



TERMS OF REFERENCE (TOR)

Consultancy for SEWOH Project Baseline Survey/Study in Kajo-Keji County, Central Equatoria State

1. Summary of the Consultancy

Project Title:	Improving Food Security and Increasing Agricultural Value Addition through Capacity Building in Households and Communities in Kajo-Keji, Central Equatoria State
Project Location	Juba County, Central Equatoria State; South Sudan
Project Reference No	K-SSD-2020-1007
Application Start Date	18 th January 2021
Application End Date	24 th January 2021, 5:00 PM; South Sudan Time
Type of Contract	Consultancy Firms and Individual Consultants
Post Level	Open to South Sudanese Nationals (Individuals) and National Consultancy Firms only
Position:	Baseline Survey or Study Consultant
Responsible To:	TITI Foundation Program Manager
Language Required	English Language (Advanced Language Skills)
Consultancy Time Frame:	16 Days
Start End Date:	27 th January 2021
End Date:	11 th February 2021

1. Background and Context

TITI Foundation is a National Women led Non-Governmental Organization involved in humanitarian, relief and long-term development interventions in South Sudan with interventions in 6 thematic areas which are; **Education, Food Security and Livelihoods, Gender and Women Empowerment, Health, Peace Building and Governance, Protection, Shelter and Non-Food Items**. TF has worked in South Sudan since 2016 and has currently concluded the implementation of a one year Project in Kajo-Keji County: **Integrated Food Security, Livelihood, Resilient Housing and Protection Mainstreaming Project**.

Kajo-Keji County in Central Equatoria State had enjoyed more stability compared to the rest of South Sudan from the time the Comprehensive Peace Agreement was signed in 2005 until conflict erupted in Juba in 2016 and spread into the County. Due to fighting, 86% of the total population in the county was displaced within or outside of the County by 2016. Recent assessments have recorded a significant increase in population of up to 78,000 individuals-36559 Internally Displaced Persons and 21341 persons living in non IDPs settings¹. The conflict disrupted supply routes, collapsed markets and farming activities, with dramatic repercussions on Farmers Food and Nutrition Security. As a result of war, all economic sectors collapsed in the County, drastically curtailing trade and markets with 98% of the population only accessing markets in Uganda. The Integrated Food Security Phase Classification (IPC) report for the

months of January to July 2020 has estimated that 1.1 million people (31% of the population) in the Greater Equatoria Region will face a crisis (IPC3) or worse food insecurity. According to the same report, out of a total of 25 Counties in the region, 11 are classified stressed (IPC2), 13 in Crisis (IPC3) and one County (Kapoeta North) in emergency (IPC4)². The report notes that Kajo-Keji County which is located in the Equatoria Region will remain in crisis (IPC3) during the months of January to July 2020. However, recent Inter Agency Rapid Assessment findings released in March 2020 has indicated that the food insecurity situation in Kajo- Keji will be worsen in the second half of 2020 making the County to slide to emergency (IPC4) or worse Food insecurity³. Projections of UNFAO and IPC Acute Malnutrition Situation report for 2020 confirm this trend: Kajo-Keji is projected to have 111,000 individuals in Crisis (IPC3) and 22,000 in emergency (IPC4) or worse Food insecurity respectively between May and July 2020.

Project Description/Summary

The proposed SEWOH project for Kajokeyi will seek to improve food security through; ensuring 16,550 Farmers and Fisher folks (7,050 Male and 9,500 Female); 4,200 Returnees, 8,350 and 4,000 IDPs have access to relevant fishing and agriculture inputs (seeds and digging tools) to enable them to expand land under cultivation, produce nutritionally rich crop and vegetable foods. Also, the project will support farmers to increase production of animal and poultry based protein for home use and selling. In addition, the project will seek to enhance the capacity of farmers, in improved agronomics, post-harvest handling and food processing to strengthen year-round farmers' food security and increase farmers' income. Titi Foundation has experience in implementing emergency interventions in Non-Food Items (NFI), Gender Based Violence, Food Security and Livelihood projects in Kajokeyi County and in other parts of South Sudan. Our previous emergency projects in Kajokeyi County have been supported by South Sudan humanitarian Fund, UNFAO, IOM, and Diakonie Katastrophenhilfe (DKH). Being present in the county has enabled us to build strong and dependable community networks which have strong knowledge and information on proposed project locations and community dynamics including protection risks and food and livelihood systems within Kajo Keji and its surroundings. We have also built the capacity of some of these networks (farmers) through training and capacity building. We will build on these existing networks courtesy of our emergency interventions to support the proposed project and where none exists to establish, train and support new ones.

