



## Terms of Reference for National Consultancy Firm to Conduct Global School Health Surveys

Assignment Title: Hiring a Consultancy Firm to Conduct Two Global School Health Surveys

Location: Juba, South Sudan

Start date: 10 October 2025

End Date: 09 November 2025

Reporting to: Education Programme Specialist

Closing date for application: 30 September 2025

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### I. Introduction and rationale

The United Nations Education Scientific and Cultural Organization (UNESCO) is currently collaborating with the World Health Organization (WHO) Regional Office for Africa in the implementation of the Global Adolescent School Health Survey (GSHS) and the Global Policy Survey and School Health Practices (G-SHPPS) in the African region.

The Ministry of Health (MoH) of South Sudan, in collaboration with the Ministry of General Education and Instruction (MoGEI), UNESCO and WHO, and other partners will ensure that the joint initiative provides up-to-date and valid data on health behaviors, particularly regarding noncommunicable diseases among school-going adolescents, as well as school policies and practices that impact health.

These surveys are essential tools for countries to monitor various facets of adolescent health behavior and non-communicable disease risk factor behavior. In addition, contribute to the evaluation and implementation of preventive measures and health promotion initiatives targeting crucial areas linked to these adolescent health issues.

The surveys will provide critical baseline data on adolescent health, informing national policy, strategy development, and program implementation aimed at improving school health and adolescent well-being.

### II. Objectives of the assignment

The primary objective of the consultancy is to lead the planning, coordination, implementation and data collection, and transmit the data for analysis in accordance with the protocols set.

### III. Scope of work

The consultancy firm will be responsible for the following tasks:

- Ethical clearance obtained and signoff on GSHS and G-SHPPS Data Release & Publication Policies and Procedures
- Prepare detailed operational and financial plans for implementation.
- Permission obtained from 41 sampled schools for GSHS and 360 schools for the GSHPPS
- All survey materials prepared and available
- School permission or notification obtained for both surveys

- Parental/guardian permission or notification obtained for the GSHS
- Survey timelines scheduled
- Training materials developed
- Survey materials listed for procurement.
- Survey administrators trained and deployed
- Conducted pilot testing of tools and data collection processes in one school

#### IV. Data collection

- Implemented the survey in selected schools across South Sudan
- Ensure adherence to data quality protocols.
- Monitor field operations and ensure child safeguarding standards.
- Facilitate a debriefing meeting and provide a report
- Delivered survey materials to UNESCO

#### V. Deliverables

Deliverable	Duration (Days).	Payment %
Inception Report detailing the methodology to be adopted based on the predetermined sample sizes for GSHS and G-SHPPS.	5 days	10%
A validation workshop to discuss the inception report and workplan. Adapted tools reviewed and list of items required for the survey including stationery provided. Steering committee updates Obtained approval from National Health Research Ethics Committee for Research and Ethics Approval. With MoGEI obtain permission from participating schools and received consent from parents/ caregivers.	10 days	30%
Conduct surveys including pilot test with targeted groups. Debrief steering committee of the outcome of the pilot test	15 days	30%
Compiled the GSHS answer sheets for submission Provide updates to the steering committee Held debriefing meeting and submitted report Submitted close out report	10 days	30%

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#### VI. Supervision and reporting

The consultancy firm will work under the direct supervision of the Ministry of Health in collaboration with the Ministry of General Education and Instruction, and technical oversight from UNESCO and WHO.

#### VII. Duration of assignment

The total duration of the consultancy is estimated to be 2 months, starting from the date of the contract signing. This includes duration for engagement and feedback.

#### VIII. Required qualifications of the consultancy firm

- Legally registered and recognized firm in South Sudan
- Proven track record in conducting national-level surveys, preferably in school or health-related settings.
- Experience working with UN agencies and understanding of international survey protocols.
- Competent team including epidemiologists, statisticians, public health specialists, and trained enumerators.
- Familiarity with South Sudan's context and ability to work in insecure or hard-to-reach areas is an asset.

#### Evaluation criteria

Proposals will be evaluated based on UNESCO procurement requirements. The proposals will go through a comprehensive evaluation process in accordance with UNESCO procurement requirements. The evaluation will be based on organizational capacity, technical expertise and on the principle of "best value for money." The technical evaluation will be out of 700 and weighted to 70% while the financial evaluation will be out of 300 and weighted to 30%.

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	The firm should be based in South Sudan with a minimum of 10 years of experience in conducting high-quality research using mixed methods and managing complex logistics. The firm should possess technical expertise in the health and education sectors, with strong analytical and communication skills. Robust data management and familiarity with ethical practices, especially in South Sudan is required. In addition, should have a proven track record of successful projects with various organisations, including the UN.	100
2	<p>Provide CVs of key personnel with relevant experience and qualifications with similar projects.</p> <p><b>Team Lead</b> should hold a postgraduate degree, such as a master's level or equivalent, in project management, development studies, social sciences, health, or a related field. A minimum of 10 years of progressive work experience in similar surveys in the context of South Sudan and demonstrated experience managing large-scale surveys. Significant experience as a team leader, decision maker, and negotiator with operational partnerships. Should possess strong abilities in team leadership, management and develop strategic partnerships. Strong written, verbal communication and presentation skills with expert knowledge of English.</p> <p><b>Coordinator</b> should be a postgraduate degree holder, such as a master's level or equivalent, in project management, development studies, social sciences, health, or a related field. A minimum of 5 years of progressive</p>	150

	work experience in research. The coordinator will provide training to the survey administrators, oversee data collection, ensure high compliance with research protocols, manage project timelines, and facilitate communication among participating partners of the steering committee.	
3	Proposed Work Plan and Approach	300
4.	Provided 3 references of Previous work done	100
5	Experience with UN Agencies	50
<b>Sub-total for Technical Evaluation</b>		<b>700</b>

#### Evaluation and feedback

The selected firm shall provide updates and detailed progress reports to the steering committee. Payments shall be issued upon the satisfactory completion of all specified deliverables and the timely submission of financial statement. The reports should include performance indicators, challenges faced and adjustments made to meet the targets. Payments may be withheld if performance is unsatisfactory. Upon completion of the assignment, the performance of the consultancy firm will be evaluated based on the quality of the deliverables, adherence to timelines, and overall impact of the assessment findings and recommendations.

#### Confidentiality and data protection

The consultancy firm is required to maintain strict confidentiality concerning all data, information, and documents gathered during the assignment. The consultancy must ensure that all data is handled in accordance with relevant ethical standards and data protection laws.

#### Conditions

- The contractor will use own computer in the assignment.
- The contractor will be home-based in South Sudan.
- The contractor's fee shall be inclusive of all office administrative.
- Voice over Internet Protocol (VOIP) Microsoft Teams will be used for communication.
- Government and the UN system shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks, with regard to material, which bears a direct relation to, or is made in consequence of, the services provided to the Organisation by the consultant.

#### Submission of proposals

Interested firms are invited to submit the following:

- Technical proposal detailing methodology, work plan, and team composition.
- Financial proposal including all costs. (Submitted as a separate document and not as part of technical Proposal)
- Company profile, Tax certificate, and latest Audited Financial Statements.
- Curriculum vitae of key personnel.
- At least three references from similar assignments.

Please send applications to [procurement.juba@unesco.org](mailto:procurement.juba@unesco.org).