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TERMS OF REFERENCE (TOR) FOR CONDUCTING MAPPING OF EXISTING EMERGENCY RESPONSE PLAN AND RESPONDS (ERP&R'S) IN COUNTRY.

Organizational Background

Oxfam is a global movement of people who share a vision of a more just and, ultimately, better world where all people are empowered to flourish, not just exist. Oxfam was founded in 1942 as the Oxford Committee for Famine Relief in response to the Allied blockade that had produced famine in Greece under Axis occupation. Oxfam is convinced that poverty can be overcome by addressing the injustices and inequalities.

Oxfam has been operating in South/ern Sudan since 1986 and its work has focused on saving lives, building resilience, supporting women, and good governance and active citizenship.

Context

The country now faces food insecurity, climate shocks, and refugee inflows, while Local Humanitarian Actors (LNHAs) struggle with limited capacity, funding inequalities, and coordination barriers. To address these challenges, the Humanitarian System Transformation through Local Humanitarian Leadership Action project, led by Oxfam through a consultant, will map existing Emergency Response Plans and Responses (ERP&Rs) and understand the level of involvement of the local and national organization in ERP&Rs. This exercise aims to assess current preparedness and interventions, identify gaps and overlaps, suggest improvement in coordination, and promote inclusive, evidence-based, and locally led humanitarian action.

Project Overview

Dutch MFA funded project of Humanitarian System Transformation through Local Humanitarian Leadership Action in South Sudan, with the objectives of Crisis-affected people benefit from a more equal, risk-informed, and better funded locally-led humanitarian system implemented in Central Equatoria, Lakes state, Jonglei state and Greater Pibor Administrative Area (GPAA) in partnership with DARD in Lakes, CIDO in Jonglei, SALT in GPAA, CHIDDO and YWCA in Juba County.

Project outcome is to establish a more equitable and locally led humanitarian system; promote a risk-informed and safe humanitarian response and increase the quality and quantity of humanitarian funding managed by local and national humanitarian actors/LNHAs.

The scope of the assignment

This study will be conducted targeting the areas where Oxfam operates (Lake State- Rumbek, Jonglei State- Akobo East, Central Equatoria State, Greater Pibor Administrative Area-Pibor, Upper Nile State-Renk).

Overall Objective

To map and analyze existing Emergency Response Plans and Responses (ERP&Rs) and understand the level of involvement of the local/national organization in South Sudan to understand the level of preparedness, gaps and overlaps, suggest actionable improvement in coordination, and promote inclusive, evidence-based, and locally led humanitarian action.

Specific Assessment Objectives

1. To identify and document current ERP&Rs established, funded and implemented by donor government, UN agencies, INGOs, and local/national actors.
2. To understand the level of involvement, participation and resource allocated to the local/national organization for emergency response for a more equitable and localized humanitarian approach.
3. To assess the scope, coverage, and geographical distribution of existing emergency response interventions.
4. To highlight gaps, overlaps, and areas requiring additional support or resources.
5. To examine challenges and opportunities in coordination, preparedness, and response mechanisms.
6. To generate evidence-based insights and recommendation that will inform decision-making, funding priorities, and future humanitarian planning which will be locally led.

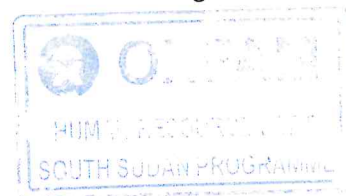
The study questions.

The study aims to possibly answer the below questions,

1. What emergency response plans and response (ERP&Rs) currently exist, and how are they established, funded, and implemented by donor governments, UN agencies, INGOs, and local/national actors?
2. To what extent are local and national actors meaningfully involved in the design, coordination, and implementation of emergency response systems?
3. What is the current scope, coverage, and geographic distribution of emergency response interventions, and which areas or populations remain underserved?
4. What key gaps, overlaps, challenges, and opportunities exist in coordination, preparedness, and response mechanisms?
5. What evidence-based recommendations can strengthen better involvement of local/national actors, improve efficiency, and guide future humanitarian planning and funding priorities?

