

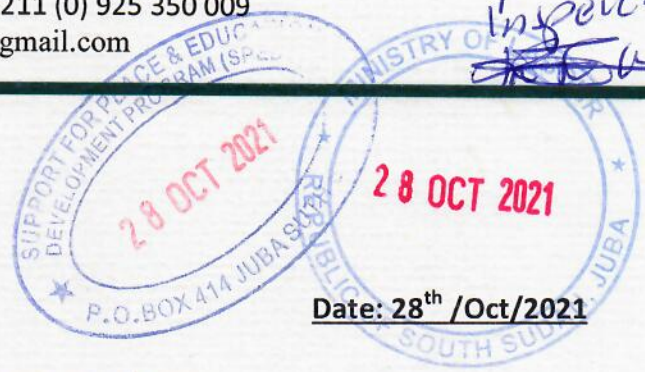


SUPPORT FOR PEACE & EDUCATION DEVELOPMENT PROGRAMME

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Approved

By Assistant
Inspector
[Signature]



TERMS OF REFERENCE: CONSULTANCY HPP WASH & GBV KAPS SURVEY

Job Title:	Consultant for HPP WASH & GBV KAPs Survey
Country Program:	South Sudan
Duty Location	Aweil West and Aweil East, South Sudan
Closing Date for Applications	Nov 17, 2021

Organizational Background

Support for Peace & Education Development Program (SPEDP) is South Sudanese based National Non-Government Organization and registered by the Government of the Republic of Uganda in 2016 with registration number 12397 as a Regional Nongovernmental Organization dedicated to the reduction of suffering of women and men, working towards the ultimate elimination of hunger and extreme poverty. In South Sudan, SPEDP covers a third of the country with focuses on Food Security and Livelihoods, Education, Health, WASH and Community Micro Finance interventions.

About the Project

The Humanitarian Program Plan (HPP), is an Irish Aid grant implemented through Christian Aid's Partner, Support for Peace and Development Program (SPEDP) in Aweil West and Aweil North Counties of Northern Bahr el Ghazel State. The HPP is an integrated project with aspects of Food Security and Livelihoods (FSL), Water, Sanitation and Hygiene (WASH), Peacebuilding, Gender Based Violence programming and Disaster Risk Reduction. The HPP hopes to protect and empower women, men, girls and boys living in vulnerable communities in conflict-affected areas, so that their lives are saved, their dignity is maintained, and their resilience to ongoing and future natural and man-made shocks and stresses, particularly those resulting in violence, is increased

Purpose of the Consultancy:

Christian Aid/SPEDP seeks the service of the consultant for 10 days to conduct a Knowledge, Attitudes, and Practices (KAPs) Survey for the WASH and GBV components of the HPP to test and document evidence-based outcomes, lessons learned, and existing gaps in the project programming using the project outputs and outcomes defined in the results framework.

The consultant will conduct the survey in line with the outcome/impact indicators of the HPP results framework and the survey questions must directly answer the indicators under GBV and WASH.

The consultant will work with Christian Aid to develop the survey tool in line with donor requirements.

The assessment will be conducted in Northern Bahr-el-Ghazal State -Aweil West and Aweil North Counties in three payams of Gumjuer, Marial Baii and Pamat.

Scope of the Work:

The scope of the study for the KAP Survey will include, but will not be limited to:

1. Conduct a KAPs survey on households' Water, Hygiene and Sanitation practices in line with the hygiene promotion and awareness raising activities conducted by the project and give a multi-sectoral overview and relevant recommendations that will inform and guide appropriate interventions in the area.
2. Conduct a KAP survey on Gender Based Violence (GBV) in line with the GBV awareness raising activities conducted by the project and give a multi-sectoral overview and relevant recommendations that will inform and guide appropriate interventions in the area.
3. The survey tool will be designed to answer the relevant outcome indicators of the results framework and provide any other information that may be relevant in the project programming.
4. Compile the findings, analysis of the survey and submit the KAP report with clear aims and objectives both in a log frame format and a narrative format.

