

REQUEST FOR PROPOSALS

TERMS OF REFERENCE (TOR)

**CONSULTANCY SERVICE FOR NEEDS ASSESSMENT IN FANGAK COUNTY,
JONGLEI STATE, PANYKAN COUNTY, UPPER NILE STATE,
SOUTH SUDAN**

SUMMARY OF CONSULTANCY

Title:	Needs Assessment for ECHO HIP 2023 proposal
Location:	New Fangak - Fangak County, Jonglei State and Tonga - Panyikang County, Upper Nile State
Targeted Sector:	Education
Post Level:	National/Local contractor/Local firm
Post number:	One (1)
Application Deadline:	29 th November 2022 4:00pm South Sudan Time
Type of Contract:	Individual/ firm Consultancy Contract
Post Level:	National consultancy
Languages Required:	English Language
Starting Date:	1 st December 2022
Expected Duration of Assignment:	47 days

1. PURPOSE OF THE CONSULTANCY:

The purpose of the consultancy is to provide a framework for planning and conducting a needs assessment for FCA’s ECHO HIP 2023 proposal. This needs assessment is meant to find out the needs of crisis affected school communities in New Fangak and Tonga and to inform the planning, decision making, resource mobilization for the project development. The study will be conducted by a consultant for 47 days from 1st December 2022 - 16th January 2023.

2. BACKGROUND AND CONTEXT

Finn Church Aid (FCA) has been present in Fangak County since 2016 working with local communities and education authorities to improve access to education and livelihoods opportunities. FCA is also part of the South Sudan Humanitarian Response Plan for 2022.

The needs at all levels of the education sector, from early childhood to post primary, are extraordinary in Fangak County. It is against this background that FCA is proposing a needs assessment to inform FCA’s EiE response to improve access to EiE in Fangak to inform proposal design for the new ECHO HIP 2023 proposal. The needs assessment report will be used for other possible resource mobilization efforts as well.

3. OBJECTIVES

The main objectives of the needs assessment consultancy are to:

- i. To evaluate the gaps in previous intervention under ECHO 12297.
- ii. To identify the emerging new needs of the community due to the conflict of August 2022 for decision making and resources mobilization for future intervention.

4. KEY ACTIVITIES OF THE CONSULTANT.

- i. Produce an inception report.
- ii. Draft data collection tools.
- iii. Advise FCA on needs related to data collection.
- iv. Develop a data collection, management and quality assurance plan.
- v. Produce and submit quality report to FCA by 16 January 2023.

5. KEY ROLE/ACTIVITIES OF FCA

- Liaise with local education authorities and RRC in support of the feasibility study
- Organise meetings/interviews with KIs
- Documentation of lesson learns for further improvement and replication.
- Provision of accommodations, water, and office tea for the consultant.
- Provision of 2 ways flight to and from the field for the consultant.
- Organizing weekly meetings with the consultant before going to the field.
- Safety and security of the consultant is the responsibility of FCA in case of emergency which might require evacuation. However, the consultant must know that safety and security are the responsibility of an individual. Hence, must take precaution.
- Logistical arrangement to transport the consultant to the field location.

6. EXPECTED DELIVERABLES

- Inception report'
- Data collection tools/questionnaire
- Data collection, management and quality assurance plan
- Assessment report with context analysis, key findings, conclusion and recommendations

7. REPORTING:

The Consultant/firm will report to FCA Head of Programmes, M&E Coordinator and Team Leader in Fangak. He/she shall ensure quality and timely delivery of the expected results and will inform FCA of the progress as well as any obstacles that might occur.

i. REQUIRED SKILLS, COMPETENCIES AND EXPERIENCE

The assignment will be carried out by a competent consultant/firm with expertise and knowledge of livelihoods. The consultant selected should have the following expertise and competencies; -

- ii. A minimum of a Bachelor’s Degree, preferably in education, development studies, Monitoring and Evaluation or other related discipline with a bias and/or experience in education.
- iii. Strong demonstrated knowledge, skills and experience in/of:
 - a. Educational development in developing countries.
 - b. The context of the education system and the education policy environment in South Sudan also linked to learner diversity and non-discrimination issues
 - c. Education research and assessments – with a strong background in qualitative and quantitative research methods.
 - d. Data analysis, interpretation, reporting and presentation of research findings to donor community.
 - e. At least 5 years track record of professional consultancy work in development evaluation and research with reputable international development institutions.
 - f. Experience of consultancy work with FCA education projects in South Sudan will be an added advantage.
- iv. Excellent written and spoken English.

8. AVAILABILITY

The selected consultant will be required to start by 1st of December 2022 for and submit the report in 47 seven days on 16 January 2023. Please clearly mention the date you will be available to take up the consultancy if you are selected.

9. REMUNERATION

The contract will be processed and negotiated in accordance with FCA’s standard procedures for procurement and consultancy contracts.

- FCA will fully cover transport cost (Flight Juba to Fangak and back) and accommodation in Fangak.
- Feeding and per diem will be the responsibility of the consultant.
- Proposed consultancy fee is subject to 20% statutory deductions. Therefore, the financial proposal should include 20% government tax.
- Payment of consultancy fee will be made payable through the bank. Hence, the successful consultant will be required to open bank account if not available.
- The consultant will not be entitled to any other benefits.

10. EVALUATION CRITERIA:

The consultancy applications will be evaluated by using **Quality and Cost** approach (combined scoring method) as below.

Technical Proposal Evaluation (40%)		
a)	Skills, Qualification, Expertise, and Experience	30
b)	Availability/Proposed work plan	10
Financial Proposal (60%)		
c)	Price (Technical fees)	50
d)	Compliance with National Policies (Government Tax)	10
TOTAL SCORE		100

11. APPLICATION PROCEDURE:

The closing date for receipt of applications is **29th November 2022** NOT LATER THAN **16:00hrs** South Sudan Time

The interested candidates should submit the following documents along with their application:

- Technical Proposal that outlines relevant skills and experience and Financial Proposal which will be subject to 20% statutory/ tax deduction.
- Detailed Curriculum Vitae of the Consultant with at least 3 professional referees (official emails ONLY)
- Two sample reports of such previous consultancy

Applications should be submitted by email with the heading “**Consultancy** Service for Needs Assessment in Fangak” through email to Procurement.Ssuco@kua.fi or hand-delivery to Finn Church Aid Office in Juba (Juba Na Bari, Bilpham Road, Behind Midan Rembo). Only successful applicants will be contacted.

Note:

- *FCA is an equal opportunity employer with zero discrimination policy*
- *FCA has zero tolerance concerning aid diversion and illegal actions and may screen potential applicants, contractors, suppliers, consultants, etc. against international lists to ensure due diligence and compliance with Anti-money laundering and Combating the Financing of Terrorism requirements*