

Term of Reference for a Consultancy to Conduct Opinion Poll on Citizens' Participation in the National Budget for Policy Makers

Number of Task Days: 14 days

Start Date: August 22, 2023

Under the Project: Enhancing citizen participation for a Transparent and Accountable Budget.

Location: Juba, Central Equatoria State, Yambio, Western Equatoria State and Wau, Western Bahr El
Ghazal State, South Sudan

INTRODUCTION

The Institute of Social Policy and Research (ISPR) is the leading public policy research organization that offers national and regional expertise to civil society groups, the private sector, and the government in seeking appropriate approaches to address policy issues. As the lead organization, ISPR is working with Community Empowerment for Rehabilitation and Development (CEFoRD), which is a youth-led non-governmental organization, to enhance citizen participation in the budget process for a transparent and accountable national budget.

ISPR and CEFORD are currently working on a project: Enhancing citizen participation for a Transparent and Accountable Budget.

The project is implemented in Juba, (Central Equatoria State) Yambio (Western Equatoria State), and Wau, (Western Bahr El Ghazal State). The project has two outcomes, namely.

1. Strengthened citizen participation in the national budget process.
2. Strengthened Government Engagement with Citizens on the Budget Process.

Along with access to information, public participation is an essential component for building open institutions where budgets are proposed, decided, implemented, and audited in the public sphere as opposed to behind closed doors. Public participation in the budgeting process is linked to better government responsiveness, more effective service delivery, and to greater willingness to pay taxes. All government bodies engaged in the budget process – the executive, legislature, and supreme audit institution – can, and should, engage the public in dialogue to inform their decision-making.

In accordance with Article 88 (1) of the Constitution and guided by the requirement of the Public Financial Management and Accountability Act 2011, South Sudan's Finance Minister on June 20, 2023, presented the proposed national budget for the fiscal year 2023/2024 before parliament. The proposed national budget totals SSP 1,837,873,440,803. It is also expected that parliament may increase the proposed budget as they continue to debate over it. This is important as Opportunities for the public to participate in the budget process are most administered by the executive branch of government. However, in recent years, this task has been shared with or transferred to the legislature in some jurisdictions. This provides an alternative avenue for citizen participation in this process and is an additional tool for fiscal oversight.

Toward this end, ISPR and its consortium partner are working with the National Ministry of Finance and Planning and, the Revitalized Transitional National Legislative Assembly (RTLNA) to Strengthen the Capacity of Key Government Actors in the Budget Process. ISPR also conducted National Budget Analysis for 2021-2022 and it will provide a baseline for the analysis of 2023-2024.

OBJECTIVE

ISPR is seeking proposals from qualified firms or individuals with experience in conducting public opinion polls surveys, engaging with the citizens, and gathering their perceptions about participating in the budget process. The qualified firms or individuals upon conducting analysis will also develop strategic recommendations for policymakers to improve transparency and accountability, on the pro-citizen budget including debating on key issues that will lead increase citizens' participation.

The results of the Opinion Poll on National Budget for Policy Makers will inform the policymakers on how they would consider citizens' participation in the budget process seriously.

The survey will be guided with the following questions which are important to measure whether there is meaningful citizen participation in the budget process.

1. Are citizen's voices been heard during the budget process including an effort to include vulnerable and underrepresented groups?
2. Are citizens able to find out about the purpose, scope, and intended outcomes for public engagement in the budget process?
3. Does the government share the feedback they received and how it has been used to enhance budget debates and approval?
4. Is citizen participation embedded in the budget process to provide regular input into decision-making?

