**TERMS OF REFERENCE**

**MULTISECTORAL HUMANITARIAN NEEDS ASSESSMENT**

**NOVEMBER 2019**

1. **Project Basic information**

|  |  |
| --- | --- |
| **Agency:** | Oxfam |
| **Country:** | South Sudan |
| **Name of Project:** | Emergency Preparedness and Response |
| **Project start and end dates:** |  |
| **Assessment type:** | Needs Assessment |
| **Main Purpose for undertaking this assessment:** | To provide a holistic and evidence-based account of current humanitarian needs and priorities of people whose lives have been affected by the complex emergencies in past and current Oxfam operational locations that will be used to guide Oxfam’s humanitarian response strategy and planning |
| **Assessment Start and end dates:** | 11th November to 6th December, 2019 |
| **Anticipated assessment report release date:** | 6th December, 2019 |

1. **Brief context**

South Sudan gained its independence form the Republic of Sudan in 2011. With a population of 12 million, South Sudan has endured protracted ethnic violence and civil war since 2013. While the signing of a peace agreement in September 2018 formally put an end to the conflict in South Sudan, humanitarian situation remains dire. The multidimensional crisis is characterized by continued violence, poor access to safe water, sanitation and hygiene (WASH) facilities, food and nutrition insecurity, economic upheavals, disease outbreaks and violence against women.

Oxfam has been working in South Sudan since 1983, working on humanitarian response, governance, conflict resolution, advocacy, women’s rights, and policy reform, and recovery and resilience. Oxfam currently operates in nine States (Upper Nile, Unity, Jonglei, Lakes, Eastern Equatoria, Central Equatoria, Western Equatoria, Warrap and Western Bahr-el Ghazal) implementing both humanitarian response and transition/long-term programmes.

As a member of the Emergency Preparedness and Response (EP&R) cluster, Oxfam has been consistently assessing and responding to humanitarian emergencies across the country through its EP&R programme. However, Oxfam intends to undertake a comprehensive multisectoral humanitarian needs assessment that will be used to inform its emergency response strategy in South Sudan. The assessment will be conducted in both past and current geographic locations where Oxfam had or has operational presence in South Sudan. Attention will be paid to counties which are fraught with chronic humanitarian emergencies and will cover a wide range of sectors including but not limited to WASH, Food Security & Livelihoods, Education in Emergencies, Gender and Protection.

1. **Overall Objective**

The multi-sectorial humanitarian needs assessment will provide a quick and evidence-based overview of the current humanitarian situation in order to identify the immediate impacts of the crisis, estimates of the needs of the affected population for assistance and define priorities for humanitarian action in past and current Oxfam operational locations. This will be used to guide Oxfam’s humanitarian response strategy and planning.

**Specific objectives**

The assessment will provide:

* An understanding of the current demographics of targeted locations,
* An update on the prevailing humanitarian and protection context
* An evidence-based information or data including the most affected or vulnerable groups that would enhance correct planning and targeting
* An understanding of current living conditions at the household level including access to safe water and sanitation, FSL, Education, gender and protection concerns etc.
* Immediate sector specific humanitarian needs or priorities of the affected population to inform Oxfam’s emergency response strategy

1. **Scope of Work;**

Key among the expectations from the consultant will include but not restricted to following thematic areas:

* 1. **WASH**
* Assess the availability and access to safe water and basic sanitation facilities at the household and community levels.
* Availability of safe water and basic sanitation facilities in public facilities including schools, market places and public health facilities.
* Identify current and common defecation practices among disaster affected populations.
* Identify context specific barriers that hinder construction of basic sanitation facilities by affected communities.
* Definition and prioritization of preferred, cost-effective and culturally appropriate WASH technology/ies among the affected population
* History and occurrence of water and sanitation related disease outbreaks.
  1. **FSL**
* Assess the underlying causes of household food insecurity and coping strategies
* Assess general food availability, access, food consumption patterns and dietary diversity of the population
* Assess the main livelihood sources, livelihood options and income levels, major areas of spending or uses and assets
* An understanding of market availability, levels, functionality, price trends and the potential to support cash-based intervention.
* Determine main challenges and risks that are associated with food insecurity.
* Identify the preferred livelihood skills of the population including the availability of relevant training institutions.
  1. **EDUCATION**
* Assess the availability and access to education services by the affected population
* Determine the need for education in emergencies including target population
* Assess the need or demand for establishing functional adult literacy (FAL) and ALP centers including the age groups that require adult literacy (ALP and FAL).
* Determine the need for for pastoralist or mobile education.
  1. **PROTECTION**
* Assess the history, characteristic and trend of displacement
* Assess the intentions and decisions of the affected populations (IDPs, returnees and host communities in relation to displacement and access to safety.
* What is relationships between Host, IDPs and Returnees in terms of local integration.
* Find out the situation of access to basic services
* Identify the unique risks facing women and girls, men and boys, and whether these risks are magnified for certain groups within the affected population, e.g. people with disabilities, female headed households, children, etc.
* Assess the existence and potential of community-based protection structures for risk reduction and promoting local peace and security
  1. **GENDER**
* Decision making powers by different categories of the population at the household and community levels
* Access and control over household resources by men and women.
* Description of key gender roles ascribed to different groups in the household and community levels, plus an indication of whether these roles are changing or shared among the different categories of the population (men, women, boys and girls)
* Specific Gender Concerns and needs in the home and community and their safety and coping mechanism for various population groups.
* An estimation of practical and strategic needs of different population groups (women, men, girls, and boys), their severities and define immediate and long-term priorities.
* A description menstrual hygiene practices including context specific and culturally appropriate and preferred menstrual hygiene management technology/ies.
* The magnitude of SGBV and its effect in the community and available services.

1. **ASSESSMENT METHODOLOGY**
   1. **Development of Study Design**

The successful consultant or consultancy firm is required to submit a detailed study design, methodology, work plan, expertise of team members, specific responsibilities, and assigned time allocation along with feasible budget. However, these will be subjected to further discussions and agreement with the EP&R Programme Manager and the Humanitarian and Development Programme Manager. The methodology and work plan of the successful Consultant/firm will have to be approved by the EP&R Programme Manager.

* 1. **Development of Methodology**

In preparation of the methodology, the consultant is required to use the mixed-method approach. The consultant should consider quantitative techniques and sample sizes that will represent the project sites (mentioned in geographic coverage) and provide sufficient data towards the overall goal and specific objectives of the assessment. We propose to use random cluster sampling technique in each site of interventions. A qualitative approach will also be required, including the systematic use of qualitative techniques including unstructured interviews, focus group discussions, key informant interviews and personal observations. The overall methodology will be participatory and involve various social groups including the most marginalized in society, to capture their opinion. An initial proposal for a more detailed methodology is to be submitted by the applicants at the time of submission of the technical proposal which will be used as a basis for proposal assessment by the recruitment team. Afterwards, the contracted consultant or consultancy firm will be requested to develop a more holistic needs assessment plan which must contain a work plan, a detailed description of a specific methodological approach, a design for the assessment with a list of questionnaires, and information collection and analysis methods and tools including sampling plans, as necessary.

It is proposed that the successful consultant or consultancy firm will follow the following sequence to achieve the desired results:

The assessment process will be carried out in four phases (Table 1): An Inception Phase, a Field Phase, a Synthesis Phase and finally a Dissemination phase (Table below). Deliverables in the form of reports and/or slide presentations should be submitted at the end of the corresponding stages.