Overall objective

The overall objective of the study is to generate adequate and quality information that will be used to determine the impact of the WASH and GBV sectors of the project. The study will further establish evidence-based data which demonstrates improved knowledge on WASH and GBV outcomes in Aweil North and Aweil West counties for targeted communities with specific focus on the following outcomes:

Outcome 1b: Vulnerable HHs have improved access to safe water, and people are aware of key public health risks related to water, sanitation and hygiene, and COVID-19, and can adopt individual, household and community measures to reduce them

Outcome indicator: % of targeted population (Sex, Age and Disability disaggregated) who report practicing improved personal hygiene and sanitation, including measures to protect themselves against COVID-19, in line with Sphere Standards and WHO and MoH messaging.



Outcome 2b: Women, girls, men and boys in target communities have increased knowledge of GBV and the services available to them and survivors are receiving appropriate care and support

Outcome Indicator: % of community members reached with GBV awareness raising messages who report improved understanding of GBV and of the services available / accessible to them.

Specific Objectives

- Determine the quantitative and qualitative changes in the targeted communities including social and behavioural changes (knowledge, attitudes and practices adopted) related to WASH and GBV.
- Measure the impact of awareness raising activities on WASH and GBV at individual and household levels.
- Examine context specific factors that influence the adoption of good WASH practices and GBV response strategies and recommend measures that could be used in adapting future programming.

Expected Outputs or Deliverables

- The main output of the Consultant will be a comprehensive KAP survey narrative report answering the outcome level indicators of WASH and GBV under the HPP. The report must contain evidence-based discussion of findings with both qualitative and quantitative data references.
- In particular:
 - Submit an Inception Report baseline/KAP survey including study design, methodology, tools, work plan and budget.
 - Conduct a desk review of the project existing documents
 - Data collection tools, data set with a codebook. The questionnaire survey tool will need to be approved by Christian Aid before uploading into kobo toolbox.
 - Draft and final XLS forms programmed questionnaire using digital data collection platform preferably kobo toolbox.
 - Train enumerators for the primary data collection at the field level using the agreed methodologies and data collection tools.
 - Conduct the KAP survey through a mixed methods approach including through primary and secondary data collection, using both qualitative and quantitative methodological frameworks.
 - Analyze the data, including interviewing checking with enumerators to get a more in-depth understanding, possibly one or several review meetings.
 - Prepare the final report to Christian Aid/SPEDP with all necessary attachments.

Methodology



The Consultant (s) is expected to employ both qualitative and quantitative methods or mixed method to ensure the inclusion of all the project actors/stakeholders in the final survey process. The Consultant(s) should specify in the technical proposal what specific data collection methods and sampling approaches they will use together with a justification for their use, drawing upon the guidelines provided in the scope of the assignment. The methodology should include information on how sound analysis and triangulation of data will be enabled to increase the reliability and validity of the data. If there are any interviews with survivors of violence, care should be taken to ensure that the evaluation is carried out in a sensitive, culturally appropriate and confidential manner whilst still ensuring that relevant information is obtained. Best practice on holding interviews and focus group discussions with women affected by GBV should be used. Implementing partners staff will not be involved in discussions with beneficiaries. There will be an appropriate gender balance in the evaluation team to allow for the fact that women are less likely to speak to male members of the team. There should be a female team member who can lead discussions with female IDP project participants.

Expected Outputs/ Deliverables and Timeline

The main deliverable of the consultancy assignment will be the final survey report prepared by the Consultant (s) to Christian Aid South Sudan/SPEDP.

Lines of Communication

The consultant will report to the CA Emergency Program Officer who will supervise this assignment as the lead person for the CA technical group with support from the SPEDP M & E Officer and HPP project officers.

The KAP Survey study data collection and report writing are to be written in clear, plain English and be edited and presented to a high standard, acceptable to CA. The consultant will provide electronic versions of all reports.

Protection of beneficiaries and other programme participants

Christian Aid has a Safeguarding Framework that includes Staff Code of Conduct and a Child Protection Policy which have been developed to ensure the maximum protection of programme participants and to clarify the responsibilities of CA staff, consultants, visitors to the programme and partner organization, and the standards of behaviour expected of them. In this regard, it is the responsibility of the consultant to demonstrate a commitment to strictly adhere to Christian Aid's Code of Conduct and Child Protection Policy. The consultant has the responsibility to ensure that any persons hired, used, or consulted during the process are made familiar with the policies and commit to abide by them during the execution of this work. Any candidate offered a contract with Christian Aid will be expected to sign a Code of Conduct and Child Protection Policy as an appendix to their contract. By doing so, the consultant acknowledges that they have understood the contents of policies and agree to conduct themselves by the provisions of these two documents.