2.1 Overall objective.

The project contributes to an improved food security in vulnerable and poor communities in Kajokeyi.

2.2 Project Objectives

The project will respond to four objectives:

- Food availability amongst the vulnerable farmers in Kajo-Keji is increased
- The diet of the vulnerable farmers in Kajo-Keji is diversified
- Income amongst the vulnerable farmers in Kajo-Keji is increased
- Participatory learning and ownership of the community is fostered

2.2 Project's Expected Outcome, Output and Results.

Expected results.

Result 1: Knowledge, awareness and capacities of 16,550 farmers on improved agronomics, poultry keeping, pig rearing, fishing and apiary practices and techniques are increased

Result 2: 16,550 farmers have obtained required inputs to increase food production

Result 3: Farmers have increased income as a result of agriculture value addition

Result 4: Communities apply participatory action learning in crisis (PALC) for sustainable food production activities

3. Purpose and Specific Objectives of the Study.

3.1. Purpose

The purpose of the study is to collect baseline information for DKH/Bread for the world funded project to inform monitoring and reporting on outcome and output indicators.

Specific objectives:

- Assess the current capacity of Farmers on improved agronomics, Poultry production and management, piggery, best fishing and Bee Keeping practices, Shea Butter processing, soap, Body Lotion and Candle making, Ox ploughing, operation and maintenance of multiple machines used in the Project. Mapping of their ability to assess, identify and initiate development activities in their communities,
- Assess the status of food availability and dietary diversity among the farmers in Kajo-Keji County
- Assess the current income level of the farmers in Kajo-Keji County
- Assess the capacity of the Beneficiaries, Community Leaders and Local Authorities to engage in participatory development with focus in the education, health, Business and WASH Sectors.
- Assess the capacities of State related institutions at the County level which will include the County, Payam and Boma Development committees.
- Assess the linkages and partnerships between Community Non state actors (Farmers', Fisheries' Poultry, Piggery, Shea Butter Processing, Bee Keeping Groups) and State related institutions for policy engagement, advocacy and development at the County payam and Boma levels.
- Assess the needs that can be addressed through the current projects and other community development activities that will be implemented by the Community non state actors and state related institutions
- Conduct a mapping of the various Livelihood Groups and the State related institutions and projects in Kajo-Keji County with focus mainly on the project areas.
- Conduct organizational and training needs assessments for existing Livelihood Groups and the various Development Committees (Community Non State Actors and State related institutions).
- To determine means of beneficiary feedback and response mechanism

3.1 Study questions.

The main purpose of the Baseline Survey is to assess the extent to which the set project objectives can be realized; particularly, in addressing the following major questions.

Objectives	Study questions
<ul style="list-style-type: none">• Assess the capacity of Farmers and their ability on improved agronomics, Poultry production and management, piggery, best fishing and Bee Keeping practices, Shea Butter processing, soap, Body Lotion and Candle making, Ox ploughing, operation and maintenance of multiple machines used in the Project.	<ul style="list-style-type: none">• What farming practices exist in Kajo-Keji? (people, process, structures)• How effective are these practices?• Do the farmers have the relevant capacities• What knowledge gap exists among the farmers on improved agronomics, Poultry production and management, piggery, best fishing and Bee Keeping practices, Shea Butter processing, soap, Body Lotion and Candle making, Ox ploughing,

	operation and maintenance of multiple machines used in the Project.
<ul style="list-style-type: none"> Assess the status of food availability and dietary diversity among the farmers in Kajo-Keji County? 	<ul style="list-style-type: none"> What are the common crops grown by farmers in Kajo-Keji County? What is the status of food availability and dietary diversity among the farmers now? What are the challenges facing farmers in Kajo-Keji? How can these challenges be solved?
<ul style="list-style-type: none"> Assess the current income level of the farmers in Kajo-Keji County 	<ul style="list-style-type: none"> What are the main sources of income among the farmers in Kajo-Keji now? What is the average income of farmers in Kajo-Keji? Are the available market for the farm products?
<ul style="list-style-type: none"> Assess the capacity of the Beneficiaries, Community Leaders and Local Authorities to engage in participatory development with focus in the education, health, Business and WASH Sectors. 	<ul style="list-style-type: none"> Do the communities, leaders and local authorities have the relevant capacity and information on participatory development with focus in the education, health, Business and WASH? What capacity gaps exit among communities, leaders and local authorities to engage in participatory development? How can these gaps be addressed
<ul style="list-style-type: none"> Assess the capacities of State related institutions at the County level which will include the County, Payam and Boma Development committees 	<ul style="list-style-type: none"> Do the state institutions have the relevant capacities to engage in development project? What gaps exits How can these gaps be addressed?
<ul style="list-style-type: none"> Assess the linkages and partnerships between Community Non state actors (Farmers', Fisheries' Poultry, Piggery, Shea Butter Processing, Bee Keeping Groups) and State related institutions for policy engagement, advocacy and development at the County payam and Boma levels. 	<ul style="list-style-type: none"> How effective is the level of coordination among the various stakeholders in Kajo-Keji County? What gaps exits in relation to coordination among the stakeholders in Kajo-Keji County? What factors brings the people together? What factors divides the people? How can coordination be improved?
<ul style="list-style-type: none"> Assess the needs that can be addressed through the current projects and other community development activities that will be implemented by the Community non state actors and state related institutions 	<ul style="list-style-type: none"> What are the needs of different Stakeholders (women/ men, girls/ boys) met by this intervention? Are the selected modalities the most appropriate to meet the Beneficiaries' needs/geographical areas?
<ul style="list-style-type: none"> Conduct a mapping of the various Livelihood Groups and the State related institutions and projects in 	<ul style="list-style-type: none"> What livelihood groups currently exit in Kajokeji County?

