



# Norwegian People's Aid

## Terms of Reference (TOR) for Baseline Survey

Position:	Baseline Survey Consultant
Responsible To:	Emergency Response and Civil Society Program Managers
Location:	Rumbek North, Rumbek East Counties of Lakes State
Project:	Cash based Emergency Food Assistance and SGBV Response in Rumbek East and Rumbek North Counties of Lakes State
Provisional Time Frame:	28 Days- Including Weekends for data collection and the final Approve Report
Tentative Start Dates:	1 <sup>st</sup> -28 <sup>th</sup> February 2021

### 1. INTRODUCTION:

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 worked in South Sudan since 1986 and currently runs three programmes: Civil Society Development, Rural Development, and Emergency Response.

The Norwegian People's Aid's (NPA) Civil Society Development Programme (CSDP) has been implementing activities with local civil society partners and networks in South Sudan. The programme is funded by the Norwegian Agency for Development Cooperation (NORAD) and the Swiss Cooperation for Development (SDC).

Initiatives under the on-going programme support civil society activities aimed at reducing inequalities and strengthening the organizational and institutional capacities of local civil society partners.

The initiatives under the programme are implemented in several locations across the country under the thematic areas of land and resource rights – including oil for development; youth rights; media rights and women's rights.

NPA started relief aid in South Sudan since 1986 in Kapoeta. The Emergency Response Program (ERP) primary objective is to save lives of most vulnerable people through In-kind food assistance and Multipurpose unconditional cash assistance. These include general food distributions, Blanket supplementary feeding and Food for assets programs in collaboration with WFP as well as cash transfer based on minimum Food expenditure basket supported by Norwegian Ministry of Foreign Assistance (NMFA) and the Swiss Cooperation for Development (SDC).

The ERP also supports Post emergency transitional recovery process through business start-up cash grants to IGA groups and provision of emergency livelihoods kits to farmer households (Crop & Vegetable seeds, fishing kits and agricultural tools) supported by OCHA's South Sudan Humanitarian Fund (SSHF) and NMFA. Further, the program incorporates activities that build resilience, DRR and early recovery mechanism through establishing early warning system, community-based committees and community

plans. The ERP is mainly operational in Jonglei and Lakes States with planned extension to Central and Eastern Equatoria States.

## **2. DESCRIPTION OF THE PROJECT:**

### **Project Goal:**

The overall goal of this project is to contribute to the reduction of severe food insecurity and the prevention and mitigation of SGBV risks with a focus on the protection of adolescent girls in South Sudan.

### **Key Outcomes**

**Outcome 1:** Increased access to emergency food security through unconditional multipurpose cash payments to existing IDPs, returnees and host communities.

**Outcome 2:** Targeted adolescent girls are engaged in quality and age-appropriate psychosocial support (PSS) and skills building activities and have access to safe spaces.

**Outcome 3:** Adolescent girls who are survivors of SGBV, have increased access to justice through mobile courts, legal aid clinics and pro-bono services.

**Outcome 4:** Enhanced awareness and understanding amongst community members to facilitate a protective environment through GBV risk mitigation and prevention.

## **3. PURPOSE OF THE CONSULTANCY:**

- Develop the tools and methodology for conducting the baseline for *Cash based Emergency Food Assistance and SGBV Response in Rumbek East and Rumbek North Counties of Lakes State* project, 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
- Develop a baseline report which will establish benchmark against the project defined indicators related to project outcome, outputs and inputs. The established benchmarks (baseline) will be compared to results at 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 against log frame indicators, and how to report on this.

## **4.**

### **PRIMARY**

### **RESPONSIBILITY**

The consultancy/ 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 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 enumerators;
- Carryout fieldwork together with the enumerators;
- Ensure quality of information collected from the field, cross check with the validity of information collected and verify/revise where needed;
- Data entry, translation (English) and analysis of baseline data collection;
- Update progress of the study to NPA's Programme Managers;
- Update NPA in case of any emerging issues related to the survey arising during its development;
- Prepare a draft baseline report, setting relevant values for the baseline and establishing end line targets to share with the 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.

## 5. KEY DELIVERABLES and STAKEHOLDERS

Final versions of baseline data collection tools and procedures (Focus Group Discussion (FGD) guide for women, men boy and girls; individual household survey; Desk review, Household economic survey tool, Trader survey tool, Key Informant Interview (KII) tool, Observation and photography. )

**Stakeholders:** Affected Community representatives, Traders, SGBV Response Service Providers, State level Food Security and Livelihoods Cluster, RRC, Line ministries, Community leaders.

Draft and final baseline report must have the following deliverables:

- Interpreting findings from the field in the perspective of the project component/indicators for a comprehensive baseline report
- The final report should be no more than 30 pages excluding annexes and consist of the following sections: cover page, executive summary (3 pages max), background, objectives, methodology and limitations, key findings, conclusion, recommendations
- Annexes should include the baseline data collection tools
- Practical guidelines and capacity building of NPA project staff and field level partner staff on data collection tools and methods for the baseline.
- The full data set from all data collected should be provided with the final report.
- All developed tools, questionnaires, report, guidelines should be delivered to NPA in soft and hard copy.

Under the cash assistance component, the baseline report should outline the following key components

- Livelihoods and Recovery (Sources and levels of cash income, 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)
- Cash Based Programming Appropriateness and Feasibility (Appropriateness and feasibility, preferences of Cash Based Programming and Recommendations)

### Experience and Qualification

- The team Leader (TL) should possess extensive work experience and in depth knowledge of or have experience in GBV/protection and Cash Based Assistance projects in particular, conducting evaluations and baseline surveys.
- It is desirable that they have a post graduate in Law or social studies, social work and Administration.
- Preference will be given to someone who possess past experience working with INGOs and conducting similar baseline surveys.
- Other team members should also possess educational background and work experiences in baseline surveys. Consultant experience in capacity building on monitoring systems is also required.

## **6. REPORTING:**

The consultant will be required to report on regular basis to the Emergency Response and Civil Society Program Managers

## **7. RESPONSIBILITIES OF THE NORWEGIAN'S PEOPLES AID- NPA**

The Norwegian's Peoples 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
- 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.

## **8. 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.
- All raw data collected and reports generated will remain the property of the Norwegian Peoples Aid- NPA and the consultant will have no any rights of ownership after the end of the survey.

## **9. TIME FRAME:**

- This assignment will last approximately for 20 days starting from 1<sup>st</sup> February – 28<sup>th</sup> February 2021
- The timeframe assumes data collection with electronic handsets, and as such does not include time for data entry.
- For applicants intending to propose data collection using paper questionnaires please indicate this clearly in the proposal document.

- The overall work should be completed in not more than 28 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
- 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

**The evaluation criteria are based on technical and financial criteria:**

- Known reliability in delivery of timely and quality services
- Relevant field/ country experience
- Relevant sector specific technical experience & qualifications
- Relevant monitoring and evaluation experience
- Cost/ budget

**SUBMISSION**

Interested applicants should submit application by email to [rss-tenders@npaid.org](mailto:rss-tenders@npaid.org)

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

**Applications submitted after 5:00PM on Friday 29<sup>th</sup> January 2021, will not be considered.**

***Note: For the purpose of urgency, applicant will be reviewed on daily basis and NPA reserves the right to terminate this advert before the stated deadline. Due to travel restrictions linked to the COVID-19 pandemic preference will be given to consultants who are in country and can start the assignment as soon as is possible.***