



NORWEGIAN CHURCH AID

actalliance

NCA SOUTH SUDAN PROGRAMME

TERMS OF REFERENCE (TOR)
for
Baseline Survey for Grassroots level peacebuilding and reconciliation activities support Project

SUMMARY OF CONSULTANCY

Locations	Fangak, Duk, Pigi, Malakal, Baliyet, Panyikang, Fashoda, Pibor, Pochalla & Kapoeta East/Kuron
Application Deadline :	26 th March 2021
Tentative Start Date :	20 th April 2021
Duration of Assignment :	35 days

1. Background and Context

Norwegian Church Aid (NCA) is an ecumenical, diaconal, humanitarian and non-profit Non-Governmental Organization (NGO) mandated by churches and Christian organizations in Norway to work for global justice, by empowering the poor and challenging the wealthy and powerful. Together with our constituency and our partners, NCA commits to the vision: Together for a Just World. Based on the Christian faith, NCA works for the benefit of the poor, destitute and oppressed – regardless of gender, race, political opinion or religion.

Norwegian Church Aid (NCA) and Finn Church Aid (FCA) are implementing a grassroots level peacebuilding and reconciliation activities support project in Greater Upper Nile. The aim of the project is to contribute to building sustainable peace and reconciliation in South Sudan, by increasing intra/inter community groups interactions/healing by ensuring that the communities co-exist peacefully and interact freely within and across communal boundaries. Overall, the project will support local communities and grassroots level peace structures to adopt community conversations/people-to-people dialogue, and peace advocacy as preferred approaches to addressing conflicts at the grassroots level.

The duration of the project is three years and is proposed to be implemented in ten locations which include Fangak, Pigi, Malakal, Baliyet, Panyikang, Fashoda, Pibor, Duk, Pochalla and Kuron

2. Purpose

NCA and FCA intend to carry out a baseline study to provide benchmarks which will qualitatively and quantitatively establish the present situation in relation to Grassroots level peacebuilding and reconciliation activities support project indicators. The information

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or findings of the baseline will be used to monitor and evaluate the progress and impact of the project in the ten targeted locations.

3. Scope of Work

NCA and FCA South Sudan are looking for a consultant/team of consultants to support the baseline process. The Consultant/Consultancy firm will collect primary data from ten sampled locations in Fangak, Pigi, Malakal, Baliet, Panyikang, Fashoda, Pibor, Duk, Pochalla and Kuron. In consultation with NCA and FCA steering group, the consultant will be responsible for the development of data collection tools/instruments with accompanying checklist.

4. Objectives

The main objectives of this consultancy are the following;

- a. Design a sample frame for the baseline
- b. Developing all necessary tools for undertaking the baseline
- c. Pretesting of the tools and incorporate the changes in the tools after undertaking the pretesting
- d. Recruiting and training of enumerators for the baseline
- e. Planning for field work visits to ten sampled locations
- f. Design data collection methodology as appropriate guided by Grassroots level peacebuilding and reconciliation activities support project Logical Framework
- g. Data collection, analysis and reporting based on Grassroots level peacebuilding and reconciliation activities support indicators. Knowledge of use of digital data collection methods preferred.
- h. Planning his/her work and ensure sufficient time is spent in the field collecting data. The consultant will make the necessary changes as directed by NCA programme staff.

5. 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 NCA and FCA 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 Report: The consultant will be required to submit the findings and analysis of the study in form of a draft report to the baseline steering committee for review and feedback. The report will be validated through a workshop (in person or online) among key NCA/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

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collected in the course of the assignment will be used for the purpose of the assignment only and handed over to NCA once the assignment has been completed.

NCA and FCA have established a Steering Group to provide quality assurance and approve of baseline process deliverables. The consultant/team of consultants will report to NCA's Steering Group Chairperson.

6. Key outputs/deliverables

- a) Inception report within 3 days after signing the consultancy agreement with NCA. 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 key findings to the NCA/FCA team
- 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)

7. Timeframe and estimated working days

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)	05
03	Field work	15
04	Data Entry, Cleaning, Code, and Analysis	06
05	Draft Report	03
06	Presentation of Findings/Validation	01
07	Consultations, Feedback, and final reporting	02
08	Submission of final report	01

Note:

- *NCA/FCA is an equal opportunity employer with zero discrimination policy*
- *NCA/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*