Approaches/Methodology

The assessment will utilize a mixed-methods approach, where qualitative and quantitative techniques will be utilized to ensure an extensive data collection and analysis. The study will be conducted using the



appropriate research instruments that cover the key areas of concern. After data collection, there will be a validation workshop with key stakeholders to confirm findings.

Target Groups

Government Institutions

These include national and state-level ministries such as the Relief and Rehabilitation Commission, Ministry of Humanitarian Affairs, and local authorities. They play a key role in disaster preparedness, coordination, and oversight of emergency response efforts.

United Nations Agencies

UN bodies such as OCHA, and lead cluster coordination and provide technical support, humanitarian assistance, and resources for emergency preparedness and response.

International Humanitarian Organizations

INGOs which implement large-scale emergency interventions, provide funding, and deliver life-saving services in partnership with local and national actors.

Local and National Humanitarian Actors (LNHAs)

Local NGOs, CBOs, faith-based organizations, and networks such as women-led groups, South Sudan Hub etc.

Donor and Development Partners

Bilateral and multilateral donors fund emergency preparedness and response, influencing priorities and enabling the implementation of both immediate relief and long-term resilience programs.

Affected Communities structure and Grassroots Groups

Community leaders, traditional authorities, women's groups, youth associations, and vulnerable populations actively contribute to preparedness, mobilization, and response, ensuring that interventions are inclusive and rooted in local realities.

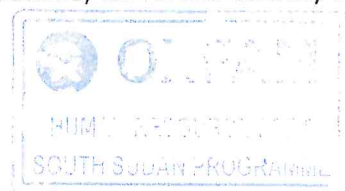
Key Deliverables

Inception Report

The consultant will submit inception reports indicating the overall understanding of the assignment, including background/context, the methodology and tools, data collection plan and work schedule, stakeholder engagement plan, risks and mitigation strategies

Data Collection tools

The consultant developed data collection tools he or she proposed to use during field visit data collection. These tools will be shared with Oxfam technical team (MEAL and programme) for further scrutiny and validation.



Draft report

The Consultant will submit a draft report to Oxfam **five (5) days** upon returning from field/completion of data collection. This report will be reviewed, and feedback will be provided by Oxfam.

Validation workshop/meeting

The consultant will organize validation workshop where Oxfam and other partners provide feedback for adjustment in the final report.

Final Report

The consultant will submit a final report on the agreed date to Oxfam and follow up on the report in case of unclarity even upon submission of final report.

Supervision

The consultant will be under direct supervision and management of Oxfam's MEAL team with close technical support from the leadership of this project, who will lead and provide the technical support in the entire exercise.

Duration of Assignment

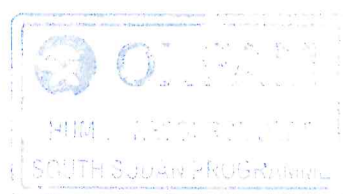
The assessment will be conducted over a period of not more than three weeks. This timeline includes the development of assessment tools, preparation of the inception report, data collection, data analysis, and report writing with details reflected.

S/N	Activity description	Time allocated
1	Preparation and submission of draft inception report and tools	5 days
2	Addressing comments on the inception report and sharing final report	3 days
3	Field Data Collection	14 days
4	Data Analysis and reporting (a draft report)	5 days
5	Final Reporting	3 days

Submission of expression of interest

Interested applicants are expected to submit their expression of interest to Oxfam logistic department and it should include the following:

- Technical proposal
- Financial Proposal: Should provide cost estimate for services to be rendered including consultancy fees, transport, accommodation and living costs, statutory costs, stationeries and supplies needed for data collection etc.



Send your proposal with a subject marked "Mapping Emergency Response Plans and Responses (ERP&Rs) in South Sudan" to Email: JubaQuotations@oxfam.org.uk deadline for submission of interest is 17th October 2025 at 4:00pm CAT.