**Table 1 – Phases of the Assessment**

| **Phases of the assessment** | **Methodological Stages** | **Deliverables** |
| --- | --- | --- |
| * 1. Inception Phase | * Structuring the assessment such as defining methodology, data collection instruments both quantitative and qualitative. | * Inception report/Note |
| * 1. Data Collection phase | * Primary data collection * Analysis * Illustration of preliminary findings * Debrief presentation | * Slide Presentation * Preliminary report on accomplishment of data collection. |
| * 1. Data Management/ Synthesis phase | * Analysis and Judgements * Drafting and Finalisation of the report | * Final report |
| * 1. Dissemination phase | * Dissemination of the findings | * Seminar / Conference |

* 1. **Inception phase**

In the inception phase, the consultants will undertake a comprehensive desk review of the existing literature. The literature review will include but not limited to initial scoping and review of relevant publications and reports. Some suggested areas for the secondary data are demographic of statistical projections from census figures, displacement figures (OCHA, IOM DTM, WASH and EP&R Clusters)

Based on the information collected after the desk review, the assessment team should:

* Review the initial assessment questions proposed and where relevant, propose an alternative or complementary set of needs assessment questions justifying their relevance.
* Agree with Oxfam on the final set of questions for the humanitarian needs assessment.
* Present and agree on the methodology for the assessment.
* Arrange a de-brief meeting with the management on the draft methodology, tools and workplan.
* Finalize data collection tools.
* Finalize the work plan.
  1. **Data Collection Process Phase**

This will entail primary data collection, both quantitative and qualitative, at the household and community or village levels. The consultant will be assisted by Oxfam field team especially for the recruitment of data collectors at each of the study sites. The consultant will undertake training, field test and data collection activities simultaneously in previous and current Oxfam field locations that have been prioritized for the assessment, Akobo, Pibor, Wau, Rumbek, Lankien, Nyal, Bor and Karam.

To engender easy and real time data collection, imputing, cleaning, monitoring and timely reporting, the selected consultant is expected to ensure the use of an appropriate open source data management (online) platform like mobenzi research or Kobo tool.

* 1. **Data Management and Synthesis Phase**

**5.5.1: Reporting**

This phase is mainly devoted to the preparation of the draft and final reports. The assessment team will present in a single document their findings, conclusions and recommendations in accordance with the agreed structure.

**5.5.2: Data Analysis and Report Writing**

Data analysis will start parallel to the data collection exercise. Qualitative and quantitative data will be analyzed. At the end of analysis period, a draft report will be produced and shared with Oxfam and its stakeholders for their comments/feedback. Report will be produced on the agreed format and will be updated in line with comments/feedback of the EP&R Programme and MEAL teams.

* 1. **Dissemination Phase**

Before submission of final report, the consultant will present the key assessment findings in a validation workshop organized in Juba. The workshop will be attended by Oxfam Programme and MEAL team, Donor Representatives, other NGOs, cluster focal points, and NGO forum representatives. This will provide the opportunity for the assessment team and Oxfam to get a wider feedback on the key assessment findings for finalization.

1. **TIMELINES AND DELIVERABLES**

* 1. **Timeframe and timelines**

The assessment duration will take approximately 26 calendar days that include inception period, methodology and designing of data collection tools, field team formation, data collection, data analysis, report writing and dissemination (Table 2). The expected start date of the assessment is 11/11/2019. The draft assessment report must be ready by 6/12/2019. A validation workshop is planned for 6/12/2019 and final assessment report by 6/12/2019. Below in the table is an indicative workplan for the assessment.

