

**OXFAM**

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Annual Survey Terms of References (ToRs) for the

'Ireland Civil Society Partnership (ICSP)'

The context for the intervention

South Sudan is still grappling with the long-lasting repercussions of years of conflict, resulting in a multitude of challenges. These include high levels of acute food insecurity, triggered by the economic crisis, climate-related disasters like severe flooding and droughts, ongoing conflicts and insecurity, and a decline in agricultural output. Additionally, tribal conflicts and cattle rustling have led to the displacement of numerous individuals throughout the country. Despite the signing of the peace agreement, referred to as the Revitalized Agreement on the Resolution of Conflicts in South Sudan (R-ARCSS), which has brought some degree of peace, the slow implementation of this agreement has diminished hope for lasting stability.

The Greater Pibor Operational Area faces additional challenges that exacerbate the existing issues. The region is particularly affected by harsh climatic conditions, marked by prolonged dry spells and frequent floods during the wet seasons. Furthermore, the security situation in this area remains unstable and unpredictable due to ongoing violent confrontations among different age groups. These factors, along with others, consistently hinder potential economic growth and development, leaving the population in a vulnerable state.

Project Background

The Irish government has approved a grant to Oxfam through Oxfam Ireland to implement Ireland's Civil Society Partnership (ICSP) for A Better World 2023-2027. The overall goal of ICSP programme is that **communities realise their rights, exercise leadership and build resilience for a life free from poverty, violence and discrimination**. Since 2023, The programme has been delivering across 4 impact areas including (1) **food and income security** where people experiencing poverty and most vulnerable to shocks, conflicts and crises have more sustainable and equitable access to food and livelihoods, (2) **rights, protection and accountability** where people experiencing poverty and most vulnerable to shocks, conflicts and crises are better able to claim and access their rights to well-being, peace and security, (3) **enhanced humanitarian action and local leadership** where institutional systems to prevent and respond to shocks, conflict and crises are more inclusive and better informed by the needs, rights and vulnerabilities of those furthest behind. In integrating a humanitarian-development-peace (HDP) Nexus approach to this programme, it is envisioned that (4) people experiencing poverty, conflict and most vulnerable to shocks are better served by a nexus approach to HR, peace building and development.

The '*Resilient Communities*' project in Pibor County in South Sudan, implemented by Oxfam through ICSP will directly reach 27,000 returnees, internally displaced persons and host communities. Oxfam will partner with government and CSOs to ensure that these conflict-affected communities especially women and youth

will have improved resilience to protect, adopt and absorb shocks from all forms of disasters through integrated food security, climate resilience, gender, good governance and peace building interventions.

Overall, the major programme goal is for communities realize their rights, exercise leadership and build resilience for a life free from poverty, violence and discrimination.

To achieve this goal, the below impacts/outcomes were described.

Impacts		Outcomes		
		Micro	Meso	Macro
Impact Area 1	People experiencing poverty and most vulnerable to shocks, conflicts and crises have more sustainable and equitable access to food and livelihoods	Targeted households are better able to produce and access food	Communities are better able to address systemic barriers that hinder access to markets	Government and national actors, more equitably distribute resources, services and opportunities that support food and income security to the most vulnerable
Impact Area 2	People experiencing poverty and most vulnerable to shocks, conflicts and crises are better able to claim and access their rights to well-being, peace and security	Community actors demonstrate increased support for the equal rights of women, marginalised and vulnerable groups	Local leaders more effectively advocate for rights, peace and security of all	Government more effectively implements legal and policy frameworks to protect and afford justice for all
Impact Area 3	Institutional systems to prevent and respond to shocks, conflict and crises are more inclusive and better informed by the needs, rights and vulnerabilities of those furthest behind.	Local groups preventing, mitigating and responding to shocks and crises are increasingly guided by risks, vulnerabilities and agency of communities	Local level prevention, mitigation and response structures are increasingly competent, resourced and community led	National Actors better integrate local development and peace structures into their official systems
Impact Area 4	People experiencing poverty, conflict and most vulnerable to shocks are better served by a nexus approach to HR, peace building and development	Women, marginalized and vulnerable groups increasingly have access to enhanced humanitarian and development support	Local community groups are better able to manage and support peaceful transition from chronic emergencies to development	Government and national actors more effectively integrate chronic emergency response and peacebuilding into long term development programmes

Objectives of the annual Survey



The primary objective of the annual survey is to measure the effect of the project in the target population by assessing our progress towards key results indicated in the project.

Specifics objectives

- To measure our progress against the predefined project results/outcomes.
- To document stories of change
- To draw lesson and inform the project next year planning.

Survey Methodology

Oxfam South Sudan expects the prospective consultant(s) to be responsible for the development of an overall methodology, including a detailed plan for data collection, analysis, and report writing, that addresses the evaluation objectives. The methodology should be able to clearly address each of the specific objectives and should specify mechanisms to avoid bias.

The methodology must include robust sampling strategies, validation techniques, and reporting approaches to ensure accuracy and reliability of findings.

Expected deliverables and payment schedule

The following are key deliverables of the annual survey exercise.

The consulting firm is expected to submit an inception report 4 days after contract signing. The inception report should summarise the consultant's understanding of the ToRs, survey design, sampling methods to be used, detailed data collection methodology, a work plan, and a full budget. The consultants should also submit all data collection tools to be used for data collection during the survey for approval by Oxfam (The agreement with the consulting company can be canceled if the inception report is not approved).

Draft Annual Survey report

After the data collection process is completed, the consultant(s) should submit the draft annual Survey report to Oxfam for review.

Final Annual Survey Report

The final report should be submitted after Oxfam's review of the first draft report. The final report will include status update on indicators in the indicator table.

