

TERMS OF REFERENCE TO CONDUCT ADVOCACY RESEARCH ON CHILD MARRIAGE

INTRODUCTION

1.1 THE ORGANISATION

The Lutheran World Federation (LWF) is an International Non-Governmental Organization with its headquarters in Geneva and represented by a Country office in Juba, the capital of South Sudan. The Country office is further developed into LWF's four sub-offices of Jonglei (since 2004), Maban (since 2012), Ajuong Thok (Jamjang, since 2012); and Magwi (since 2019). The LWF South Sudan Program focuses on three programmatic areas, namely Livelihoods, Quality Services, and Protection and Social Cohesion, targeting the most vulnerable rights holders, including refugees, IDPs, returnees, refugee-hosting communities, and other at-risk local communities.

1.2 THE PROJECT

LWF South Sudan programme is currently implementing a project titled **A Local to Global Rights-Based Approach** that seeks to ensure that Refugees, IDPs and host community members lead a dignified life where their human rights are respected and fulfilled through engaging with rights holders and duty bearers. The intervention is layered at local, national and international levels. At the local level LWF works both on raising awareness among rights holders, supporting their advocacy initiatives while raising the capacity of duty-bearers and articulating concrete actions resulting in tangible impact for the target populations. At national level, efforts focus on strengthening the capacity of local civil society and working together on joint advocacy campaigns, policy formulation and engagement in human rights instruments. This will in turn translate to the international level in making sure local voices can be heard in the regional and international fora through direct engagement towards key international players.

1.3 STUDY PURPOSE

This Request for Proposals is to identify potential consultant for the execution of a research study on the general understanding of child marriage and the development of practical recommendations to inform advocacy efforts. The study aims to comprehensively examine the root causes that perpetuate child marriage and its effects, assess the role of local-level duty bearers in addressing the issue, and evaluate the level of compliance of the national legal framework in combating the practice. In addition, the study seeks to analyse existing challenges, explore practical mechanisms for addressing child marriage at the grassroots level, provide actionable recommendations, and document lessons to strengthen future advocacy and programming.

1.4 OBJECTIVES OF THE ASSIGNMENT

- To identify the root causes that perpetuate child marriage and the effects.
- To understand the role of local level duty bearers in addressing child marriage.
- To assess the level of compliance of the national legal frame in addressing child marriage.
- To explore mechanisms for addressing child marriage at the grassroots level.

Please note: that we value an honest and objective assessment of the project and strongly prefer a report that includes 'no' answers to the questions above, along with clear and constructive recommendations, rather than forced or ambiguous 'yes' answers. The consultant is expected to provide a transparent analysis, highlighting both strengths and areas for improvement, to ensure meaningful learning and actionable insights.

1.5 SCOPE

The study will be conducted in the areas targeted by the project to include the counties of Magwi (Eastern Equatorial State), Pariang (Unity State) and Panyagor (Jonglei)

1.6 METHODOLOGY

The consultant is expected to use a mixed approach employing both quantitative and qualitative methods that are in line with the **OECD DAC** criteria. Data will be disaggregated into gender, age, location, disability, marital status etc for an in-depth analysis. Potential data collection methods may include literature review (past research studies, laws and policies, position papers etc), Key Informant Interviews (KII), Focus Group Discussions. The consultant will prepare the study methodology after reading the TOR and share with the project coordinator for finalization. Informed consent should be sought (For KII, FGD, taking photos), mention the number of sample size respondents in the detailed work plan and include 2-3 case studies. The consultant(s)/firm is encouraged to expand on these criteria using key research questions to assess various aspects comprehensively.

The recommended approaches and methodologies **MUST** prioritize inclusivity, active participation and adhere to ethical considerations. As LWF is a CHS-certified organization, the nine Core Humanitarian Standards (CHS) commitments will guide and complement the OECD DAC criteria during the research. For more information, refer to Core Humanitarian Standard.

