



CALL FOR CONSULTANCY 2024

TERMS OF REFERENCE FOR BASELINE ASSESSMENT OF FOOD ASSISTANCE FOR ASSET PROJECT IN EASTERN EQUATORIA STATE, SOUTH SUDAN

Position/ Call:	Baseline Assessment Consultancy
Responsible To:	Programme Manager- Humanitarian and Resilience (Operational)
	Monitoring and Evaluation Coordinator (Technical)
Location:	Eastern Equatoria State: Kapoeta North and Budi counties.
Provisional Time Frame:	20 Days- Including weekends for data collection and preparation of final report.
Tentative Start Dates:	13 th May 2024

1.0 INTRODUCTION AND BACKGROUND:

Norwegian People’s Aid (NPA) South Sudan is an International Non-Governmental Organization involved in humanitarian, relief and long-term development cooperation in South Sudan. NPA has been working in South Sudan since 1986 and currently runs two programmes: Civil Society Development (CSD) and Humanitarian and Resilience (HR).

NPA has been implementing food modality assistance on Asset Creation and Livelihood (ACL) or Food Assistance for Asset (FFA) since the 1st January 2024. The food modality assistance is funded by World Food Programme (WFP) within the country operations in Eastern Equatoria, Kapoeta field office covering Kapoeta North and Budi counties and the assistance will end on the 31st December 2024.

The Asset Creation and Livelihood (ACL) project enhances livelihoods and resilience to seasonal climatic shocks and prevent negative coping strategies for vulnerable households in Kapoeta North and Budi counties. The activities help to meet short-term hunger gaps while building resilience to shocks for the project participants. The project focus on conditional food assistance whereby project participants will create assets and receive food as compensation. ACL activities enable the restoration of the community’s productive capacity, community infrastructure and assets, and better management of the environment and natural resources. Additionally, skills development is integrated throughout the project to equip the communities with the human capital to build and maintain assets and develop life skills such as better nutrition and hygiene, post-harvest handling and management, peaceful conflict resolution and financial literacy, and prevention of gender-based violence. Local government institutions are empowered and supported to promote social cohesion and enhance the project’s sustainability.

2.0 DESCRIPTION OF THE PROJECT: ASSET CREATION AND LIVELIHOOD (ACL).

The food modality assistance, Asset Creation and Livelihood (ACL) also termed Food Assistance for Asset (FFA) project is in line with WFP's Country Strategic Plan 2023 – 2025 strategic outcome 3 as stated below:

Strategic Outcome 3: Food-insecure smallholders and communities in non-conflict zones have enhanced livelihoods and resilience to seasonal climate shocks throughout the year. The FFA project seeks to achieve the following objectives:

- 1.0 *To improve the food security situation of 12,000 crisis-affected individuals in Kapoeta North and Budi counties through the provision of conditional food assistance by December 2024*
- 2.0 *To enhance the resilience of 12,000 food-insecure individuals in Kapoeta North and Budi counties through the creation of productive assets and improving their livelihood skills by December 2024.*

Under this cooperation partnership, the ACL project focuses on three asset creation pillars;

P1. *Restoration of the productive capacity of arable land*

P2. *Construction of community infrastructure, and*

P3. *Environmental and natural resources management and climate change adaptation.*

To support the asset creation activities, NPA will deliver skills development to ensure community participants have the skills to build, rehabilitate and/or maintain the created assets. Skills development should also be nutrition sensitive, with the FFA programme serving as an important tool to impart key nutrition and health messages at the community level.

While the focus of the programme is on supporting asset creation and providing food assistance, there are other key programme elements which NPA is responsible for. These include:

- Community consultation, including community based participatory planning (CBPP).
- Formation and training of Project Management committees on their roles and responsibilities;
- Formation of Asset Maintenance Committees (AMC).
- Targeting of beneficiary households using WFP (and FAO where possible) targeting criteria,
- Training on asset creation, GBV awareness, Nutrition, etc (as agreed with the respective WFP FO).
- Verification of asset creation outputs on a monthly basis and request of food/cash from WFP based on successful completion of work norms/outputs.
- Distribution of NFIs provided by WFP or other partners.
- Printing of signposts and banners for visibility using WFP provided templates.
- Formation of help desks at all distribution points.

