

Rapid Real Time Review

South Sudan Acute Joint Response – Dutch Relief Alliance

Terms of Reference, January 2021

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| **Project name** | Dutch NGO’s Joint Humanitarian Response in South Sudan –Covid-19 Joint Response |
| **Project Countries and locations** | South Sudan (Warrap-Tonj North, Northern Bahr-El-Ghazal-Aweil East, Unity-Rubkona and Central Equatoria-Juba) |
| **Lead organisation** | Save the Children |
| **Joint Response Partners** | Help a Child, CARE, Tearfund, Cordaid, Save the Children and World Vision |
| **Budget** | € 3.000.000 |
| **Project duration and starting date** | Start date 05 September 2020, end date 04 June 2021 |

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# Background, rationale and purpose

## South Sudan Acute Crisis Covid-19 Joint Response

The COVID-19 crisis is more than a health crisis as it has exacerbated the already fragile humanitarian and human rights situation, including by further restricting fundamental rights and freedoms. People have suffered illness and death from the pandemic, although the exact toll is challenging to fully assess due to limitations in testing capacity. But as of 7th January 2021, there have been 3,589 confirmed cases of COVID-19 with 63 deaths. This crisis has further exacerbated the vulnerability of the most marginalized South Sudanese, laying bare the economic, political, and social fissures in the society. It has revealed the inadequacy of the public health system and the absence of any social protection arrangements that would alleviate the suffering of the people and ultimately save lives. Less than half of the state's healthcare facilities are operating, and, of those functioning, many are both understaffed and poorly equipped. In the entirety of South Sudan, there are only 24 ICU beds and 14 ventilators, with 10 having been recently donated by the United Nations. In the meantime, the virus continues to spread in South Sudan. The closure of schools has left tens of thousands of children and youth without access to adequate education. In these circumstances, the young are more vulnerable to sexual abuse and other protection risks. Targeted investments in tools like vaccines, hygiene education and water access, and essential medicines – basics of primary healthcare are crucial in carrying children and their families through COVID-19 and forge a brighter future beyond it.4 The high levels of hunger are being driven by insecurity, the effects of COVID-19, the economic crisis, and the impact of flooding on livelihoods.5

The South Sudan Acute Crisis Covid-19 Joint Response is being implemented by 6 Dutch Relief Alliance (DRA) member organizations and 8 national partners, who work together to provide life-saving humanitarian assistance to the populations facing heightened humanitarians needs as a result of the Covid-19 pandemic which are in line with government and UN OCHA priorities. The Covid-19 JR partners focus on activities in the FSL, WASH, Protection and Health sectors in the 4 target states. The program started on 5th of September 2020 and is ending on 4th of June 2021. Health and WASH activities focus on Pregnant and Lactating Women (PLWs), people with disabilities, the elderly, and people with pre-existing health conditions being the most at risk of contracting COVID-19. Children and young adults are less likely to get severely ill or die from COVID-19, but they have an important role in stopping its spread and are being targeted with awareness sessions. The FSL activities focus on child- and women-headed households, households with children under five and youth, households with malnourished children, returnees and households who have lost their source of income due to COVID-19. The protection activities focus on those whose mental health is affected or who face protection concerns due to COVID-19. This can be due to loss of income, loss of family members/ caretakers, stigma related to status of survivor or caregiver of COVID patients. To address the rise in S/GBV and rape women and girls, children, youths, and young adults have been targeted particularly.

The Programme is funded by the Netherlands Ministry of Foreign Affairs through the Dutch Relief Alliance (DRA). The Dutch Relief Alliance (DRA) is a coalition of 15 Dutch aid organizations in partnership with the Netherlands Ministry of Foreign Affairs (MFA). The Dutch Relief Alliance was established to provide rapid and effective emergency aid to victims of international humanitarian crises. The DRA responds to protracted crises as well as acute crises through collaboration to ensure delivery of effective, efficient, relevant and timely humanitarian aid to victims of crisis.

[[1]](#footnote-2) <https://www.imf.org/en/News/Articles/2020/11/19/na112020-four-things-to-know-about-how-fragile-states-like-south-sudan-are-coping-with-covid19>

## Rapid Real Time Review (RRTR) of the Acute Crisis Covid-19 JR

To incorporate learnings from protracted and acute crisis JRs directly into operations and programming at field level, Rapid Real Time Reviews (RRTR) are conducted. An RRTR is defined as:

 ‘A rapid and interactive review carried out during the implementation of a Joint Response, comprising interactive learning sessions with teams involved in the response, based on information collected from key stakeholders, including affected people, local authorities and implementing organisations.’