Kajo-Keji County with focus mainly on the project areas.	
<ul style="list-style-type: none"> • Conduct organizational and training needs assessments for existing Livelihood Groups and the various Development Committees (Community Non State Actors and State related institutions). • 	<ul style="list-style-type: none"> • What capacities exist among the various livelihood groups? • How effective are these capacities? • What capacity gaps exist among the staff? • How can these gaps be addressed?
<ul style="list-style-type: none"> • To determine means of beneficiary feedback and response mechanism 	<ul style="list-style-type: none"> • How do men, women, girls and boys provide feedback (complaints, inquiries, compliments)? • How does existing feedback response mechanism integrate safeguards against sensitive feedback including protection and fraud cases.

3.2. Methodology

The Consultant will use a cross-sectional mixed approach with integration of both qualitative and quantitative data collection methods.

- Review of relevant project documents
- Focus group discussions and with key project stakeholders
- Key informant interviews with key project staff, government representatives and local authorities
- Hold Household surveys with community members.
- Participatory training

3.3 Deliverables

Deliverables under this consultancy will include the following:

- Detailed baseline survey design and implementation plan agreed with TiTi Foundation and partners.
- Detailed and comprehensive description on baseline survey data collection tools to be used in capturing the required information in all the project locations. The tools should be discussed and agreed at the project level before utilization and thereafter be annexed to the baseline survey report.
- Comprehensive draft and final baseline survey reports. Data on the indicators listed in the project log frame and M&E plan, among others identified by the consultant and the project team should be covered and reported on.
- Report of a validation workshop in Juba
- The three hard copies of the final report and a soft copy to TiTi Foundation office
- Summary report on the training of the project staff (and partners participating in the survey). The baseline survey tools will be discussed and finalized during this workshop.
- Establish a monitoring and evaluation system for capacity building of the Livelihood Groups, Community Non State Actors and the State Related Institutions.
- Develop strategies for programme implementation including budget reviews.
- Refine and strengthen indicators of impact

4. Tentative work plan

Deliverable	Duration
Inception Report	2 Days
Consultant Travel to the Field (Project Site in Kajo-Keji)	1 Day
Recruitment of Enumerators in Kajo-Keji where the Field Locations are	2 Days
Training of Enumerators in Kajo-Keji	1 Day
A report that is comprehensive with baseline information and clear recommendations	3 Days
Establish/consolidate a/the Community monitoring and evaluation system for enhancing and Building Capacity of the Livelihood Groups, Community Non State Actors and the State Related Institutions in the Project Locations.	2 Days
Develop strategies for programme implementation including budget reviews.	1 Days
Refine and strengthen indicators of impact.	1 Days
Validation workshop	1 Day
Finalizing the incorporation of comments from the validation workshop	1 Day
Submission of the training report	1 Days
Total Duration	16 Days

4.1 Support Available: Titi Foundation will

- Coordinate meetings and workshops
- Provide key documents and information (e.g. other relevant studies, and TiTi Foundation programme information, proposal) needed to conduct desk review and collect baseline information.
- Assign one project officer to support the consultant
- Ensure prompt payment of professional fee and other costs arising from the contract;
- Provide logistical support (transport, accommodation, food, etc during the assignment)
- Provide guidance and support during the exercise
- Comment on the draft report

5. Requirements:

Qualified candidates (individuals and firms) are invited to apply for this task.

A. Academic Qualifications:

- MA in Development Studies, M & E, Rural and Community Development, Peacebuilding and Conflict Studies, Sociology, Political Science, or any other related field. Ph.D. is a plus.

