



Terms of Reference

Protection Risk Assessment of Education in Fragile Context

Project: Addressing violence against women and girls as a catalyst for
Peace

Location: Wau County (Western Bahr el-Ghazal State) and Pariang County
(Unity State), South Sudan.

Donor: Germany Ministry of Foreign Affairs

Partner: CARE International in South Sudan

1. Background and rationale

CARE International in South Sudan is implementing a two-years; “*addressing violence against women and girls as a catalyst for Peace*” in Wau and Pariang that seeks to promote gender responsive stabilization and recovery of conflict affected women, men, girls and boys. The project specifically supports communities to identify and take action against structural causes of gender inequality which promotes conflict and violent notions of masculinity and normalizes the violence. It also focuses on addressing the conflict- related gender-based violence against men and women through improving their access to multi-sectoral GBV services. To achieve sustainable peace, an inclusive decision-making process will be promoted where women’s participation and leadership will be strengthened. Through these interconnected outcomes, communities will be able to identify potential solutions for violent conflict thus, contributing to attainment of sustainable peace at local and community level. This corresponds with the German foreign policy agenda for South Sudan that focuses on crisis prevention, stabilization and peace-building, leading to more sustainable development with a specific focus on women’s empowerment.

This Terms of Reference has been developed to attract interested consultants to undertake a protection risk assessment study to; gain an understanding of gender and power relations between boys and girls, the division of labor between girls and boys (who does what work), including domestic (household) and community work and who has access to education, identify and document opportunities and barriers to boy’s and girl’s equitable access and participation in school, identify and document current cultural practices which promote and/or hinder or limit boy’s and girl’s access and participation in school, and document the expected risks boys and girls face in regards to access and participation at school.

Protection Risk Assessment Study

Project Name	Addressing violence against women and girls as a catalyst for Peace
Projects/ Sectors	GBV/Protection, Women Economic Empowerment
Projects Coverage	Wau County (Western Bahr el-Ghazal State) and Pariang County (Unity State)
Study Type:	Protection Risk Assessment of education in fragile context.
Study Purpose:	a) Gain an understand of gender roles and power relations between boys and girls, the division of labor between girls and boys (who does what work), including domestic (household) and community work and who has access to education. b) Identify and document opportunities and barriers to boy’s and girl’s access and participation in school

	<p>c) Identify and document social norms and practices which hinder or limit boy's and girl's access and participation in school</p> <p>d) Document the risks boys and girls face in regards to access and participation at school.</p>
Research Questions	<p>a) How are the gender roles and power relations between boys and girls?</p> <p>b) What roles are men, women playing in regard to access to education for boys and girls?</p> <p>c) How does the gender roles and responsibilities for girls and boys (who does what work), including domestic (household) and community work affect access to education?</p> <p>d) What are the social and structural barriers in regard to boy's and girl's access and participation in school?</p> <p>e) What are the current social norms and practices which hinder or limit boy's and girl's access and participation in school?</p> <p>f) What are the risks boys and girls face in regards to access and participation at school?</p>
Proposed methodology	Qualitative Study
Proposed start and end dates for Study:	13-October – 2021 to 13-November - 2021
Final report submission date:	13-November - 2021

2. Consultant Scope of Works

CARE International in South Sudan will facilitate the process to identify a competent consultant to conduct this study. As part of the negotiation process, CARE will ensure that the consultant understands and agrees to the assignment, including the scope, purpose, objectives and methodology. This negotiation includes flexibility to cater for any changes that may arise in the context due to COVID-19, conflict or any other unforeseen changes.

The consultant will design all the relevant data collection techniques, protocols and tools. The Project Manager, Gender & Protection Advisor, Research Manager, MEAL Coordinator will review the tools and techniques and give feedback prior to the actual study. The consultant should remain aware of the changes in the context that could impede the study. This assignment should be completed within a maximum of 22 days from inception. Hence, the consultant will:

- Prepare an inception report and hold inception meetings with CARE international in South Sudan.