**Table 2 – timeframe, activities and responsibilities**

|  |  |  |
| --- | --- | --- |
| **Number of days** | **Activity** | **Responsible** |
| **1. Inception phase** | | |
| Three days  (11-13 Nov 2019)  (Only for Lead consultant) | * Preparatory briefing meeting with consultancy team about the programme and discussion/clarification if any on the ToR. * Desk review of key documents * Preparation detailing assessment tools, methodology and detailed assessment schedule within 3 days of starting the consultancy. * Final inception report no later than 3 days from the start of the consultancy | * Oxfam to brief the consultancy team and discuss the ToR * Oxfam to share key documents and consultants to review * Consultancy team to produce an inception report. * Sector Leads in Oxfam to review proposed assessment tools, ensuring that their respective sectorial needs are fully met. * Recruitment of data collectors to be undertaken by Oxfam and data collection training to be provided by the consultants. |
| **2. Data Collection phase** | | |
| 15 calendar days (14 – 28 Nov 2019)  (For all) | * Community sensitization /recruitment of data collectors * Logistics arrangements for data collection. * Training of data collectors   + - * Pretesting of data collection tools       * Conduct field visits to undertake data collection.       * Debriefing of field findings | * Testing data collection tools by the consultancy team * Oxfam responsible for community sensitization and mobilization, venue and travel arrangements * Consultant team responsible for arranging interview schedule * Presentation of preliminary findings |
| **3. Data Management and Synthesis phase** | | |
| 14 days (15 - 29 Nov 2019) | * Data analysis (data should be collected, analysed and disaggregated by gender and data sets), One dataset per Sector. * Production of draft report * Draft report to classify recommendations into short, mid and long-term * Sharing of draft report with Oxfam * Discussion of draft report with Oxfam programme teams to give opportunities for the team including MEAL to agree on action points, learning and recommendations. | * Data analysis to be undertaken by the Consultant * Report to be shared to Oxfam for review * Oxfam to provide feedback on the draft assessment report. |
| **4. Dissemination and final report submission phase** | | |
| Six days (30 Nov 6 Dec 2019)  (For all) | * Presentation of key findings in a validation workshop. * Consolidation of feedback on the draft assessment report * Submission of final report and presentation of findings and recommendations. | * Consultant to submit draft assessment report * Consultant to consolidate feedback provided by Oxfam * Oxfam to organise the results validation workshop * Consultants to submit final assessment report |

1. **ETHICS**

The data collection activities involved in this survey will be based on ethics of in research principles including free consent, no harm, justice and beneficence. This is reinforced by Oxfam’s responsible data handling policy[[1]](#footnote-1). Considering the risk and sensitivity in culture and context, we will attempt to maintain gender balance in enumerators to ensure and arrangement of same sex speaking to respondents.

All respondents will be provided with a consent form. It will describe the main survey objectives, probable time that will be taken, benefits and harm (if any), protection of confidentiality, who will use the data and confirmation of voluntary consent. Respondents will also be entitled to stop responding or participating in the survey at any time during administering of the questionnaire.

It will be worth to declare that, OGB will have unlimited access to the material produced by the consultant/consultancy firm.

1. **RISK, CHALLENGES AND MITIGATION STRATEGY**

* The data collection process will be given special attention to minimize unintended effects while conducting the survey and due attention will be given to monitor the general security and conflict situation in the country level and at specific locations where Oxfam programme interventions have been or are implemented.
* Oxfam team will instruct the consultant to adopt a flexible approach to data collection. The “Do No Harm” principles will always take precedence over the desire for accountability and the collection of data.
* Although overall security situation improved in South Sudan, the security of the team remains paramount at time and at any point while the consultant team is in the field.
* It is assumed that for every location, data collection will be hired locally due to their ethnic background and acceptability to local context. Basically, enumerators will be recruited from each County because of inter-tribal community demand. This may restrict the assessment team since each time the consultant team will have to train a new set of enumerators, which will be time consuming, will need more resources, and may limit the quality. Overall, the system may have to compromise the data quality unless harmonize monitoring system in training, system validation and data quality assurance system is not established.
* A gender sensitive approach will be applied as much as possible while recruiting enumerators and collecting the data. The gender balance in enumerators to ensure and arrangement of same sex speaking to respondents. Will need to handle with extreme care for the gender and culture sensitive questions and procedures.
* During and after the data collection period, data obtained from the communities will be handled with utmost care and responsibly in accordance with Oxfam’s Responsible Data Handling policy. The use of smart phone and Mobenzi data or Kono collection software ensures a secured data storage platform during and after data collection.
* At times, beneficiaries can show violent reactions to aid agencies like Oxfam due to a variety of reasons including sensitive registration system which does not include all in general; delay in aid, seeds, tools, capacity development deliveries; conflict of interest from the community itself; and sensitivity at community level. Hence, a monitoring eye will be placed on the way how beneficiaries perceive and react to Oxfam and polite, consultation and submissive approaches will be taken in such regards.
* Transportation system, travel restrictions, climate and wealth condition, WFP flexibility in flight movement may restrict the field activities for the consultant team. We will take care of a feasible and back up planning during the data collection facilitation process at field level to minimize such risks.