B. Years of Experience:

- A minimum of 10 years of relevant experience in local-level capacity development in Food Security and Livelihoods, Food Processing, peacebuilding and conflict transformation, conflict analysis, negotiation and mediation Skills.

C. Competencies:

- Demonstrated knowledge in capacity building of Livelihood Groups, Non state actors and State related institutions.
- Demonstrated knowledge and expertise in conducting baseline surveys and developing monitoring and evaluation systems.
- Excellent analytical and reporting skills.
- Able to formulate learning objectives in developing an integrated resource pack.
- Excellent analytical and communication skills.
- Ability to work under pressure, meet deadlines and show flexibility.

- Understanding of the social, political and local knowledge of the South Sudan context is an asset and
- Excellent command of English.

6. Proposal Submission and Evaluation of the technical and financial proposals

Technical Proposal Submission

- The Technical Proposal shall include, but not limited to the following items:
- Introduction (including the consultant's understanding of the required assignment).
- Qualifications and relevant experience of the consultant (attach CVs of the proposed person/team).
- The proposal will include the proposed approach and methodology for conducting the assignment with the preliminary schedule.
- Include previously done two sample works.

6.1 Technical Proposal evaluation

- The evaluation of Technical Proposals will be carried out according to the following criteria:

No	Criteria	Points
1.	Introduction (including the consultant's understanding of the required assignment)	10
2.	Qualifications and relevant experiences of the consultant and the proposed team in similar work.	25
3.	Proposed approach and methodology for conducting the assignment with a preliminary schedule.	25
4.	Completeness and clarity of the proposal	10
	Total	70

Note: Applicants who will receive 45 points out of 70 or more in the technical proposal will be considered for preselection and evaluation of their financial proposals.

6.2 Financial Proposal Submission and Evaluation

- The financial proposal is expected to show all the direct costs related to the implementation of the assignment.
- Please use the table below, and do NOT add any additional budget lines, to facilitate evaluating and comparing the financial offers equally.
- The financial proposal carries 30% of the total score.
- Consultants shall submit Technical and Financial Proposals in a package containing two separate envelopes or attachments as follows

a. The first envelope must be marked "TECHNICAL PROPOSAL" and shall contain one original hard copy of the technical proposal.

b. The second envelope must be marked "FINANCIAL PROPOSAL" and shall contain one original hard copy of the financial proposal.

c. All those interested must send their Proposals via e-mail, while making sure that you send one email with Technical and Financial proposals attached together. Please note that for the Financial Proposal, add a password. If your Technical Proposal is shortlisted for further review, you will be requested to submit the password for the Financial Proposal only. Applications submitted without a password for Financial Proposal will be disqualified.

- All offers shall be signed and stamped by the consultant.
- No financial information shall be contained in the Technical Proposal; otherwise, the offer will be cancelled and excluded from the evaluation process.
- Consultants shall not be entitled to compensation related to the costs of preparing the proposals.
- The consultant will provide a detailed budget for the Baseline Survey or Study (at VAT 0). TF will then add the VAT according to the governing legislation.

Item	Unit cost (in USD)	Description/ Number of days	Total (in USD)
Consultancy Fees	(per day)		
Travel			
Incidentals			
Accommodation / DSA	(per day)		
Materials/Interpreter			
Total			

6.3 Proposals evaluation process

- The evaluation of proposals and selection of the consultant will be made using the Quality and Cost Based Selection, with a total score calculated out of 100%, of which 70% is as per Technical Proposal weight while the Financial Proposal weighs 30%.
- Only Technical Proposals will be opened on the submission date. Financial Proposals remain sealed until the technical evaluation is completed.
- The consultant with the highest total score (sum of technical and financial Proposal scores) will be considered as the winner of the consultancy assignment and will be invited for contract negotiations and subsequent signing of the Contract.
- The Technical and Financial Proposals of the successful bidder and negotiation minutes will form part of the Contract.

7. Reporting

- The consultant (firm) receives the necessary guidance and directly reports to the TF Program Manager and Executive Director respectively.

8. How to Apply

Interested Consultants and Consultancy Firms are required to submit a Technical and Financial Proposal marked "Technical and Financial Proposal for the Development of Integrated Youth Training Manual Resource Package Consultancy." Application submission is in hard copies and at the TF Juba South Sudan Office, located at Custom Yei Road behind Blue Flag, Nyokuron West or by email: titifoudtionss@gmail.com and CC kenyibennet@gmail.com and somagloriah@gmail.com by 24th January 2021, 5:00 pm - South Sudan Time. For inquiries regarding the advert, please contact the two recipients copied above meanwhile, Incomplete and late submissions will not be considered/tolerated.