- Develop a comprehensive study design describing type of data to be collected, techniques and relevant tools for each indicator.
- Define sampling method, sampling size and targeted respondents
- Review existing literature on the state of COVID - 19 in South Sudan, including, but not limited to the relevant project documents

3. Methodology

3.1. Design

The protection risk assessment will utilize qualitative research design, including qualitative cross-sectional interviews. Cognizant of COVID-19, the consultant is expected to observe WHO and country regulations when conducting Focus Group Discussions (FGDs), Key-Informant Interviews (KIIs) ensuring safety for all participants.

3.2. Target Population

The target population of the protection risk assessment exercise will involve the host communities, internally displaced persons, returnees and refugees in the Counties of Pariang in Ruweng Administrative Area and Wau County of Western Bahr Ghazel State, South Sudan.

3.3. Study subjects

The study subjects include women, men, girls, and boys, teachers, officials from State ministry of education, State ministry of gender and social welfare, local authorities at County and Payam level, women and youth representatives, etc. selected from the accessible target population in the selected Counties of Pariang and Wau respectively, Women Rights Organisations, CBOs and any other agencies working in the education sector and platforms.

3.4. Sample Size

The sample size for the focus group discussion and key informant interviews will be largely determined at the field level based on the information saturation level. The consultant will use an acceptable sample size for a qualitative study design and also show in detail the sampling procedure of participants. The consultant is expected to be as diverse and inclusive as possible during data collection by ensuring representation of all categories.

3.5. Data Sources

The protection risk assessment considers both **primary** and **secondary** data sources.

Primary data sources include, but are not limited to:

- female and male (25 years and above) community members
- female and male youth (13 – 24 years)
- female and male community leaders
- Government representatives at state or county level or both?
- Women's rights organizations

The secondary data sources include but are not limited to studies from South Sudan's Education Sub-Cluster, GBV Sub-Cluster, Conflict and gender analysis studies, conflict sensitivity resource facility South Sudan, project documents etc. The consultant is expected to undertake review of existing documents using appropriate document review tools and methods.

Participatory tools like safety audit tools (observational and questionnaires), Focused groups discussion guide, KII guide, and questionnaires checklist needs be used for primary data collection. These methodologies are to be applied interchangeably.

3.6. Data Collection

The consultant will be responsible to develop data collection tools such as: questionnaires, FGD, KII guides, safety audit tools, and observation tools to capture data from the respondents above. Enumerators will be recruited by CARE and trained by the consultant to collect data during household surveys, FGDs and KIIs. Cognizant of the changing context. The consultant is expected to design a safety protocol for achieving data collection cognizant of Government of South Sudan COVID-19 country SOPs.

3.7. Data Analysis

The consultant should adopt an iterative data analysis approach. The consultant should apply the basic steps in qualitative data analysis; Coding, Labelling, Summarizing, and Data Presentation and Interpretation. Analysis should integrate findings from the different sources of data. The consultant should corroborate, and triangulate data from different data sources. A complete set of tools and procedures for summarizing and analyzing qualitative data needs to be made available.

3.8. Data Quality Issues

The designed data collection techniques, Quality of data should not be compromised and maximum care should be taken to avoid or at least minimize errors at all stages of the Gender Conflict Analysis measurement process. Some techniques such as, but not limited to, the following will be applied:

- Before data collection: Pilot testing the data collection tool will be required in order to verify the reliability and validity of the tool. This includes for both face to face and other approaches.

- During field data collection: Monitoring enumerators for accuracy in doing the interview and in capturing data will be necessary. Checking through all completed responses (on a daily basis) to ensure any mistakes or inconsistencies are corrected on time will add value to the quality of data.
- Data analysis: Perform iterative data analysis which involves continuously analyzing key variables as part of data quality checks using various methods.

4. Validation and Communication of Findings/Reflection

A one-day validation session will be conducted with all the relevant team members who participated in data collection. Additionally, CARE GBV/protection team members will be present to support and facilitate sessions and also to clarify on information, and to fill in gaps where some data may either be missing or contradictory. The findings of the study will then be validated by the community representative and stakeholders in another workshop and once the validation is completed then the final report will be produced.