The conditional food assistance of about 416 MT will be distributed to 12,000 beneficiaries served in Eastern Equatoria State -Kapoeta FO for 12 months. The targeted 12,000 (6,000 female, 6,000 male) project participants in Kapoeta North and Budi counties in 8 (4 Kapoeta North, 4 Budi) cattle camps. All the 12,000 targeted project participants (approximately 2,000 Households in Kapoeta North and Budi counties) will receive in-kind food assistance.

The FFA modality will ensure that agro-pastoral communities in Kapoeta North and Budi counties achieve more sustainable food security, enhance their livelihoods and resilience to seasonal climatic shocks throughout the year.

The specific objectives of the cooperation agreement include;

- Assets are created that enhance food security and reduce vulnerability to shocks;
- Food assistance are provided to participating households on a monthly basis through the lean season.
- Skills of FFA participants to build, restore and maintain assets are developed;
- one geo-tagged photograph per asset shared with WFP on a monthly basis.

3.0 PURPOSE OF THE CONSULTANCY

The purpose of the baseline assessment is to create a point (baseline point) from which future measurements / evaluation of the ACL / FFA project can be calculated thus the following purpose of the consultancy;

- Develop tools and methodology for conducting the baseline, developing standard questionnaires that can also be measured at the mid-line and end-line of the project as those questions will constitute an integral part of the monitoring plan.
- Conducting sample size data collection activities in NPA's project target locations as explained in the description of the project.
- Develop a baseline report which will create benchmark against the project defined indicators related to project outcome, outputs and inputs. The established benchmarks (baseline) will be compared to results throughout the implementation of the project to the end of the project.
- Capacity Building, develop basic guidelines and train NPA project and field partner staff on how to apply questionnaires and consistently track progress in a matrix like log frame, and how to report on performance of the project applying logical frameworks.

4.0 METHODOLOGY FOR THE EVALUATION

The evaluation consultancy will be guided by the principles and standards of the OECD / DAC for a participatory, credible, valid, gender sensitive and fairer evaluation. The evaluation employs both quantitative and qualitative research methods to enhance the understanding of the research (the why and the what) thus enabling compare and contrast results and gain much deeper insights. The methods selected shall conform to the humanitarian standards (sphere standards) notably the "Do No Harm" principles which mandates that NPA takes measures to prevent and alleviate any adverse consequences of its actions on the affected populations.

The successful firm / individual will use robust, and valid research approaches in conducting the evaluation. The quantitative data will be collected digitally using online platform configured into smart phones. The evaluation will employ a participatory approach and use both quantitative and qualitative data help to scrutinize the objectives of the evaluation. Both primary and secondary data will be used in this assessment. Primary data will be collected by survey from representative target households, Key

Informant Interview and Focus Group Discussion with different community groups (male, female, male and female, youth), government line departments, and other stakeholders is also used.

Similarly, observation (on field observation) can help triangulate the data. Secondary data from projects and government reports, research papers, proceedings of journals can be used. Details of methodologies to be used are as follows:

- *Household survey (both targeted and control group) using a standardized questionnaire*
- *Review of projects documents such as projects proposal or plan, semi-annual reports (both progress and financial),*
- *Discussion and consultation with concerned government line sector offices including grass root government structures;*
- *On field observation and project site visit physical activities at sites*
- *Focus group discussion (FGD) with men, women, men and women, and youth groups project beneficiaries;*
- *Conduct key informant interview with key stakeholders*
- *Discussion with projects' staff*
- *Conduct validation workshop/debriefing with all stakeholders and community representatives at the projects level and or Juba level with field staff virtually participating in the debriefing.*
- *Debriefings of the findings to NPA Juba virtually if possible together with key field staff, HoSO - Bor, Team leaders, Key project officers.*

The baseline evaluation will be assessed under the DAC-OECD evaluation criteria and principles;

- *The criteria should be applied thoughtfully to support high quality, useful evaluation. The evaluation should be contextualized – understood in the context of the individual evaluation, the intervention being evaluated, and the stakeholders involved. The evaluation questions (what you are trying to find out) and what you intend to do with the answers, should inform how the criteria are specifically interpreted and analysed.*
- *The use of the criteria depends on the purpose of the evaluation. The criteria should not be applied robotically. Instead, the evaluation should be covered according to the needs of the relevant stakeholders and the context of the evaluation. More or less time and resources may be devoted to the evaluative analysis for each criterion depending on the evaluation purpose. Data availability, resource constraints, timing, and methodological considerations may also influence how (and whether) a particular criterion is covered.*

5.0 PRIMARY RESPONSIBILITY OF THE CONSULTANT

The successful consultant team will be primarily responsible to:

- Develop/design a baseline methodology and survey with consideration of the basic Methodology described under point 3, including development of a questionnaire for HH surveys, a checklist and tools for group interaction including FGD with target beneficiaries and stakeholders.
- Share the baseline assessment plan, develop a study design including process, methods and questionnaires/checklist with NPA, collect feedback before finalizing the study design.
- Development of baseline questionnaires that can be reused in midline and end-line processes;

- Pre-test questionnaires and other tools.
- Debrief/discuss with the project team about the effectiveness of the questionnaire, checklists and other tools used in pre-test. Collect feedback and finalize them.
- Orient, train and supervise the suitable enumerators.
- Carryout fieldwork together with the enumerators.
- Ensure quality of information collected from the field, cross check the validity of data collected and verify/revise where needed.
- Data cleaning, translation (English) if applicable and analysis of baseline data collection.
- Update progress of the study to NPA's Programme Manager – Humanitarian and Resilience.
- Update NPA in case of any emerging issues related to the survey arising during its development, Implementation.
- Prepare a draft baseline report, setting relevant values for the baseline and establishing end line targets to share with NPA project team, project staffs and collect their feedback;
- Presentation of major findings to NPA and collect feedback.
- Prepare the final report incorporating feedback, suggestions and submission of the final report (a compiled version of the report – both hard copy and electronic version in word format) by the date given below.
- Collaboration with the NPA project team to develop practical guidelines including questionnaires, household surveys for ongoing monitoring of project progress against indicators, based on the final baseline report.
- Training of NPA project staff and partner staff on information collection and monitoring including household surveys, key informant interviews, conducting focus group discussions, data analysis and reporting in order to develop capacity of the NPA project staff and partner staff for measuring and monitoring project progress against indicators. Detailed content and schedule of capacity building training has to be organized in consultation with NPA.

6.0 KEY DELIVERABLES AND STAKEHOLDERS

Key Stakeholders for the evaluation; Affected Community representatives, State level Food Security and Livelihoods Cluster, Relief and Rehabilitation Commission, Line ministries (state / National); (State Ministry of Agriculture / Forestry, Ministry of Livestock and Fisheries, County Agriculture Department, enterprise groups, cooperative societies, community leaders among others.

SCOPE OF WORK	EXPECTED DELIVERABLE
<ul style="list-style-type: none"> Hold a consultative meeting with staff and management of NPA in Juba, staff at field level and other key stakeholders including relevant government departments of Agriculture and rural development. In this meeting, both parties will discuss and iron out major issues regarding the baseline implementation that includes key expected deliverables etc. 	Inception report within one week after signing contract.
<ul style="list-style-type: none"> Work with NPA staff to develop questionnaires, prepare the sample size, identify and train the survey enumerators on use of Mobile Data Collection tools (Tablets/ smartphones), survey questionnaires and methodology 	Data collection tools (Qualitative and Quantitative data collection tools)
<ul style="list-style-type: none"> Hold Focus group discussions (FGD), Key informant interviews (KII) and conduct household interviews through use of household questionnaires with project direct beneficiaries and stakeholders. The household interviews shall be conducted using mobile / tablet tools; Kobocollect, ODK. 	Raw data (Quantitative data presented in form of analyse excel sheet and qualitative data presented in words documents for possible future use).
<ul style="list-style-type: none"> Validation workshop with NPA and key stakeholder's relevant government departments from field offices and at Juba office upon completion of data collection processes. The field staff may participate virtually. 	Preliminary Report
<ul style="list-style-type: none"> Preparation of a detailed baseline report of not more than 40 pages of the main body excluding annexes. The report should contain very clearly detailed values for all project indicators at Impact, Outcomes and Outputs level with a table detailing these values presented in a matrix should form part of the executive summary in the report. 	Final baseline report (Including list of Annexes)

Under the Food security and livelihood assistance, the baseline report should outline the following key components;

- Livelihoods and Recovery (trends and changes in household incomes, expenditures and indebtedness).
- Food Security (Food adequacy, number of meals, food access and gap analysis, food basket estimation, food types, sources and changes during crisis, Hunger gap periods and Household Dietary Diversity Score (HDDS).

- Access to Markets and Recovery (Status of markets in the project area, physical state and functionality; availability, commodity types and source markets, accessibility of markets and transaction currency, stock turnaround/restocking time, market constraints).