The DRA has conducted a RRTR as part of the acute responses in Sulawesi, Venezuela, Cameroon, Mozambique and most recently the floods response in South Sudan. Learnings from these RRTRs are taken into account in this TOR, proposing a lean and mean process with a focus on learning. The DRA funded COVID-19 joint response in South Sudan, led by Save the Children, is **now looking to hire a national consultant to lead a team of staff from the implementing response agencies to undertake the RRTR process**.

For the South Sudan Acute Crisis Covid-19 JR, the RRTR will **prioritize actionable learning and search for quick adaptations to improve program quality during the remaining second half of the Joint Response implementation period**.

The Covid-19 Joint response runs from 5th September 2020 to 4th June 2021 (9 months) implementation period and therefore, the RRTR is expected to take place in the last week of February 2021 and the final report submitted to the Joint Response Coordination unit by 30th March 2021.

# Objectives of the RRTR

The purpose of this RRTR is to **identify lessons learned and best practices from Covid-19 JR design and implementation for direct incorporation into the delivery of relevant, effective and efficient aid for those affected by the Covid-19 Crisis in the selected states in South Sudan**.

The RRTR will also aim to:

* Formulate quick adaptations to improve the programme quality of the response;
* Share solutions for common challenges experienced during implementation;
* Provide insights for future DRA acute responses.
* Identify areas of collaboration for implementing partners at state level and sector level.

# RRTR methodology

The **external consultant will lead the data collection process, data analysis and report writing**. A gender-balanced team of 2 staff will assist the external consultant, these will be representatives from the JR partner agencies in the visited locations. These representatives of JR partner staff to ‘assist’ the consultant will be selected by the JR lead in consultation with the partners. **The consultant will be expected to use the DRA’s RTR guideline for *protracted* JRs as a starting point, and adopt questions and tools for the context of the Covid-19 JR. These guidelines will be shared with the consultant by Save the Children.**

As part of the RRTR, the **consultant** will visit the JR partners’ offices and project sites where possible, and collect the data based on the developed list of questions. Each DRA implementing partner in the selected locations will be visited during the 2-3 days’ visit, and the visit will involve project staff, management and interaction with beneficiaries. The RRTR methodology is expected to be gender and culturally-sensitive, and employ participatory techniques to data collection, triangulating qualitative data from key stakeholders: women, men, young women and men and boys and girls participating in the program, staff from partner agencies and government staff.

The following data gathering techniques will be employed:

* **Desk review of key project documents** including: Proposal documents (consolidated narrative, logframe, and financial document); Kick Off meeting minutes. Where available: meeting minutes from JR Meetings in location (partner meetings, Inception Meetings); Situation Reports; Needs Assessments reports, partners’ MEAL documents etc.
* **Focus group discussions** with affected women, men, young women, young men and people with a disability benefiting from the different project activities.
* **Key Informant interviews** with partner staff and relevant government officials.
* **Facilitation of a one-day reflection/learning workshop** **with field staff** to enable a deeper analysis and validation of, and ownership over, the main conclusions and recommendations.

Based on the visits and using the above methodology, a **practical and useful report will be produced by the consultant by 30th March 2020**, which will include clear recommendations to improve ongoing projects and suggestions for quick adaptations to foster program quality (max 20 pages – see more details in chapter below on deliverables). This planning allows to incorporate the lessons learned in time during the second half of the Covid-19 JR.

# Scope of the RRTR

## Core Humanitarian Stands on Quality and Accountability to be measured:

The **Core** **Humanitarian Standards** **on Quality and Accountability** (**CHS**) lay out Nine Commitments that humanitarian actors can use to improve the quality and effectiveness of the humanitarian response. The South Sudan Acute JR RRTR needs to be light and focused, enabling quick adaptations to improve the programme quality of the response. Therefore, considering the abovementioned goals of the RRTR, the most relevant CHS commitments for the purpose of this RRTR are the below:

* **CHS #1:** South Sudan Acute Crisis Covid-19 JR is appropriate and relevant.
* **CHS #2:** South Sudan Acute Crisis Covid-19 JR is effective and timely.
* **CHS#3:** South Sudan Acute Crisis Covid-19 JR strengthens local capacity (capacity of local partners).
* **CHS #4 & #5:** South Sudan Crisis Covid-19 JR is based on communication, participation and feedback, and welcomes and addresses complaints.
* **CHS #6:** South Sudan Covid-19 JR is coordinated effectively and complementary with other actors
* **CHS #7:** Continuous learning and improvement.

The RRTR will not focus on #8 (staff support), and #9 (management of resources).

## Locations to be visited:

The consultant will visit the following locations and will be supported by the partners in the locations.

