

## **Terms of Reference (TOR)**

### **Conduct a Knowledge, Attitudes and Practice (KAP) survey in targeted schools and education stakeholder across the ten (10) states and three (3) administrative areas of South Sudan on climate change, DRR and sustainable environmental practices**

#### **Background:**

Funded by the Global Partnership for Education (GPE), the Climate Smart Education Systems Initiative (CSESI) programme seeks to enhance countries' capacities to mainstream climate change adaptation and environmental sustainability into education sector plans, budgets and strategies as well as to enhance education ministry capacity for cross-sectoral coordination on climate and environment-related policy and programming. South Sudan is one of the priority countries for the Initiative. CSESI is built around seven component areas outlined further in this work program. It should also be noted that CSESI links to other programs, including but not limited to the Building the Climate Resilience of Children and Communities through the Education Sector (BRACE), of which South Sudan is a priority country.

A key finding that emerged during the CSESI consultations in South Sudan was the need to understand the current climate change, environment and DRR knowledge, attitudes and practices of children, teachers, and community members – including local indigenous knowledge. This would also include identifying good, school safety practices of programmes in South Sudan implemented by CSO and other partners, including child-friendly schools implemented by UNICEF.

#### **Project Overview:**

This work program has been developed by CSESI partners (Save the Children, UNESCO-ESD and UNESCO-IIEP) based on consultations held in South Sudan in January 2024. The development of a work program agreed by the Ministry of General Education and Instruction (MoGEI) and the Local Education Group (LEG) is a key output of CSESI. The consultant will, therefore, conduct a KAP survey involving girls and boys, including children with disabilities, teachers and educators, School Management Committee and Parent Teacher Association (PTA) representatives. The focus of the

KAP survey will be to understand the current knowledge, attitude and practices on climate change, the environment and DRR.

### **Main Objective:**

The goal of this consultancy is to understand the Knowledge, Attitudes and Practices (KAP) on climate change, and DRR in targeted schools and education stakeholders across the ten (10) states and three (3) administrative areas of South Sudan.

### **Specific objectives to be achieved.**

The KAP survey intends to achieve the following objectives.

1. Examine the general knowledge of education stakeholders notably; school Girls and boys, including children with disabilities, teachers and country education authority, School Management Committees and Parent Teacher Associations (PTAs) representatives on key Disaster Risk Reduction and climate change adaption issues (for instance; climate change, early warning systems, sustainable practices, natural and man-made disaster, risks and hazards etc) including on sustainable environmental practices across the ten (10) states and three (3) administrative areas of South Sudan.
2. Asses the attitudes of education stakeholders notably; school Girls and boys, including children with disabilities, teachers and country education authority, School Management Committees and Parent Teacher Associations (PTAs) representatives on key Disaster Risk Reduction and climate change adaption issues (for instance; climate change, early warning systems, sustainable practices, natural and man-made disaster, risks and hazards etc) including on sustainable environmental practices across the ten (10) states and three (3) administrative areas of South Sudan.
3. Identify the general practices of education stakeholders notably; school Girls and boys, including children with disabilities, teachers and country education authority, School Management Committees and Parent Teacher Associations (PTAs) representatives on key Disaster Risk Reduction and climate change adaption issues (for instance; climate change, early warning systems, sustainable practices, natural and man-made disaster, risks and hazards etc) including on sustainable environmental practices including on sustainable environmental practices across the ten (10) states and three (3) administrative areas of South Sudan.

### **Scope of work**

The study will be conducted by a consultant in selected schools across the ten states and three administrative areas of South Sudan. The consultant will focus on gathering insights into the

understanding beliefs, perceptions, and behaviors/practices of the targeted population (Boys, Girls, Men, Women, community leaders, girl and women led CSO's and relevant county education authorities) regarding the key variables (Knowledge, Attitude and Practice) stated in the objectives above. Data and information gathered will take into effect comprehensive understanding and disaggregation of the population statuses i.e., disability, gender, and age disaggregation. The findings will be used as a basis for key messages on climate change and environmental protection to be used for campaigns to reach children, teachers, parents, and in print and electronic mass media campaigns.