5. Protection Risk Assessment Products/Deliverables

The key deliverables of this study includes;

- Inception report with well-define methodology (including an inclusive and gender sensitive sampling design), data collection tools and a clear work plan.
- An annex of COVID-19 infection risk mitigation protocol
- A comprehensive and well-organized final Protection Risk Assessment report (Not more than 30 pages) in electronic version word and PDF based in the template structure in annex below.
- Annexes to be attached with ToR, Data collection tools utilized, attendance sheet of key meetings and focus group discussions conducted as well as other activities.
- The consultant should also deliver all files including: transcripts of the qualitative data and others in an easy to read format, and maintain naming conventions and labelling for the use of the project/program/initiative and key stakeholders
- Fact sheet or abstract and power point presentations to be used for dissemination of results to stakeholders.

6. Management of the Consultant

CARE will support the consultant remotely throughout the study. Whenever the consultant is identified, the consultant will work with the Project Manager and Area Managers. The team will commence the inception process by:

- Reviewing the Protection Risk Assessment study protocols, recruitment plan, data collection plan, COVID-19 risk reduction plan.

- Finalizing tools and approve final plan prior to commencing of study.
- Providing technical support and oversight during data collection process

6.1 Data analysis

- Support analysis to focus on concepts/ theories upon which the project is designed.
- Writing up the technical report on Protection Risk Assessment study that includes conclusions in key areas and areas of intervention focus.

7. Lessons Learned

The lessons learnt through the entire Protection Risk Assessment study shall be documented and shared with the education cluster, GBV/Protection clusteProject team and CARE quality department for project adaptations as well as for future programing. The documentation of these lessons will be vital for reflection, growth and continued improvement.

8. Limitations

This **Protection Risk Assessment study** will be undertaken with some limitations which may include but not limited to;

- **COVID-19 pandemic:** This might affect conduct of the study in anticipation of government Covid-19 control measures like movement restrictions, lockdowns and so on
- **Travel Schedules:** International and domestic travel between states is mostly by air using UN Flights. Thus, changes in travel schedules due to flight cancellation, weather and other technical issues may interrupt the conduct of this assignment.
- **Statistics:** Country demographics may not be readily up-to date hence the consultant may have to undertake preliminary data corroboration.

9. Core Competencies

- **People Skills:** Ability to deliver assessment results within the shortest period of time.
- **Integrity:** Exhibits trustworthiness, integrity and has a clear commitment to CARE's core values and humanitarian principles.
- **Resilience/Adaptability and flexibility:** Ability to operate effectively under extreme circumstances including stress, high security risks and harsh living conditions. Works and lives with a flexible, adaptable and resilient manner.
- **Awareness and sensitivity of self and others:** Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts

in a culturally appropriate manner. Has a capacity to make an accurate self-assessment particularly in high stress and high security contexts.

- **Knowledge and skills:** knowledge of CARE policies and procedures, Sphere and the Red Cross/ NGO Code of Conduct. Requires general finance, administration, information management and telecommunication knowledge and skills including proficiency in information technology/ computing skills.

10. Technical Competencies

- Interested applicants should be an individual or institution. The consultant should have a minimum of Master's Degree in Gender and Developmental Studies or Social Sciences. The consultant must have proven track record and experience in conducting similar or related assignment. This should be backed up by the number of similar researches that have been conducted by the individual or institution.
- Previous experience in medium to large-scale emergencies and stable context (five years minimum)
- Familiar with humanitarian programming and inter-agency coordination systems
- Fluent in English and Arabic will be an added advantage
- Ability to communicate ideas in a culturally-sensitive manner and conducive to their practical application.

11. Logistics

Please note that CARE will bear the cost for Air tickets, airport pickup and drop off, ground transport and accommodation while in Juba and field locations. CARE will also bear the accommodation cost for Q7 (if required for international consultants). Whereas visas are obtainable on arrival at Juba international airport, travellers are advised to obtain visas in countries where they reside. An introduction letter may be provided on request to support processing of visas.