1.7 ROLES AND RESPONSIBILITIES

The consultant:

- a) Submit clear technical and financial proposals as indicated in this Terms of Reference (TOR)
- b) Conduct a literature review using relevant reports.
- c) Submit an inception report upon reviewing the project documents and relevant literature.
- d) Develop data collection tools relevant for Focus Group Discussions and Key Informant Interviews.
- e) Conduct field visits to the project sites of Magwi, Pariang and Panyagor to collect data from rights holders and duty bearers.
- f) Prepare and submit a draft and final report of the advocacy research. (For the final copy, both in hard and soft copy.)
- g) Complete the work within 21 days

LWF:

- a) Contract the consultant
- b) Facilitate transport from Juba to field locations and back to Juba, including local transport while in the field

- c) Provide meals and accommodation for the consultant while in the field locations.
- d) Mobilise relevant rights holders and duty bearers for interviews.

1.8 DELIVERABLES

The consultant will be responsible for preparing and submitting the following deliverables;

- Inception report with details of the general understanding of the assignment, approach, work plan, budget and any other relevant information.
- Final work plan with clear timelines.
- Draft report with key findings and recommendations from the interviews. (Including related materials from interviews conducted).
- A final report written in English (soft copy), not exceeding 60 pages including findings, best practices, lessons learned, recommendations and annexes.
- Submission of data collection tools and raw data.
- A PowerPoint presentation of the findings.
- Annexes with supporting materials.

1.9 PROFESSIONAL QUALIFICATION AND EXPERIENCE

- A **master's degree** in a field relevant to the assignment; such as gender studies/public policy or any equivalent social sciences degree.
- Expertise in research and conducting assessments related to gender equality, women's rights.
- Proven track record of conducting similar advocacy research.
- Excellent documentation skills for advocacy purposes.

2.1 APPLICATION PROCESS (A)

Interested consultants are invited to submit:

- A technical proposal outlining their approach to the assignment, including a work plan with timelines.
- A financial proposal detailing the cost of the consultancy.
- CV of the consultant highlighting relevant experience and qualifications.
- Two reference letters from past employers must be submitted.
- Enclose a copy of company registration with latest renewal (application through a firm)
- Enclose a copy of a National I.D (Individual)

2.2 APPLICATION PROCESS (B)

2.3 PART A: TECHNICAL PROPOSAL

The Technical Proposal shall be straightforward and concise, describing how the consultant/individual intends to carry out and deliver the above-mentioned tasks. No cost or pricing information is to be included in the technical proposal. Technical proposals are limited to 12 pages in total.

Technical Approach– Narrative not to exceed five (5) pages.

- The consultant shall demonstrate his/her understanding, ability, and overall approach to perform the requirements described in the Scope of Work/Tasks/Activities. S/he shall clearly explain how they propose to structure, design, manage, and execute the work required that meets LWF objectives.
- The Technical Approach must include a methodology, timeline or Gantt chart of the deliverables required to execute this research.

Capability Statement - Narrative – not to exceed two (2) pages.

- The consultant shall demonstrate his/her specialized competence about the requirements of the tasks/activities. S/he shall demonstrate they have the necessary personnel to successfully comply with the contract requirements and accomplish the deliverables.

Past Performance – Narrative not to exceed five (3) pages.

- The consultant shall provide at least three (3) examples of past performance in conducting similar project assessments. The past performance examples must be within the last three (3) years and similar in scale and relevance. S/he must provide references for each example, including the reference's name, title, phone number, and email address.

2.4 PART B: Financial PROPOSAL- (Separately)

- The consultant shall propose a realistic and reasonable cost for this work.
- The consultant is required to submit a financial proposal for the cost ONLY of the consultancy professional fees.
- The cost should be in **USD** and include all **applicable local taxation**. The financial proposal shall list all costs associated with the assignment.

2.6 MANAGEMENT OF THE CONSULTANT.

While the LWF Area coordinators or Team Leads for Magwi (Eastern Equatorial State), Pariang (Unity State) and Panyagor (Jonglei) assume the overall responsibility for the management in the field office, the consultant will work directly and closely with and Project coordinator.

2.6 HOW TO APPLY:

Interested and qualified consultant(s) should submit their technical and financial proposals to consultancy.southsudan@lutheranworld.org with the e-mail subject line clearly marked; **ADVOCACY RESEARCH ON CHILD MARRIAGE** not later than 16th June 2025.