### **Stakeholders to be involved in the survey**

The KAP survey will involve both in and out of schoolgirls and boys, including those with disabilities, teachers and educators, SMC/PTA, county education authorities, parents, and other community members/leaders.

### **Methodology**

Whereas it will be up to the researcher to identify the most suitable methodology for the study (one that will capture the essence of the study and meet the stated objectives). It is imperative that the researcher employs a mixed approach utilizing both qualitative and quantitative data collection approaches to capture a comprehensive understanding of beliefs, perceptions, and behaviors/practices of the targeted population (Boys, Girls, Men, Women, community leaders, girl and women led CSO's and relevant county education authorities) regarding in the selected states/counties.

The consultant has the discretion to propose other relevant methods deemed appropriate to meet the objectives of the survey, however, specifically, the consultant will use the following key data collection methods;

- i. Desk review /literature review: Conduct a comprehensive review of existing project documents, reports, and relevant literature to understand the project context, objectives, and potential gender and age-related considerations.
- ii. Stakeholder Mapping: Identify and map key education stakeholders, including community leaders, schoolgirls and boys, including those with disabilities, teachers and educators, SMC/PTA, county education authorities, parents, and other community members/leaders. Ensure diverse representation by age, gender, and disability.

- iii. Onsite visual observation: Conduct on-site visual observations to complement other data collection methods. Observe gender-specific roles in daily activities, resource utilization, and public spaces. Document physical infrastructure and facilities, considering accessibility for different age groups and genders.
- iv. Focus Group Discussions (FGDs): Conduct separate FGDs for girls, boys, women, and men within each target community. Use age and gender disaggregated data to explore perceptions, roles, and specific challenges related to the subject matter.
- v. Data Analysis: Analyze both quantitative and qualitative data using gender and age-disaggregated lenses. Identify patterns, trends, and relationships that contribute to a nuanced understanding of the topic being researched.
- vi. Validation Workshops: Organize validation workshops with community members and stakeholders to present preliminary findings, receive feedback, and ensure the accuracy and cultural relevance of the analysis.
- vii. Report and Recommendations: Compile a comprehensive report outlining key findings, insights, and recommendations for integrating gender and age-sensitive considerations into the project. Provide actionable steps for addressing identified challenges and promoting gender equality and refine the log frame and budget.

The study methodology should be participatory and inclusive, involving consultations with all stakeholders, including those related to gender, age, disability, and other vulnerability considerations. It should also be sensitive to social norms and practices, ensuring ethical data collection with a focus on safety and obtaining informed consent.

### **Ethical considerations**

Ethical and safeguarding considerations need to be strongly considered during all stages of this assignment including data collection and analysis, ensuring respect and confidentiality for all participants. Anonymity, privacy and data security need to be ensured particularly during data collection, analysis, storage and reporting. The consultancy team should demonstrate their commitment to children's rights, safeguarding, ethics and participation, and these principles should be built into the study. All individuals involved in conducting this assignment will therefore be required to comply with the Save the Children's Child Safeguarding Policy and sign the Code of Conduct. Furthermore, the consultant should apply disability, gender and child-sensitive data collection methods which includes conducting data collection separately with women and men as well as having female enumerators engage with female stakeholders and male enumerators with male stakeholders were deemed appropriate and feasible.

**Reporting:** Regular progress report to be submitted to the project stakeholders, including regular updates and a final project completion report.

**Evaluation:** The project will be evaluated based on the successful implementation of measures to make new and existing school infrastructure more resilient to the impacts of climate change as well as feedback from stakeholders.