The consultant will be responsible for the cost of meals. The cost of the meals per day for the period of the consultancy will be regulated by CARE per diem policy.

12. Evaluation and Award of Consultancy

CARE South Sudan will evaluate the proposals and award the assignment based on the technical and financial criteria. CARE reserves the right to accept or reject any proposal received without giving reasons and is not bound to accept the lowest, the highest or any bidder. Only the successful applicant will be contacted.

The evaluation criteria associated with this TOR is split between technical and financial as follows:

- 70 % -Technical (**technical score will be done by program team**)

- 30 % -Financial (Financial score will be done by procurement)

Technical Evaluation Criteria

Technical Criteria	Description
General understanding of the TOR.	Does the proposal demonstrate a clear understanding of the TOR? Does the consultant make an effort to interpret the objectives?
Methodology	To what extent is the methodology clear and detailed? Is the sampling method and sample size computation scientifically acceptable? Are all the relevant methods of data collection included in the proposal?
Team composition	Does the consultant (or proposed team) have the necessary competencies and experiences as described in the TOR to undertake this study?
Experience	Experience of conducting baseline and evaluation surveys in South Sudan, preferably within proposed geographical area has competitive advantage. Experience with similar assignments with INGOs/ other organization
Work plan	Is an action plan part of the proposal? Is it reasonable or realistic? Does it meet the expected deadlines? Is it flexible to accommodate any changes without compromising the deadline and quality of products
Budget	To what extent is the presented budget reasonable. Is the budget clearly aligned with the planned amount?

13. Payment Terms and Conditions

Payment will be effected as follows; First installment (30%) of the total cost on submission and acceptance of inception report. Final payment (70%) upon completion and approval of the final report. Additional information on payment terms and conditions will be included in the contract.

13.1 Additional Information

- Consultants shall abide by WHO and Government of South Sudan COVID-19 SOPs.
- Consultants shall be required to sign and abide by CARE Safeguarding Policy (which includes prevention of sexual exploitation and abuse, and behavior protocols)
- Consultants shall abide by the EU beneficiary data privacy/management policies

14. Ethical Considerations, Confidentiality and Proprietary Interests.

- The consultant/ consultancy firm needs to apply standard ethical principles during the course of the assignment such as upholding the confidentiality of interviewees as well refraining from making judgmental remarks about stakeholders.

- The incumbent shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the service without prior written consent of the contracting authority. Proprietary interests on all materials and documents prepared by the contract holder under this assignment shall become and remain properties of CARE.

15. Report layout

CARE South Sudan will discuss with the successful consultant (s), the content and length of the final report. However, below is a suggested outline for the report.

- a) Cover page (1 page)
- b) Table of Contents (1 page)
- c) Acknowledgements (1 page)
- d) Glossary (1 page)
- e) Executive summary (Introduction, Methodology, Results and findings, Recommendations) (max 4 pages)
- f) Introduction/Background/relevant context information (max 2 pages)
- g) Methodology (max 2 pages)
- h) Findings and Discussions (max 10 pages)
- i) Conclusion and recommendations (max 4 pages)
- j) Lessons learnt (max 2 page)
- k) Limitations of the study (max 2 page)
- l) Appendices (to include copies of all study documents including but not limited to; all data collection tools, study timeline including all KII and FGD participants and discussion transcripts, Documentation of all the processes involved in the data analysis, etc. These can be as many pages as necessary.
- m) Annexes must be referenced in the in the report, but submitted as a separate zip file document

Submission.

All interested applicants should send their CV (Max 3 pages), technical and financial proposals (consultancy fee inclusive of the cost of meals as separate lines) detailing survey methodology, work plan, budget (max 12 pages) and sample reports. The Technical proposal with budget and CV should be sent to: Richard.Matale@care.org and cc: Francis.Mette@care.org, Gloria.Poni@care.org

Deadline for expression of interest is on 14th September 2021 before 4PM.

Note: The consultancy is for a period of 22 days spread from 13-October – 2021 to 13-November – 2021