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| **Location/ State** | **Partners** | **Project Sectors** |
| Unity (Rubkona) | CARE, CORDAID, CASS, & UNIDOR | * **Health** (CARE, Cordaid &CASS)
* **Protection** (CARE and UNIDOR)
* **WASH** (Cordaid)
* **FSL** (Cordaid)
 |
| Central Equatoria (Juba) | CORDAID, HaC, ACROSS & SSYFC-19 | * **Health** (HaC & ACROSS)
* **WASH** (Cordaid & SSYFC-19, HAC & ACROSS).
* **FSL** (Cordaid)
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# Key questions for the RRTR

The consultant will be expected to **use the DRA’s RTR guideline for *protracted* JRs as a starting point, and adopt those questions for the context of the Covid-19 JR**. The questions developed are part of Discussion and Questionnaire Guides relating to CHS 1, 2, 3, 4, 5, 6 and 7 are presented in Annex 1 through 7 in the following tools:

* Annex 1: Questionnaire – Senior staff JR
* Annex 2: Key Informant Interview Report – Local authorities
* Annex 4: Focus Group Discussion Report
* Annex 5: Learning Workshop – Facilitator guide and notes template

# Responsibilities of RRTR parties

## Consultant

* Lead on the overall RRTR process.
* Review available RRTR tools and adapt to reflect South Sudan Covid-19 Joint Response context.
* Lead on data collection in Juba and Rubkona, including on the half day learning workshop in Rubkona-Unity State.
* Analyse data, and present preliminary findings in half day session upon return to Juba, to Juba-based partners.
* Compile findings, learnings and recommendations into a report.
* Ensure that analysis of data is constructive, do proper investigation of negative findings, check and account for bias in reporting.

## JR Lead Organization (Save the Children)

* Lead on procurement process of consultancy services.
* Main focal point and contract holder for consultant with regards to consultancy services.
* Arrange the overall visit, coordinate with JR Partners organizations to schedule consultant’s data gathering visits in Juba and Rubkona.
* Makes key documentation, tools and background information available to the team.
* Provide briefing on security, code of conduct, and child safeguarding and pre-departure information to consultant.
* Provide feedback on the inception report.
* Coordinate and consolidate feedback from JR partners on the draft RRTR report.
* Submit final report to the donor.

## JR Partner Organizations

The JR partner organisations (Tearfund, Help a Child, Save the Children, CARE, CORDAID and World Vision) have to;

* Establish availability and identify tentative dates for the visit, coordinating with Save the Children.
* Designate staff responsible for visit:
* Provide project documents to the consultant.
	+ Receiving staff will have overall knowledge of programs
	+ 1-3 key staff per host partner will be present to facilitate the entire visit, and as many others brought in at necessary times to answer questions in their area(s) of overview/expertise
* Make necessary logistical and security arrangements to receive the visits.
* Identify Best Practices and Learning from the organizations that will be useful to share/discuss with consultants.
* Ensure consultants understand security and code of conduct on location, as well as COVID-19 guidelines

# Deliverables and timeframe

## Deliverables

* Adapted tools / questionnaires for COVID-19 JR, to be used during the RRTR visit.
* Inception Report: gives further guidance on specific issues/problems raised during programme implementation which deserve specific attention during the RRTR including corresponding depth of selected CHS topics.
* Presentation of preliminary RRTR findings during half day workshop with Juba-based partners.
* Draft RRTR report in English (max 20 pages) – see template in annex 7.
* Final RRTR Report in English (max 20 pages)

## Timeframes

The total time frame of this assignment is 25 consultancy days, including the development of the inception report and tools, travel days and data collection. The consultancy is expected to commence on the 19th of February 2021, and end by 30th of March 2021. The consultancy must be completed in this timeframe as the outcomes of the review is to be used to improve the response.

* Following the recruitment, the consultants’ assignment shall start the latest by 19th of February 2021. A first meeting shall be held before the assignment starts in order to review the ToR together and agree on a tentative work plan.
* An inception report shall be submitted detailing the work plan, sampling frame and data collection tools, no later than the 25th of February 2021. The consultant will finalize the inception report, incorporating feedback and suggestions coming from the Covid-19 JR Coordinator and the counterpart based in the Netherlands.
* Data collection and fieldwork by the consultant in Juba and Rubkona would take place by the third and fourth weeks of February 2021.
* A short debrief session will be held in Rubkona with JR implementing staff to reflect and discuss the visit.
* A reflection workshop to present and discuss the consultants’ initial findings will be held upon return in Juba with JR-based partners, prior to drafting the RRTR report.
* A draft RRTR report should be delivered by 23rd of March 2021.
* Following a round of feedback by JR partners, the final RRTR report should be delivered by Thursday the 30th of March 2021
* The final report will be submitted by Save the Children to the donor on the 5th of April.
* A power point presentation of max 20 slides with methodology and main findings and recommendations should be delivered along with the final report.