7.0 EXPERIENCE AND QUALIFICATION

- The team Leader (TL) / lead consultant should possess extensive work experience and in-depth knowledge of or have experience in GBV/protection and food security and livelihood in particular, conducting evaluations and baseline surveys.
- The team leader / lead consultant should at least have a post graduate degree in statistics, economics, Monitoring and Evaluation, Law or social studies, social work and Administration.
- Preference will be given to applicants who possess past experience working with INGOs and conducting similar baseline surveys in South Sudan.
- Co-consultant should possess educational background at bachelors' level, and work experiences in baseline surveys in South Sudan. Consultant experience in capacity building on monitoring systems is also required.

8.0 REPORTING:

- The consultant will be required to report on regular basis to the Humanitarian and Resilience - Program Manager.
- All written deliverables produced under this work order shall be submitted as scheduled to NPA Programme Manager – Humanitarian and Resilience or Monitoring and Evaluation Coordinator in both electronic formats, using MS Word and PDF, and printed hard copies.
- Changes in the scope of work shall require prior discussion and approval by NPA and shall be defined in writing.

9.0 RESPONSIBILITIES OF NORWEGIAN PEOPLE'S AID (NPA).

- The Norwegian People's Aid will be responsible to;
- Provide payment and cover other necessary cost with the survey enumerators.
- Provide/ assigned staffs for coordination on planning of the survey.
- Provide vehicles to facilitates the data collection processes.
- Provide flights/ transport to and from field location and or reimbursement for international flights.
- Provide population data for sampling for the target location.
- Provide survey enumerators training materials (flip chart, note books, marker pens, projector and training space).
- Facilitates the piloting of developed tools/questionnaires after enumerators' trainings.
- Provide relevant security briefings and organize relevant travel permits if required.
- Provide accommodation to the consultant but NPA won't cater for meals.

10.0 CONDITIONS OF WORK:

- During the period of this job, the consultant will be based in NPA Field office or hire accommodation with frequent travel to field locations for data collection supervisions and monitoring. He will be asked to overnight in the far counties of the target project sites under NPA cost if in hotel and or in NPA guest house.
- The consultant will be required to abide by NPA security procedures and other relevant policies, e.g. Code of Conduct, Conflicts of Interest, which are outlined in the contract for this Job.
- NPA won't allow paper work questionnaire data collection due to time constraints and related challenges.
- All raw data collected and reports generated will remain the property of the Norwegian Peoples Aid- NPA South Sudan and the consultant will have no any rights of ownership after the end of the survey.

11.0 TIME FRAME:

- This assignment will last approximately for 20 days starting from 13th May -1st June 2024.
- The timeframe assumes data collection with electronic handsets, and as such does not include time for data entry.
- The overall work should be completed in not more than 20 days including the final approved report for the baseline.

All applicants should include the following:

- **Technical proposal:** The technical proposal should include;
 - Brief explanation about the lead and associate consultants with particular emphasis on previous experience in this kind of work.
 - Understanding of TOR and the task to be accomplished
 - Proposed methodology
 - Draft work/implementation plan
- **Financial proposal:** The financial proposal should contain the details on how the consultant intend to achieve on the consultancy,
 - The estimated amount of money needed for the consultancy,
 - How that estimated amount / money will be used,
 - Tax withholding (20%) including all associated deemed necessary for the consultancy.
- A written submission on understanding of TOR, methodology / approach the consultant will use; time and time-bound activity schedule, financial issues (budget, number of people he/she will hire, costs per activity line – people, logistics etc.)
- Organizational (if it is a company applying) or personal capacity statement (if it is an individual that will hire data collectors)
- Resume and 3 references preferably at the most recent employer / organisation / company.
- Legal documents; registration certificate, tax certificate and related legal documents to support legality of the firm / consultant.

12.0 PAYMENT SCHEDULE

- The payment schedule is subject to NPA policy on consultancy (30% after accepted inception report, 70% after final report) and to be detailed in contract to be signed with the successful consultant.
- NPA reserves the right to accept or reject any proposal received without giving reasons and is not bound to accept the lowest or the highest bidder.

13.0 SUBMISSION

Interested applicants should submit application by email to rss-tenders@npaid.org

Or hand delivery to the NPA South Sudan Head Office, Martyrs Street (opposite UNICEF) Juba.

Applications submitted after 5:00PM Central African Time (CAT) on Monday 6th May 2024, will not be considered.

Note: For the purpose of urgency, applications will be reviewed on daily basis and NPA reserves the right to terminate this advert before the stated deadline.