Terms of Reference

Consultancy Services to develop and implement a community engagement strategy to encourage community-management of WASH services within Bentiu IDP camp, Unity State

Country: **South Sudan**

Proposed month: **November-December 2021**

1. **Background**

About 1.86 million people have been internally displaced across South Sudan, including over 215,000 seeking shelter in the Protection of Civilians Sites of the United Nations Mission in South Sudan (UNMISS). Recent[[1]](#footnote-1) head count reports shared by International Organization for Migration (IOM) camp management shows over 107,130 Internally Displaced Persons (IDPs) reside in the now IDP camp, in Bentiu, Unity State.

Concern began working in Unity State since January 2014 in response to the 2013 political crisis thanks to support from donors such as USAID/BHA, UNICEF, and DFATD/GAC. As people fled to Bentiu PoC[[2]](#footnote-2), Concern’s team established WASH, shelter/NFI, FSL and nutrition activities in the PoC, expanding these humanitarian services to underserve as part of the Beyond Bentiu Response.

In Bentiu IDP camp, Concern operates WASH activities in sector 5, hosting the highest number (26%) of IDPs in Bentiu. The actual numbers of IDPs in Bentiu camp keep fluctuating depending on the political and environmental climate, insecurity situation and food insecurity in greater Guit County and Unity states. In response to the needs of the population, Concern provided IDPs with lifesaving services such as health, psychosocial support, food assistance, shelter and WASH among others. WASH activities in sector 5 includes overall water and sanitation provision, particularly; latrine and bathing showers constructions, solid waste management, hygiene promotion and water supply. The recent reported IOM Displacement Tracking Matrix (DTM) population count of June 2021 indicates 27,508 individuals and 3,976 households in sector 5. Guit and Rubkona Counties have recently experienced severe flooding, further displacing populations therefore it is likely that the numbers have significantly increased, as families from the villages settle with their relatives within the IDP camp.

Concern operates one motorised borehole serving sector 5 population with an estimated 400m3 daily water production. There is an established pipeline connecting water points located in the 16 blocks. The water points each with 4-6 faucets/taps managed by a team of 32 tap stand attendants. The estimated per capita is between 14-̴15 lpd.

There are 630 stances of functional semi-permanent latrines currently maintained by a team of three operators and cleaned by 92 incentivised latrine cleaners. Forty-nine garbage collectors who collects and place in central locations within the blocks manage solid waste management. Currently, there is no partner taking the solid waste out of the camp.

Concern requires a consultant to assess, develop and roll-out a community engagement strategy for the management of WASH services within sector 5 of Bentiu IDP camp. The strategy (ies) should lead to ownership of the WASH infrastructure, through having robust strengthened and equipped committees with necessary tools, skills and knowledge. The committees will be gender-represented with inclusion of persons with different enabled, youth, men and women through trainings, demonstrations, and provision of necessary tools and equipment. The committees will carry out day-to-day management of water, sanitation and hygiene activities whilst Concern provides an oversight and technical role.

1. **Objectives of the assessment**

***Main Objective:***

To develop and implement a community engagement strategy to encourage community-management of WASH services within Bentiu IDP camp, Unity State

1. **Specific objectives**

The scope of the consultancy assignment shall include but not limited to the following;

Analysis/review:

* Conduct a desk review and analysis of previous study (ies) (specifically the WASH strategy adopted for Bentiu IDP camp and Assessment on youth Engagement in relation to WASH in Bentiu, South Sudan)
* Identify key stakeholders
* Identify community engagement models that have worked in other similar contexts that could potentially be adopted within Bentiu IDP camp

Development of community strategy:

* Develop a strategy (ies) that should promote the establishment of Water Management Committee and Sanitation Committees in Bentiu IDP camp, sector 5 with overall responsibilities of operation and maintenance of water supply and sanitation services respectively, whilst ensuring best hygiene practices. To ensure sustainability, the consultant will explore viable and context-based livelihoods activities that can be linked to the WASH strategy.
* Undertake WASH barrier analysis within IDP camp that will inform Client and community on approaches and strategy for women and men of disability accessing WASH services focusing on physical, attitudinal and institutional.
* Working with community leaders, religious leaders, government representatives, humanitarian partners and beneficiaries identify different methodology of increasing understanding of the growing importance of, and greater potential for community participation in WASH provision specifically for the community ownership and sustainability.
* Identify the strengths and challenges and assess the overall effects (outcomes) and impacts of the future intervention (intended and unintended, short-term and long-term) for the proposed strategy
* Provide detailed cost estimates for the strategy including suitable implementation plan, schedule and phasing over.
* Propose the implementation of the transition process of WASH services to community-led in phase manner with clear timeframe and deliverables

Implementation:

* Conduct detailed training for the formed Water Management Committee on operation and maintenance of water service. This shall be conducted through face-to-face class sessions, town hall meetings, FGDs and demonstration of best practices (video clips etc).
* Conduct training for the sanitation committees formed within blocks on maintenance of latrines and bathing shelters and general environmental cleanliness within the blocks. This shall be conducted through face-to-face class sessions, town hall meetings, FGDs and demonstration of best practices (video clips etc).

1. **Expected deliverables and outputs**

The outputs of the consultancy assignment shall include the following;

* Inception Report, 10 days within being arrival in the field (including detailed work plan)
* Draft Community-led WASH service provision Report in English
* Final Community-led WASH service provision Report.
* Training reports conducted for water and sanitation committees
* Cost implication for the strategy.