1. **BUDGET AND LOGISTIC SUPPORT**

The budget for the survey will cater for the consultant’s fee, international travel, in country travel, accommodations full board, and fuel for vehicles to be used during the survey period, enumerators’ fees and lunches, stationery and communication costs. Thus, the consultant must submit a detailed budget as part of the proposal.

The following cost will be covered by the Oxfam:

* In-Country and International flight costs for the consultant team
* Hotel and accommodation in South Sudan for the consultant team
* Transportation in the field (fuel & vehicle rentals)
* Payment for enumerators
* Stationary for data collection
* Communication costs

The following costs will not be covered by the organization and should be factored into the consultancy and related fees, which the consultant will submit with the application:

* Costs for data handling, and processing, report writing and printing
* Any medical expenses by the consultant during the assignment

To note, Oxfam will deduct the tax up to 10% as per South Sudan’s legitimate tax rules.

1. **DATA AGREEMENT**

OGB will have unlimited access to the materials produced by the consultant.

1. **EXPECTED DELIVERABLES**

The expected deliverables from the multi-sectoral assessment exercise are the following:

* + - 1. Complete bibliography of documents/materials/data used during desk review of secondary sources.
      2. Power point presentation of assessment plan, timelines and activities.
      3. Final data collection tools, databases and analysis plan.
      4. Draft assessment report
      5. Final assessment report with a Power point presentation of main findings and conclusions for debriefing purposes; and
      6. All data collection questionnaires, raw Mobenzi or Kobo datasets, clean dataset and analysis files per sector.

1. **THE ASSESSMENT REPORT**

The production of the final assessment report will be the responsibility of the lead consultant covering all the aspects as outlined in the ToRs. Oxfam programme team and management will be responsible for coordinating the assessment exercise. The assessment report should be:

* Produced in English language and should be simple in expression and easy to understand.
* Include an executive summary and key recommendations for future emergency response and resilience programming / funding in South Sudan.
* Maximum of 30 pages with some short annexes.
* The report format and text should be an A4 paper size and a legible font (e.g. Arial 10 or 11).
* The consultant will be liable to submit the final electronic version of the assessment report, and the complete set of clean raw datasets for each sector, and analysis codes by the agreed deadline.

**12.1: Outline of The Assessment Report**

The assessment report should contain the different elements mentioned below. All parts should

be clearly distinguished from each other and of sufficient quality.

1. Cover pageclearly identifying the report as a multisectoral assessment and stating:

* Assessment title
* Program title
* Geographical coverage:
* Date that the assessment report was finalized
* Consultant(s) name(s) and logo (if available)
* Oxfam logos
* Appropriate recognition of institutional donor support.
* Clear statement in case this report can NOT be used externally

1. Table of contents
2. Glossary
3. List of abbreviations.
4. Executive summary that can be used as a stand-alone document
5. Introduction, stating objectives of the assessment and assessment questions
6. The intervention and context
7. Methodology, including an indication of any perceived limitations of the assessment
8. Presentation of the findings and their analysis
9. Conclusions
10. Recommendations for the immediate, mid and long term
11. Appendices:

* Terms of reference
* Assessment program (main features of data and activities carried out).
* A list of interviewees (name, function and working environment) and places visited.
* List of documents and bibliography used.
* Details on composition of assessment team (names, nationality, expertise, working environment).
* Link to Methodological appendices:
* The assessment proposal
* Assessment instruments such as questionnaires and interview guides
* Data collected

1. **THE CONSULTANCY TEAM, SKILLS AND EXPERIENCES**

**13.1: Consultancy Team**

This is a multi-sectoral assessment across several geographical locations. To ensure speedy and accurate data collection we are seeking a consultant or consultancy firm(s) that can provide one lead consultant and assistant consultants to undertake the assessment in the different geographic locations simultaneously. Given the context of South Sudan it is important for the applicant(s) to demonstrate that they can travel without any restriction to all locations.

