the greatest number of key population members who are most at risk and difficult to reach.
7. To map out partners providing SRHG/HIV prevention and treatment services.

### **Consultancy Firm Duties and Responsibilities**

The Scope of work for the consultancy firm will include the following:

UNFPA will hire a consultancy firm to support in conducting Hot spot mapping and KP size estimation representing the different traditional, social-cultural, and geographical coverage in selected counties.

The consultancy firm will undertake the following roles

- Develop an inception report
- Develop the protocol for the KP mapping
- Coordinate with UNFPA to recruit local data collectors and key members from relevant KP network organizations to conduct hot spot mapping and KP size estimation during data collection.

- Train and support local data collectors to conduct hotspot-level mapping and size estimates to precisely locate key population members and identify existing services, and the potential locations for other services (e.g., drop-in centers and clinics).
- Conduct meeting with county stakeholders to orient stakeholders about the objectives of the KP mapping exercise.
- Conduct hot spot mapping and KP size estimation, validate the data collected by field data collectors for hotspot mapping and size estimation, review, analyze and prepare report.
- Conduct desk review of relevant documents to map out services provided by civil society organizations to key population groups including risks, benefits, roles, and responsibilities of different CSOs.
- Assist with Institutional Review Board (IRB) and government clearances, as needed.
- Manage the field work and the data collection in the field.
- Ensure quality data collection through spot checking, monitoring the data collection, checking the data collected on daily basis and provide guidance where it is due. Having daily debrief meeting with the data collectors.
- Ensuring the non-disclosure of any information whatsoever relating to the participants or interviewees during and after the study.
- Conduct any other tasks as deemed necessary for the successful completion of this activity.

### Allocation of the Consultancy Days

Phase of assignment	Activity	Number of Days
Phase One: Inception Phase	Inception meeting with UNFPA and Development of inception report	3 days
	Develop the study protocol with review of relevant literature, methodological sound study approaches and development of data collection tools	5

<b>Phase Two:</b> IRB approval of the study protocol	The consultant in collaboration with UNFPA will submit the protocol to MOH IRB for clearance	15
<b>Phase Three:</b> Identification and training of research Assistants	Recruitment of Data Collectors	3
	Preparation for training of data collectors	1
	Training of Data Collectors	5
<b>Phase Four:</b> Field data collection	Field Data collection	5
<b>Phase Five:</b> Data Management and reporting	Data transcription, data analysis, and report writing	8-10
	Validation workshop	5-7days
	Submission of draft report, incorporating feedback and Submission of final report	
	Refine and submit the final report	3
<b>Total Days</b>		<b>At least 53 days</b>

### Consultant Specification (Qualification and Skills)

This consultancy firm will be required to front out by an experienced and qualified individual who will be the lead investigator. S/he will be selected through a competitive and transparent process. Relevant experience criteria will include:

- a. Post-graduate qualification (Master’s degree) in social science or Anthropology, or Public Health or Epidemiology or demography from a recognized university.
- b. At least 7– 10 years’ experience in survey/research.
- c. Good understanding of the PLACE methodology and KP programing
- d. Excellent analytical and management skills.
- e. Good interpersonal skills and capacity to liaise with parties concerned.

- f. Strong facilitation, writing and presentation skills.
- g. Sound knowledge on use of statistical software such as SPSS, Stata, Kobo/ODK and proficient in using spreadsheet and word processing (Microsoft Word and Excel).
- h. Fluency in English language. Knowledge of Juba Arabic will be an added advantage.

**Consultant reporting lines.**

The lead investigator from the firm will be reporting to the Deputy Country Representative with technical oversight from the Head of SRHR Unit. He/She will be getting daily support from the M&E team and the Global Fund project coordinator

**CRITERIA FOR PROPOSAL EVALUATION**

**Technical Proposal (50 points)**

**1) Proposed study team, including:**

- a) Description of team needed to implement SOW
- b) Members of the team, with roles and responsibilities, including CVs of management and leadership, and CVs of lead investigator.
- c) Management of local Research Team, and coordination/collaboration with UNFPA management and M&E unit.

**2) Proposed data collection and analysis methods, including:**

- a) Details of the training to be provided to enumerators
- b) Ethical considerations and process for informed consent, including assent for minors
- c) Proposed approach for ensuring safety during COVID-19
- d) Timeline to carry out the data collection in the 14 sites among the proposed study participants
- e) Logistical considerations, limitations, and mitigation strategies to limitations

## Past performance (30 points)

### 1) Prior experience

- a) Past performance with UN and Global Fund funded projects
- b) Past performance implementing field research activities in South Sudan
- c) Past performance with KP mapping and size estimation survey. SOW must show experience implementing KP mapping.

### 2) References

- a) Including at least three references that were involved in past work in the supervision of the Research Firm's work and qualitative/quantitative (corresponding to SOWs in the proposal) data collection activities.

## Financial Proposal (20 points)

Financial proposal will be judged on value for money, and how well the budget is linked to the requested program description. The proposed costs will be evaluated for realism, reasonableness, allocability, allowability, and cost-effectiveness.

### Proposed Budget and budget narrative, including:

1. Personnel, including the level of effort (LOE) for each activity in the proposed timeline
2. Data collection travel/logistical costs, and any other related costs
3. Data analysis and management costs, including data cleaning, translation, transcription, and any other related costs
4. Equipment and supplies (e.g., PPEs, etc.)
5. Communications (e.g., air time, internet, etc.)
6. Other costs as necessary

## FINANCIAL PROPOSAL

The applicants shall submit cost proposals as a separate section, which is not subject to the page limitation of the proposal. The financial package shall include an overall detailed budget as well as a detailed budget defined by milestones and a budget narrative. The budget should relate to results while also showing a type of cost for each activity, outlining the costs of the proposed



activity/project to be realistic and reasonable for the work in accordance with the Program Description.

To support the costs proposed, please provide a detailed budget narrative for all costs that clearly identify the basis of all costs, such as market surveys, price quotations, current salaries, historical experience, etc. The combination of the cost data and breakdowns specified above, and the budget narrative must be sufficient to allow a determination of whether the costs estimated are reasonable and realistic.

### APPLICATION INSTRUCTIONS

Issuance Date: June 06, 2022

Deadline for Proposals: June 17, 2022, by 17:00 PM South Sudan Time

The applications/proposals in response to the subject RFA shall be submitted by email to [southsudan.procurement@unfpa.org](mailto:southsudan.procurement@unfpa.org) no later than **5:00 PM South Sudan Time by June 17, 2022.**