The evaluator will ensure that any person hired, used or consulted during this engagement are made familiar with CA's Staff Code of Conduct and a Child Protection Policy which has been developed to ensure the



maximum protection of program participants and to clarify the responsibilities of CA staff, consultants, visitors to the program and partner organization, and the standards of behaviour expected of such persons. Before fieldwork, these two important documents will be provided by Christian Aid to Evaluator for easy dissemination to all individuals who will participate in this KAP survey.

For focus group discussions, researchers will obtain consent from the participants before taking pictures during the sessions. For each FGD, one consent form with the names of all participants will be signed to show consent for taking pictures. On the other hand, consent for taking pictures of household survey participants will be built in ODK; no paper consent forms will be filled for such interviews.

Neutrality

- Researchers must accept all answers as legitimate and must never show any preferences for a certain answer.
- Researchers must focus on getting the thoughts and opinions of the research participants, and never express their thoughts or opinions on a subject.
- Researchers must not show any kind of favouritism towards any participant or answer.

Participation

- Voluntary participation – Researchers must not push research participants for answers and must accept when a participant refuses to answer a question.
- Informed consent – All participants must be fully informed about all procedures associated with the research and before proceeding, they must agree to participate.
- Risk of harm – Researchers must be respectful and must not put research participants in any harmful situations, either physical or psychological.
- Privacy-Researchers must always seek to ensure the general privacy of the participants.
- All information collected will be made available only to a selected circle directly involved in the research (e.g. the Director of Research, Research Manager and Research Officer).

Gender Considerations

- Evaluator regards gender as a key component of assessments, not only as an opportunity to elicit positive change in programming, but also to contribute to the broader base of gender equity and equal opportunity for women and men in development. For this evaluation assessment, the gender \ power dynamics at the household level with regards to dietary decision making and the control over income and other resources that have an impact on household nutrition will also be analysed.
- The research process must be participatory and safe, lending a voice to project beneficiaries, project staff and stakeholders equally. Therefore, the Evaluator's proposed teams of Researchers and Enumerators will be comprised of both male and female national and international full-time research staff, and all collected data will be sex-disaggregated by age, gender and disability, and analysed using gender sensitive techniques.



Responsibility of Christian Aid in South Sudan/SPEDP

- Christian Aid South Sudan/ SPEDP shall take the responsibility of mobilizing and coordinating the partner staff, enumerators and related partners for interactions during the assignment and availing all documentation required for the task and desk review. Including project proposal, logical framework, budget, project reports and others that are deemed fit and relevant.

Duration

The assignment will take 10 working days. The actual payment days for this consultancy shall be 10 days. A Work Plan detailing the task will be attached as an annexed to this contract.

Key Activity	KAP survey number of days allocated	KAP survey date
Desk review of the project	1 day	18 th November 2021
Designing of questionnaires/data collection method and tools	2 day	19 th -21 th November 2021
Virtual training of enumerators/supervisors,	1 day	22 st November 2021
Data collection	3	23 rd -25 th November 2021
Data analysis and sense-making	3	26 th – 30 th November 2021 to 1 st December
Report writing		

Logistics

Christian Aid will facilitate the logistical requirements related to the KAPs survey.

Logistical support to the Evaluation work of the evaluator will be as follows:

- Christian Aid will book domestic flights to and from the two locations.
- Christian Aid will cater for the accommodation costs of the consultant in the field location.
- SPEDP will facilitate the logistics of the consultant within the project location during data collection.
- Staff or partners on the ground in field sites will acquire relevant data from the respective county WASH & GBV departments or local hospitals, especially data that can be used to measure impact indicators in the log frame.

Analysis and Report writing

The Study report and validation presentations will be informed by all data collected, along with the



results of the desk review. The analysis will focus on identifying trends and significant findings as they relate to the research objectives and evaluation questions. All analysis will utilize survey weights, where appropriate, to account for any differences in the probability of household or respondent selection owing to the sample design. Qualitative field notes will also be analyzed thoroughly to extract patterns of thought, outliers, and key quotes.