The outputs will be submitted in WORD format for the draft and the final reports. The Consultant shall submit two No. electronic copies of the data and reports in PDF and original format to the Client.

1. **Report format:**

The report, A4 typed in Arial font size of 11 point, single line spacing, no longer than 30 pages excluding annexes, appendices will be presented in English and will include at minimum: Preamble covering background information, current Concern WASH implementation strategies, and proposed model for Community engagement in WASH service provision. The consultant will conduct debriefing meetings with Concern field team; this could include other relevant stakeholders.

1. **Duration of consultancy**

The assignment is envisaged to take 50 days. The Consultant shall submit a detailed schedule of the tasks including their expected duration and out puts. Submit a work-plan clearly detailing the duration per task and total consultancy period. Developed approach (es) technical report, expert advice and recommendations should be completed within the consultancy period.

1. **Lines of Communication**

The Consultant will report to WASH Programme Manager of Concern Worldwide South Sudan, but will work closely with the Bentiu Area Coordinator, Base manager, WASH Engineer, Environmental Health Project Manager, and Deputy Programme Director.

1. **General Conditions of the consultancy**

* Concern will provide transport to facilitate the work activities.
* The consultant should have their own laptop to complete the work activities.
* Flight/travel to and from the country of residence and visa costs shall be paid by Concern Worldwide
* Concern Worldwide in accommodation in both Juba and field office in compliance with Concern’s policy while the consultant will cover fully his/her food subsistence related costs.
* Concern Worldwide will facilitate the movement of the consultant and team to and from the field.
* Mode of the payment by cheque or bank transfer to the consultant shall be 30% upon submission of inception report, 70% after submission of draft and final approved reports.
* Concern WASH team at Bentiu level and Concern WASH advisor will review the report with comments after which the approved final report will be submitted by the consultant and the final payment of 70% is disbursed.
* Payment will be subject to 10% withholding tax, as per South Sudan law unless the consultant provides confirmation that s/he is exempted.
* **Safeguarding at Concern: Code of Conduct and its Associated Policies**: Concern has an organisational Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace in accordance with Concern’s core values and mission. Any candidate offered a consultancy opportunity with Concern Worldwide will be expected to sign the Concern Code of Conduct and Associated Policies as an appendix to their consultancy contract. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the safeguarding and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, being engaged as a consultant with Concern is subject to a range of vetting checks, including criminal background checking.

1. **Security:**

The Country Director as the person responsible for security will make the final decision on travel plans of the Consultant based on security assessments. The Consultant must accept the Country Director’s decision and must adhere to all Concern South Sudan security protocols while in-country.

1. **Skills and competencies required**

***Education*:**

The consultant is expected to have a Master in Community Development, WASH or related social studies (sociology, psychology, anthropology, development)

***Work Experience*:**

* Minimum experience of 3-5 years on similar consultancy/assessment.
* Proven experience in the consultancy field (community engagement in displacement and conflict context).
* Proven team leading and managerial experience.
* Previous experience working in South Sudan and/or IDPs context will be an added advantage.

***Technical Competencies:***

* Excellent technical and analytical skills
* Excellent reporting and presentation skills.
* Excellent knowledge of and experience with humanitarian guidelines, principles and standards.
* Fluency in English and local languages spoken in the working area is an advantage.
* Computer literacy in MS Word, MS Excel, PowerPoint, etc.
* Willingness to work under pressure & meeting deadlines.
* Ability to work in a multicultural and inter-sectoral environment.
* Ability to work collaboratively as a team with the other staff members.
* Ability to coordinate, direct and supervise others to achieve a common goal.
* Ability to live and work in an isolated area in conditions of limited comfort

***Languages*:**

Fluency in English is essential. Knowledge of local language is an added advantage, since there will be extensive interaction with community members, community and religious leadership, key informant etc.

**8. Application procedures**

All expressions of interest should include:

* Cover letter: A short (maximum one page) letter.
* Curriculum Vitae (CV) of the key consultant (maximum 4 pages), including CVs of national consultants (good command of Nuer and Arabic languages).
* Technical Proposal (maximum 5 pages) highlighting: brief explanation about previous experience in assessing similar nature and conducted in similar context of a refugee or IDP settlements; understanding of the TOR and the tasks to be accomplished as well as tentative work plan for the assessment. Detailed CV should be annexed to the technical proposal.
* Financial Proposal: The financial proposal should provide cost estimates for services rendered including daily consultancy fees, any incidentals. Client will provide stationery, printing services, transportation and coordination with other stakeholders for any approvals etc.
* Copy of one previous assessment report in similar fields: Copy will be used for the evaluation process and will be kept confidential.

**Note**: Evaluation and final selection will be based on educational level, previous experience of the consultant, understanding of consultant of the ToR and submission of the expression of interest.

Expression of interest should be sent:

* By email to SouthSudan.DeskOfficer@concern.net
* In a sealed envelope, clearly indicating “Unity State Youth and WASH services ”, addressed to “The Procurement Department, Concern Worldwide - Airport Road, Juba, South Sudan”

Applications must be submitted by **26th November 2021, by 5:00pm (EAT).**

1. IOM DTM figures-June 2021 [↑](#footnote-ref-1)
2. Current camp Bentiu IDP camp [↑](#footnote-ref-2)