**Deliverables:**

- Inception report outlining the proposed approach and timelines to implement the above-mentioned activities.
- Data collection tools for the assessment
- Summary of data and information from the quantitative and qualitative data collection
- Summary of the key findings
- Draft report.
- A brief PowerPoint Presentation of preliminary Findings
- Consolidate comments and share the final report with the County Office
- Final report (not more than 30 pages excluding annexes)

## **APPLICATION PROCESS AND REQUIREMENTS**

### **Qualifications, Experience and Skills**

SCI South Sudan invites competent and experienced individuals/firms to submit their technical and financial proposals. Interested individuals/firms must possess the following qualifications as a minimum.

- The team leader and associates should have, at least, a master's degree in social behavioral Change Communication, Social Sciences, Development Studies, Humanities, climatology, or a related field.
- The lead consultant should ideally be an expert in conducting KAP surveys and related research.
- The ability to integrate remote data collection for unreachable locations would be ideal.
- Demonstrated knowledge and experience of conducting a nationwide KAP survey.
- Experience in the design and implementation of passive design approaches.

- Demonstrated experience of leading similar work (at least 7 – 10 years) with reputable institutions.
- Demonstrated competence in using data collection and analysis tools such as Kobo, SPSS etc
- Proof of registration with relevant authorities and work permit.
- Demonstrated experience with quantitative and qualitative research, data management and statistical data analysis.
- Fluency in English and good communication and reporting skills required.
- Basic spoken Arabic a plus.

**Interested candidates should submit an expression of interest including**

- A technical proposal:** The technical proposal should briefly and clearly describe the following aspects; Understanding of the task, technical aspect of the proposal, Methodology
- A detailed curriculum vitae (CV) of assigned staff:** detailed profile of the consultancy firm with contact details (the CV should include at least two traceable references)
- Company Profile:** if possible.
- Financial proposal:** A signed financial proposal/ budget of the tasks should be broken down into modules, detailing the following: Consultancy fees, tools development cost, Data processing & analysis, Communication, and Reporting costs and other Miscellaneous (stationeries, printing, etc.) inclusive of the Mandatory 20% withholding tax as per the laws of South Sudan.
- Sample of previous work:** The consultant must be willing and ready to share at least 2 samples of his or her previous work upon request.

**Schedule of payment and application**

The payment shall be made in two instalments according to the following schedule:

- The first payment of 30% advance of the total agreed contractual amount will be made immediately after the presentation and finalization of the inception report

- b) The second payment of 70% of the total contractual amount shall be made to the consultant upon approval and acceptance of the final study report.

### Submission of application

No consideration shall be applied based on religion, nationality, and organization status. The **Expression of Interest** should include all the following:

1. A **technical proposal** that responds to the needs of the ToR. Remember to include the following in the technical proposal:
  - Capacity statement of the expert, consultancy firm, organization, or institution.
  - Proposed methodology.
  - Proposed tools for the assignment;
  - Tentative work plan with clearly defined milestones;
2. A **financial proposal**
  - The financial proposal must clearly define breakdown of consultant daily fee and other associated costs that include taxes (20%), cost of Enumerators, international and in-country travels, visa fee, insurance, and accommodation during assignment.
3. CV for all proposed team members, should ensure equal representation of females and males. If there is more than one consultant on the proposed team, please attach a table describing the level of effort (in number of days) of each team member in each of the activities.
4. At least two samples of similar previous work;
5. Two references to be attached as an annex to the technical proposal.

Qualified and interested individual consultants/firms should submit their technical and financial proposal, a fully filled out evaluation criteria form annexed to the TOR to [SouthSudanTenders@savethechildren.org](mailto:SouthSudanTenders@savethechildren.org), with **Subject of the e-mail** “SSD/2025/CONSUL/004-KAP Survey 2025”; no later than 12<sup>th</sup> May 2025.

## **Annex 1:**

### **Evaluation Criteria:**

#### **Section 1-Essential Criteria**

Criteria, which bidders must meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as 'Pass' / 'Fail'.

#### **Section 2-Capability Criteria- (50%)**

Criteria used to evaluate the bidder's ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria. Capability score at Proposal review scored out of 25% then Presentations/Oral interview out of 25%.