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| Activity / Deliverable | Management responsibility | Timing\* | # Consultant days |
| Development & publishing the RRTR ToR | Save the Children  | By 28/01/2021 | 0 |
| Consultant recruitment process | Save the Children  | By 16/02/2021 | 0 |
| Joint selection of 2 RRTR team-member from amongst the JR partners | Save the Children | By 16/02/2021 | 0 |
| Provision of relevant program documents for RRTR to consultant and RRTR team  | Save the Children | By 19/02/2021 | 0 |
| Briefing of consultant and preparatory meeting. | Save the Children | By 19/02/2021 | 0.5 |
| Review RRTR documentation, develop inception report and data collection tools  | Consultant  | By 25/02/2021 | 4 |
| Data Collection in Juba | Consultant | 26-28th /2/2021 | 3 |
| Travel to Rubkona from Juba | Consultant  | 02/03/2020 | 1 |
| Data collection in Rubkona | Consultant  | 03/03 – 06/02 | 4 |
| Reflection/Learning Workshop with JR partners in Rubkona | Consultant & RRTR team | 09/03/2021 | 1 |
| Return to Juba from Rubkona | Consultant | 10/03/2021 | 1 |
| Reflection/Learning Workshop with JR partners in Juba | Consultant  | 11/03/2021 | 0.5 |
| Draft report written and submitted | Consultant | By 16/03/2021 | 5 |
| Review of draft report | All JR partners | By 23/03/2021 | 0 |
| Final report and PowerPoint presentation submitted | Consultant | By 30/03/2021 | 5 |
| Final report submitted to donor | Save the Children | N/A | 0 |
| \*Final timeline will be drafted when the consultant is on board |

# Professional skills and qualifications

## Required Skills and Experience

Education:

* Masters in Social Research, Quantitative economics, Monitoring and Evaluation, project management, international development, food security, economics or any related field.

Experience:

* A minimum of eight (08) years of work experience in one or more of the thematic areas (Food Security, Health, WASH and Protection) under review and relevant fields (e.g. entrepreneurship, agricultural productivity, natural resource management, climate change adaptation, disaster risk management);
* Extensive experience in program evaluation/research and mastery of techniques and methods of data collection, interviews and quantitative and qualitative analysis.
* Experience in gender-sensitive programming and/or evaluation is a must.
* Experience in conducting evaluations in South Sudan will be an asset.

Language and other knowledge and skills:

* Knowledge of the country context, development issues and challenges;
* Excellent proven oral and drafting skills in English, with excellent analysis and synthesis skills.
* Good command of at least one of the regional languages of South Sudan (Juba Arabic, Dinka, Nuer, Bari etc…) will be considered an asset.
* Availability to fully participate in the data collection mission scheduled 26th February-9th March 2021 is required.

## Application Requirements

Interested experts are required to provide:

* CV with all the details of similar type of assignments completed in the past.
* At least one sample of similar previous work.
* At least two recent references.
* A short Expression of Interest (max 2 page), explaining the understanding of the assignment, and any methodological suggestions to the methodologic approach indicated in this ToR.
* Technical and Financial Proposals

## Child safeguarding

Safeguarding considerations: ensuring the whole evaluation process adheres to best practice for research with children including the implementation of child safeguarding policy and procedures to ensure safety of participants. The consultant will also have to adhere to Covid-19 regulations and control measures put in place to combat the virus.

# Submission of applications

Interested candidates who meet the key qualifications and have relevant experience in designing and delivering similar type of assignments must submit their technical and financial proposals to Save the Children International South Sudan office by February 17th 2021, or submitted via e-mail to Jobs.southsudan@savethechildren.org.

The combined proposals should not exceed 4 pages. Any applications with financial proposals exceeding 10,000EUR will **NOT** be considered. Due to the urgency of the position, applications will be reviewed on rolling basis and a candidate may be selected before the deadline.

 Estimation of budget (max 10.000Eur)

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| --- | --- |
| Consultant fees (excluding travel & accommodation costs) | 7.000 EUR |
| Consultant travel costs to Rubkona & accommodation  | 2.500 EUR |
| One day workshop in Juba (room rental & refreshments) | 500 EUR |
| **Total** | **10.000 EUR** |

1. 2 <https://covid19.who.int/region/afro/country/ss>

3<https://www.ohchr.org/EN/HRBodies/HRC/Pages/NewsDetail.aspx?NewsID=25987&LangID=E>

4<https://www.defeatdd.org/campaign/carrying-children-through-covid-19-and-beyond?gclid=EAIaIQobChMIx_eA9Z2J7gIVUOJ3Ch1iawJ8EAMYASAAEgJ1dPD_BwE>

5<https://www.unicef.org/press-releases/un-agencies-alarmed-worsening-hunger-south-sudan> [↑](#footnote-ref-2)