**13.2: The skills and experiences of the Consultants**

The desired specification and qualities of the **Lead Consultant** are as hereunder:

* At least a Master’s Degree in one of the following: WASH, Social Sciences, Agriculture, Development studies, Education, Gender Studies, Law, Economics or other relevant disciplines.
* Practical experience in conducting needs assessment in fragile context
* At least 5 years experience in monitoring and assessment of multi-sector programmes
* High quality skills and demonstrated experience in similar humanitarian needs assessments particularly WASH, food security, livelihoods, etc.
* Familiarity with formative research approaches to community and economic empowerment.
* Strong interpersonal and analytical skills.
* Experience of effective interaction with national and international non-governmental organizations, government institutions and marginalized communities including displaced, returnee and host communities.
* Good spoken and written communication skills in English. Knowledge of Juba Arabic will be an added advantage.
* Proven experience of using participatory methods for data collection and analysis.
* Familiarity with the South Sudan context.

The desired specification and qualities of the **Assistant Consultants** are as hereunder:

* At least a Bachelor’s degree in one of the following: WASH, Social Sciences, Agriculture, Development studies, Education, Gender Studies, Law, Economics or other relevant disciplines.
* At least 3 years experience in monitoring and assessment of multi-sector programmes
* High quality skills and demonstrated experience in similar humanitarian needs assessments particularly WASH, food security, livelihoods, etc.
* Familiarity with formative research approaches to community and economic empowerment.
* Strong interpersonal and analytical skills.
* Experience of effective interaction with national and international non-governmental organizations, government institutions and marginalized communities including displaced, returnee and host communities.
* Good spoken and written communication skills in English. Knowledge of Juba Arabic will be an added advantage.
* Proven experience of using participatory methods for data collection and analysis.
* Familiarity with the South Sudan context.

1. **BID REQUIREMRENTS**

Consultants who meet the above requirements should submit bids, which at minimum should include the following:

* + Suitability statement, including commitment to availability for the entire assignment in the months of November to December 2019.
  + Brief statement of the proposed needs assessment methodology including a detailed work plan.
  + Detailed financial proposal, including daily costs broken down per consultant.
  + Information on the team composition and level of effort of each team member – include updated curriculum vitae that clearly spell out qualifications and experiences.
  + Contacts of three organizations that have recently contracted the consultants to carryout similar assessment or exercises.
  + Attachment of a recent assessment report of a similar exercise preferably in South Sudan.

The entire bid should not exceed a **maximum of 15 pages** excluding CVs and Budgets. Bids not meeting this requirement will not be considered.

1. **REPORTING LINES**

The consultants shall work under the supervision of the EP&R Programme Manager and MEAL Manager with strong liaison with Oxfam’s Humanitarian and Development Programme Managers.

1. **APPLICATION PROCESS**

Interested and qualified consultants should submit their applications before or by **7th November 2019 at 5.00 P.M** and indicate **Application for Multi-Sectoral Humanitarian Needs Assessment,** in the subject line to the email address [HRSouthSudan@Oxfam.org.uk](mailto:HRSouthSudan@Oxfam.org.uk)

1. Responsible Data Management (RDM) is about treating the data that we collect with respect, and upholding the rights of respondents - people whose data we collect. RDM focuses on treating respondents with respect and dignity, and ensuring that we always act in their best interests. [www.oxfam.org.uk/responsibledata](http://l.facebook.com/l.php?u=http%3A%2F%2Fwww.oxfam.org.uk%2Fresponsibledata&h=ATMQJq2RxHIxn5SSN2LdF-U8lXLfqfFdxqaa226Ai5jjny6q2fyyW_L1hJeVTKniXUdLK1WmCsgbqKNzdXrNdpBaS-HooJWdRlWA-ZA10n85jT51P7G0Nz4EqdYB5shIZLqw) [↑](#footnote-ref-1)