Only bidders who successfully pass the proposal review will be invited for interviews/presentation.

#### **Section 3-Sustainability Criteria - (10%)**

Criteria used to evaluate the impact a supplier has on the environment, local economy and community. Bids will be evaluated against the same pre-agreed Criteria.

#### **Section 4-Commercial Criteria - (40%)**

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria.

(Best offer) Bid values will be compared to determine the relative competitiveness of each bid. The best acceptable bid will be scored 40 points and the rest will be calculated using the formula below.

**Commercial criteria score=  $\{(100\% \times \text{Lowest bid value}) / (\text{Current value bid})\} \times 0.4$**



## SECTION 1 - ESSENTIAL CRITERIA

**INSTRUCTIONS** – Bidders are required to complete all sections of the below table.

Item	Question	Bidder Response	
		Yes / No	Comments / Attachments
1	<b>MANDATORY CRITERIA:</b> Supplier accepts Save the Children's 'Terms and Conditions of Purchase' included in the next sheet of this evaluation criteria, and that any work awarded from this tender process will be completed under the same 'Terms and Conditions of Purchase'		
2	<b>MANDATORY CRITERIA:</b> The Supplier and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG's policies and code of conducts listed below.  1) Child Safeguarding Policy  2) Anti-Bribery & Corruption Policy  3) Human Trafficking & Modern Slavery Policy  4) Protection from Sexual Exploitation and Abuse Policy  5) Anti-Harassment, Intimidation & Bullying Policy  6) IAPG Code of Conduct  7) Conditions of Tendering		
3		Yes / No	Comments / Attachments

	<b>MANDATORY CRITERIA:</b> The Supplier confirms it is not linked directly or indirectly to any terrorism related activity, and does not sell any Dual-Purpose goods / services that may be used in a terror related activity.		
4	<b>MANDATORY CRITERIA:</b> The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this.	Yes / No	Comments
5	<b>MANDATORY CRITERIA:</b> The Supplier confirms it is fully qualified, licensed and registered to trade with Save the Children	Yes / No	Comments
	This includes the Supplier submitting the following requirements (where applicable):		
	- Legitimate business address		
	- Valid Tax registration number & certificate		
	Valid tax clearance/compliance Certificate		
	Valid Operating/Trading License		
	Valid certificate of incorporation(Include the renewals if applicable)		

6	For Individual Consultants, applicants must submit the following documents: - Copy of Passport 'data page' or National ID - Individual tax registration & proof of compliance - Curriculum Vitae(CV)		
<b>SECTION 2 - CAPABILITY/TECHNICAL EVALUATION CRITERIA</b>			
	<b>Criteria</b>	<b>Description/Narrative</b>	
1	Educational Qualifications	The team leader and associates must possess at least a master's degree in Social Behavioral Change Communication, Social Sciences, Development Studies, Humanities, Climatology, or a related field.	
2	Technical Expertise	The lead consultant should be an expert in conducting KAP surveys and related research	
3	Data Collection Capability	The ability to integrate remote data collection for unreachable locations is highly desirable	
4	Nationwide Experience	Proven knowledge and experience in conducting a nationwide KAP survey	
5	Design & Implementation	Experience in the design and implementation of passive design approaches.	

6	Industry Experience	Demonstrated experience of leading similar work (7–10 years) with reputable institutions	
	Technical Competence	Proficiency in data collection and analysis tools, such as Kobo, SPSS, etc	
	Research & Analytical Skills	Experience with quantitative and qualitative research, data management, and statistical data analysis	
7	Communication & Language Skills	<p>Fluency in English with strong communication and reporting skills.</p> <p>Basic spoken Arabic is an advantage.</p>	
<b>SECTION 3- SUSTAINABILITY CRITERIA</b>			
1	The bidder demonstrates experience and understanding of local context .This can be evidenced by the previous assignments carried out	The assessment team showcase their understanding and experience in the South Sudan education sector.	