The timeline for delivery and payment instalment will be as follows:

1. 50% upon submission of an acceptable draft report.
2. 50% upon submission of a final report due in December 10th, 2025, which should present the findings, recommendations, and lessons learned.

Duration of the assignment

The annual survey should be completed within a period of working 21 days. The table below indicates the overall timelines for the assignment.



Activity	Management responsibility	Timing	# Consultant days
Development of the inception report	Consultant	28 th – 31 st Nov 2025	4
Data collection in selected project sites and conducting interviews with the communities and other stakeholders	Consultant	3 th Nov – 12 th Nov	8
Draft report written and submitted to Oxfam	Consultant	13 rd – 21 st Nov	7
Presentation of main findings and validation workshop	Consultant	3 rd Dec	1
Final report and summary submitted	Consultant	5 th Dec	1
TOTAL			21

Roles and responsibilities

The consultant should:

- Agree with the Oxfam team (management, technical leads, and MEAL team) on the methodology of the annual survey.
- Lead on the annual survey process and outputs.
- Draft, pilot, and finalize different data collection tools.
- Train enumerators on the data collection tools.
- Collect and analyze data.
- Submit the draft survey report to Oxfam together with the raw data set.
- Submit the final survey report after incorporating comments and inputs from Oxfam.
- Cover all the costs related to the international flights, data analysis, and report write-up (except costs that are mentioned below and covered by Oxfam)



Oxfam will:

- Provide all key background documents on the project (Project Appraisal Document, special studies conducted by the project, background information on the project area, reports from participatory M&E studies, etc.).
- Will cover the cost of in-country flight cost, data collection /enumerators cost and local travel for data collection.
- Support the consultant in facilitating the data collection in the field location by organizing meetings with the interviewees.

Confidentiality and data protection

All the outputs – survey reports, database, etc, produced under this assignment will not be disseminated in part or whole without express authority from Oxfam South Sudan. Thus, the consultant firm shall not produce these materials in any form (electronic, hard copies, etc) to a third party without written permission from Oxfam South Sudan.

Qualifications

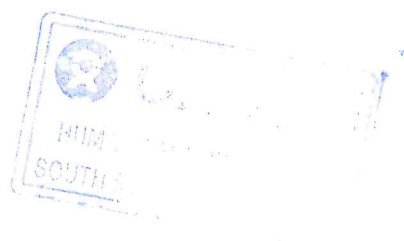
- A minimum of post-graduate qualification in Agriculture, Monitoring and Evaluation, Economics, Business Administration, Gender Studies, Social Sciences, or equivalent.
- A minimum of **10** years of proven experience in conducting surveys and program evaluations in Humanitarian, climate change, livelihoods, gender equality, and agriculture.
- Must have a good Knowledge of the Pibor context in South Sudan
- Must have the ability to conduct high-quality research, meet deadlines and timeously respond to requests and feedback.
- Should have strong analytical and conceptual skills to clearly synthesize and present findings, draw practical conclusions, make actionable recommendations, and prepare comprehensive reports.
- Should have a strong reputation for independence and should comply with minimum ethical standards that guide research and evaluators.

Selection Criteria

Selection of the consultants will be based on the following criteria:

- Sound technical proposal: Consultants should demonstrate an understanding of the terms of references as well as a clear baseline methodology including approach, design, and a reasonable schedule.
- Financial proposal- this should indicate all costs including consultant fees as well as field visit costs.
- Experience and educational background of the lead consultant and other team members.
- The consultants should also have key personnel that are aligned with the project themes.
- While evaluating the proposal the qualifications and experience of the personnel will be considered.

Research management



The commissioning manager for this project is Michael Both , the Oxfam MEAL Coordinator . He will be supported by the relevant Oxfam colleagues who will form part of the review committee. This committee will have the responsibility of overseeing the work of the consultancy firm and ensuring the successful implementation of the annual survey. Interactions with the review committee will occur at key stages, including the inception, draft, and final report stages.

Application procedure

Consultants who meet the above qualifications and experience should submit a technical proposal and a proposed budget.

- The financial proposal should be a lump sum amount, all-inclusive, and include all cost components required to perform the deliverables identified in the ToR.
- A technical proposal explaining, their comprehension of the ToR, and how they would approach this.
- Experience with similar assignments
- Their availability

11.0 SUBMISSION OF PROPOSALS

Interested consultant (s) should submit technical and financial proposals (*not more than 15 pages excluding annexes-failure to adhere to this may lead to disqualification*), detailing how they will undertake the assignment. Attach up-to-date CVs of the core team as annexes. Proposals should be submitted to the address below in electronic form ONLY and must be clearly indicated 'ANNUAL SURVEY FOR ICSP PROJECT SOUTH SUDAN''

by 17:00 hours local time on the 02 October 2025

All correspondence for the consultancy should be addressed to:

Procurement team through the email below:

JubaQuotations@oxfam.org.uk

Annex 1. Recommended outline of the Annual survey report

1. Cover page
 - Title
 - Project title
 - Date that the report was finalized
 - Oxfam and IrishAid logo (unless not appropriate)
2. Table of contents
3. Glossary
4. List of abbreviations.



5. Executive summary that can be used as a stand-alone document (usually not more than 3–4 pages)
6. Introduction, stating the objectives of the Annual survey
7. The intervention and context
8. Methodology, including an indication of any perceived limitations of the Survey
9. Presentation of the findings and their analysis
10. Conclusions
11. Recommendations
12. Appendices:
 - Terms of reference
 - Summary table with a list of indicators and their values
 - A list of interviewees (name, function, and working environment) and places visited.
 - List of documents and bibliography used.
 - Link to Methodological
 - ✓ instruments such as questionnaires and interview guides
 - ✓ Raw Data for reference purposes

END of TOR.

