



## Terms of Reference

### Support to conduct a baseline study in South Sudan 2020

<b>Location</b>	Upper Nile, Central Equatoria state, Eastern Equatoria state, Warrap State, Western Bahr el Ghazal state and Greater Pibor Administrative area Republic of South Sudan
<b>Time Frame</b>	30 days
<b>Tentative Start date</b>	1st August 2020

#### 1. Background

Norwegian Church Aid (NCA) is a diaconal organisation mandated by churches and Christian organisations in Norway to work with people around the world to eradicate poverty and injustice. In 2016-2019, NCA's long-term development work resulted in long-lasting change for people in over 30 countries.

NCA started operations in South Sudan in 1972, with a large multi-sectorial, operational programme in Eastern Equatoria. Over the years, NCA has expanded its presence in South Sudan to cover former Warrap state and Greater Pibor Administrative Area. During the 2020-2024 strategic period, NCA will expand its programmes to cover new geographic areas in greater Upper Nile, Equatoria and Bahr el Ghazal regions of South Sudan. At national level, NCA will support faith actors and wider civil society organizations with implementation of peacebuilding and emergency interventions.

NCA considers faith actors as agents of change within wider civil society in South Sudan. Therefore, working with faith actors will be the key approach for delivering the NCA South Sudan Strategy 2020-2024. Underpinning this approach will be the strengthening of organisational and institutional capacities of faith actors and wider civil society to participate in the development and implementation of NCA programmes and humanitarian response. To achieve this, NCA wishes to conduct a baseline study to provide benchmarks which will qualitatively and quantitatively establish the present situation in relation to programme indicators in Climate Resilient Water, Sanitation and Hygiene (CR WASH), Peacebuilding, Gender Based Violence and Emergency programmes. NCA will use the information to monitor and evaluate the progress and impact of its programme activities in South Sudan.

#### 2. Scope of the work

Against this background, NCA South Sudan is looking for a consultant/team of consultants to support the baseline process. The consultant/team of consultants will be responsible for:

## ANNEX: I

- Carrying out desk reviews of existing information from NCA own documents and other relevant data from different sources including electronic sources, partners, clusters etc. All references should be listed in the final report.
- Design a sample frame for the baseline
- Developing all the necessary tools for undertaking the baseline. This would include but not limited to questionnaires, maps etc.
- Pretesting of the tools and incorporate any changes needed as required
- Recruiting and training of enumerators for the baseline study in compliance with national labour laws
- Planning for field work visits to NCA operational areas including developing a field itinerary. This itinerary may change from time to time after discussions with NCA depending on contextual dynamics
- Develop the key questions based on the key indicators for each thematic sector (Climate Resilient WASH, Peacebuilding, Gender Based Violence and Emergency programmes) Result framework(s). These key questions should be the basis of the development of tool for the baseline data collection
- Undertaking field/primary data collection, its analysis and develop a baseline report to answer the key questions. The primary data collection will be preferably collected by use of use of open source digital data collection methods preferably ODK/ KOBO.
- Planning his/her work and ensure sufficient time is spent in the field collecting data. The consultant will make the necessary changes as directed by NCA programme staff.

The baseline will be undertaken in sampled locations within NCA operational areas in (i) Upper Nile and Greater Pibor Administrative area (ii) Eastern Equatoria (iii) Central Equatoria (iv) Warrap and (v) Western Bahr El Ghazal states

### 3.Methodology

The consultant will propose a specific methodology in the inception report to be submitted to the contracting authority for approval before proceeding with the field work. The proposed methodology must include contextual considerations. The inception report must provide details on the sampling strategy and quality assurance measures along the process.

NCA's minimum standard to sampling can be found in NCA's survey guide and will be shared with the consultant. The data collection and analysis must include gender and age disaggregation. Unless more detailed disaggregation is specified, data by women, men, young women and young men is default.

For outcome indicators, output indicators data and other data needs, the consultant must design and propose a collection methodology. This apply to all indicators, except NCA's compulsory outcome indicators, to which a collection methodology is already developed and must be used.

NCA has an Indicator Website for guidance on our compulsory indicators of the global thematic programmes outlining purpose of indicator, frequency of data collection, data source and how to collect, analyse and requirements for disaggregation of each indicator: *Refer to the annexed list of indicators for NCA programme in South Sudan.*

Please note that also for the indicators some of the terms and survey questions require a contextual definition before collecting data.

The inception report must account for ethical approaches to data collection, analysis and dissemination of findings. The consultant shall commit to protect the rights and confidentiality of informants and abide by "do no harm" principles. Data and information collected in the

course of the assignment will be used for the purpose of the assignment only, and hand over to NCA once the assignment has been completed.

NCA has established a Steering Group is to quality assurance and approve of baseline process deliverables. The consultant/team of consultants will report to NCA's Steering Group Chairperson.

#### 4. Deliverables

Minimum requirements under deliverables are as follows:

1. Inception report including detailed description of methodology.
2. Presentation of draft baseline report with focus on findings and analysis of interesting findings
3. Final baseline report.

The draft and final baseline study reports need, as a minimum, to contain the following components:

- Baseline background
- Deviations from ToR and/or inception report.
- Indicator by indicator with baseline values broken by geography/project/grant and disaggregated by gender and age
- Brief analysis of interesting findings
- Lessons learned from data collection – to inform endline study process
- Link to raw data

Annex 1 - Indicator by indicator – description of approach (method(s), sampling framework etc.)

Annex 2 – Data collection tools used

Annex 3 – Full ToR

#### 5. Timeframe – schedule

The timeframe for this baseline consultancy is 30 days, from the time the contract is signed. The successful bidder must commit to accomplish and deliver the consultancy services and deliverables within 30 days.

- Preparations/Inception; 5 days
- Field work/interviews; 18 days
- Data analysis, reporting writing and submission: 7 days

#### 6. Qualifications and skills

- University degree in any field, preferably Social Sciences. Post graduate education is an added advantage.
- In-depth knowledge and experience on research methods (household survey, key informant interviews and focus group discussions).
- Knowledge of and familiarity with South Sudan context
- Fluent in both oral and written English and local languages.
- Knowledge of NCA thematic programme areas Peacebuilding, Climate Resilient WASH, Gender Based Violence and contextual projects will be an asset
- Excellent Analytical, Communication and Report writing skills