SCOPE OF SERVICES

This call for consultancy seeks assistance for polling and public opinion research services including:

- Inception report on the assignment which provides an interpretation of the TOR, a proposed work plan, as well as an annotated outline of the final report.
- Development of the survey instruments proposed for a public opinion poll and the methodology to be employed for a statistically valid sampling of the project location of Juba, Yambio, and Wau.
- The survey must be made available in English.
- Data collection for the survey.
- The process for conducting and interpreting the public opinion poll, including the sample size based on the demographics of the three project locations. Include methods used to mitigate language barriers.
- Coordination with the ISPR consortium to assess the results of the public opinion poll; discuss implications and related issues.
- A draft and final written report and presentation of results. The final report will include, a minimum framework and methodology used; the tabulation of all calls and/or contacts made as

part of the survey; the tabulation of survey results, key findings, and detailed findings (i.e., top lines, and cross tabs); and conclusions and recommendations.

- The consultant will present the opinion poll findings during a validation workshop in Juba.

Submitted proposals must recommend a sample size and estimate of completed surveys that will yield a representative sample of the project locations. This estimate will be the basis for all cost estimates included in the proposal.

WORK PLAN AND SCHEDULE

- Provide a demonstrated understanding of ISPR's needs and project scope and describe past efforts to establish baseline perceptions and opinions regarding a variety of topics.
- Describe the recommended approach, suggested sample size, margin of error, research methodology, timeline, and work plan to include major and subtasks.
- Provide a management plan with a description of the qualifications of the key personnel selected to lead the scope of services.
- Identify tasks the firm or individual consultant will perform versus tasks ISPR consortium staff will perform or coordinate.

PAYMENT SCHEDULE

The Service Provider or consultant will be paid 100% After receipt of satisfactory deliverables as outlined above in meeting the ISPR consortium quality standards and acceptance of the final analysis and briefs, suitably incorporating all feedback received.

DESIRED COMPETENCIES, TECHNICAL BACKGROUND, AND EXPERIENCE

The task requires a consultant who understands public opinion polls which have become an increasingly common tool for gauging public opinion.

The Consultant needs to be able to locate, identify, interpret, and analyze a broad range of policy, statistical and budget data. The primary skills, knowledge, and experience required range from the complexities of the budget system and the ability to explain the contribution of each stakeholder; to fieldwork experience; knowledge of South Sudan.

- Advanced university degrees in economics, public financial management, or related area.
- Solid knowledge of PFM instruments and proven experience (at least 5 years) with government social sector budget analysis at national and decentralized levels.
- Knowledge of how CSOs work to create evidence to inform public policy based on the South Sudan context.
- Consultant must be present in South Sudan as no travel international cost will be covered,
- Must be reliable and able to work with minimum supervision.
- Experience in collecting and working with complex financial data sets.
- Have advanced data analysis skills, including advanced Excel.
- Good analytical and writing skills and the ability to present results in simple language, making use of visual aids (maps, graphs, and other tools).
- Must be able to finalize the task within 14 days.

- Excellent in spoken and written English and where necessary Arabic.

CONSULTANCY ARRANGEMENT

ISPR consortium, together with the Specialized Committee on Finance and Planning in the national Parliament, will:

- Provide the Consultant with relevant documents,
- Provide the Consultant with full support in any further analysis of the data where necessary,
- Facilitate communication with the relevant stakeholders,
- Give feedback on the draft, final reports, and all other deliverables prepared by the Service Provider.

All documents and data provided to the consultant are confidential and cannot be used for any other purposes or shared with a third party without any written approval from the ISPR.

APPLICATION PROCESS

The Consultant is expected to provide the following:

- Cover letter (must indicate availability to undertake the task)
- Curriculum Vitae
- Technical proposal with a detailed description of methodology clearly describing the interpretation of these Terms of Reference and a recommended methodological approach and a work plan.
- Financial offer in USD expressed based on the number of days for the consultant as described in the TOR including 20% tax.
- Scanned copy of nationality identification card/passport
- Scanned copies of academic credentials

Applications should be sent to info.ispr2017@gmail.com with the subject line “**Consultancy to Conduct Opinion Poll on National Budget for Policy Makers**” by 17h00 Central Africa Time (CAT) on August 16, 2023.

Applications submitted without this information will not be considered. For individual consultants, Female consultants are highly encouraged.