Christian Aid Humanitarian Evaluations, Notes for the evaluator (internal or external)

Christian Aid is committed to learning from its experience and to the systematic analysis and assessment of its programmes to improve its performance. Evaluation and review is one key component of our broader approach to considering the impact of our interventions and should consider and inform the design and delivery of our programmes, and the articulation of our internal policies and management processes.

The notes below are provided for your guidance as you plan for and undertake an evaluation on behalf of Christian Aid. Please ensure that they are addressed in your final report.

Overall style:

1. The overall style of the report should be short and concise, but clear (i.e. use bullet points and Less discussion).
2. Recommendations should be action points. They should be clear, specific and readily Understandable (not vague).
3. Conclusions should be well evidenced and ideally supported by more than one source – Informed opinion is of limited use unless it is well substantiated.
4. Voices of the poor should be represented in the report, and the most marginalized identified. Use first voices (i.e. quotes from beneficiaries).
5. Adopt an approach that is constructively critical, that recognizes individual efforts in programmes, but which always assumes that 'things can always be done better.

Structure of the report:

1. Title page – identifying author, date, appeal/programme name, evaluation title (i.e. mid-term, Final, Annual, etc.), the names and positions of the evaluation team members, and which version of the report it is (i.e. draft or final).



2. Contents page - use the TOR as chapter headings.
3. All recommendations should be set out on one page at the front of the report in a quickly understandable (preferably numbered) format, with page numbers identifying where the point arises from/ is discussed. This can form part of the executive summary if you choose to do one.
4. Identify the methodology used. Give a thorough write up of it – it must be presented and explained. Identify how it addresses the Quality of Evidence criteria outlined below.
5. Data presentation should be more of charts and graphs clearly explained and labelled to make easy easing
6. The main body of the report – discussion and analysis.
7. Conclusions and recommendations.
8. Annexes:
 - a. List of acronyms
 - b. The TOR

Specific Competence and Requirements

- A recognized Post-graduate degree in Agricultural and Applied Economics, International Development, Development Studies, or related Social Science (at a minimum of Masters' level)
- Experience in Quantitative and qualitative data collection in remote areas of South Sudan and particularly the KAP Survey targeted areas
- At least 5 years of consultancy experience on measuring social behaviors, knowledge, Attitudes in rural context
- Extensive statistical data analysis, display, and interpersonal skills
- Knowledge and ability to develop mobile data collection programs using KOBO, ONA, ODK, SPSS Survey since data will be collected digitally
- Extensive publications in the field of knowledge, attitude, and practices



- Ability to present ideas and concepts to various audiences
- Experience doing similar activity will be an added advantage and Strong background in Monitoring and Evaluation

Application Format

The technical proposals should have at least the following sections:

- Cover Letter
- Consultant(s) Understanding of the Terms of Reference
- Methodological Approach including sampling procedures, quality control and analysis plans
- Proposed Work Plan and roles and responsibilities of the core team
- Profile of the firm (including a list of all related assignments with contacts of clients) and detailed CVs of the core team of consultant(s) that includes the qualification, most relevant experience, lists of traceable publications as an indicator of writing quality (if available) and
- References. Contacts of references for three most recent assignments done by the firm will be required.
- Annex of a copy of the two most recent end line reports for a similar assignment as well as
- Registration certificates for the firms.
- The financial proposal should include:
 - Breakdown of operational cost (itemized) in USD only.
 - Breakdown of professional fee including rates per day in South Sudanese Pound and USD

EVALUATION AND AWARD OF THE EVALUATION CONSULTANCY

All applications shall be evaluated against the below set of indicators.

Selection criterion	Marks scored
Demonstration of clear understanding of the assignment	10 Marks
Comprehensive outline of how to carry the assignment	20 Marks
Experience and expertise in similar assignments	20 Marks
Clear technical proposal	30 Marks
Clear Financial Proposal	20 Marks
Total	100 Marks



HOW TO APPLY

Interested Consultants should express their interest to the Human Resource Department, Support for Peace and Education Development Programme (SPEDP) Gudele Road, behind Quick serve petrol station. or Email: recruitment@spedp.org for more details visit our website: www.spedp.org

