

Terms of Reference (TOR)

To conduct baseline survey for community-based kinship care project in Juba, County Central Equatoria State, South Sudan,

1. Background and Context

SOS Children's Villages South Sudan was established in Sudan in 2002. When South Sudan became independent in 2011, a new SOS Children's Villages Association of South Sudan was founded and since then SOS Children's Villages South Sudan has provided childcare, protection, health and education services to children who have lost or at risk of losing parental care as well as provided integrated life-saving humanitarian assistance to population affected by natural or man made disasters, especially prioritizing vulnerable children, women, elderly, and people with disabilities during crises.

We partner with donors, communities, government institutions and like-minded organizations to reach the children who need support when emergencies strike, we focus on providing humanitarian assistance, care and protection for children and families in collaboration with the government institutions to serve the most vulnerable children and their caregivers in communities in South Sudan.

The kinship care project aimed at improving the wellbeing of children living with their kins and transitioning institutional care arrangements to a family and community based alternative care by providing an integrated and holistic support to children, caregivers, communities government and other best placed stakeholders in the child protection system.

The project focused on the following areas;

1. Children and young people are cared for and protected
2. Families have improved parental capacity to care for and provide for the development needs of their children.
3. Community structures and systems respond to the needs and rights of vulnerable children and young people.
4. The Member Association has improved capacity and aligned business

To achieve these goals, range of activities and support are provided to children and their caregivers such as educational materials and support to close education gap, food distribution, health care, caregivers capacity building on positive parenting and economic empowerment



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and community structures strengthening with an aspiration to see self reliant families and community support structure that provides quality care for children in the community.

This project has four outcomes to achieved until end of the project period:

- 500 Children and young people are placed in kinship care setting
- 500 Families with their caregivers have improved parental capacity to care and provide for the development needs of their children.
- 3 Community structures established, trained and response to the needs and rights of vulnerable children and young people
- MA has improved capacity and aligned business process

Therefore, SOS Children's Villages South Sudan located in Hamza Inn Hotel Opposite Notos Restuarant Juba Town, in collaboration with SOS Children's Villages Ethiopia wants to hire an experienced and competent consulting firm to conduct baseline study for kinship care project in Juba County Central Equatoria State projects implementation location.

2. Purpose of the survey

The primary objective of this baseline survey is to set bench mark for each objective, and result areas in line with the projects logframe which help to measure the results/changes/ following the project interventions.

Specific objectives

The baseline survey has the following specific objectives.

- To assess gaps in family like care option of caring for orphans and recommed for other best care options for children without parental care.
- To assess the gaps in the current service utilization by vulnerable children and recommend on how to improve them so that the project can effectively contribute to effective ways of caring for children and young people
- To assess the situation of street children, casues, impact and recommend for best approaches of reducing street children in Juba and other parts of the country.
- To assess the current income generating activities and income levels of project target families/caregivers/ and their business skills.
- To assess the families child care knowledge, attitude, skill and practices
- To assess the major gaps schools encounter in providing learning to the children

- To assess the cause of early children school dropout and recommend on ways of retaining or reducing school dropout.
- To assess the availability, effectiveness and gaps of community structures such as child protection committees, women and girls' friendly space and recommend for best support needed.
- Assess capacity gap in Village Saving and Loan Association and Community Based Organizations and support coalitions (CBOs) and highlight ways of improving their performance.
- Assess the basic health service access and health seeking behaviour gaps and challenges in the intervention areas and determine the levels of health care currently being received by children and families in the catchment area.

3. Scope of the Study

The assessment will be conducted in Juba County Central Equatoria State Juba, The Capital City of South Sudan and will mainly focus on project target families and their children, Village Saving and Loan Associations, Schools, Ministry of Gender Child and Social Welfare Central Equatoria State and orphanages. However, administrative, statistical and other evidence can be used to support the assessment and make comparisons.

4. Methodology

The Baseline Survey needs to employ both quantitative and qualitative methods appropriate for target groups like children, community structures, schools, government and other groups, which can be relevant sources of information for the stated indicators/objectives. Therefore, taking into account the anticipated project outputs and outcomes, the consulting firm will design detailed methodology and work-plan for SOS CV South Sudan in collaboration with SOS CV Ethiopia prior to starting the assessment. The desk review, data collection, analysis and report writing will be conducted by the consulting firm with supportive oversight and feedback by SOS CV South Sudan with technical support from SOS CV Ethiopia throughout the process of the survey.

5. Outputs and Deliverables

- An inception report outlining the approach/methodology including tools and execution program/timetable for review and approval by SOS children Village South Sudan within five days after the signature of the contract.
- Presentation on the methodology and overall process of the survey

- Translation of the tool into local language/translated tool
- Debriefing meeting with SOS CV South Sudan and Ethiopia technical staffs based on the field data collection process report.
- Submission of preliminary findings within two weeks of field survey completion followed by briefing meeting with SOS CV staff.
- Data entry template and syntaxes generated for cleaning and analysis.
- Final cleaned datasets in STATA/SPSS.
- Survey team name and contact details.
- Checklists prepared for the survey, data quality assessments tools in the field
- Draft report for review based on the outline agreed in the inception report.
- Final report based on the outline agreed in the inception report.
- Concise final report not more than 50 pages (Excluding annexes), in three hard copies and word document.
- Present the survey findings in Hamza Inn Hotel at SOS CV South Sudan office during dissemination workshop organized by SOS CV South Sudan and SOS CV Ethiopia

6. Roles and Responsibilities

6.1. Roles and responsibilities of the consulting firm

- Develop baseline study design, which includes detail methodology including questionnaires for household survey and checklist for group discussion, focus group discussion and key informant interview as per the project document and project log-frame mainly focusing on indicators and including other relevant issues
- Pre-test draft questionnaire and checklists and incorporate the inputs in final questionnaire and checklist.
- Debrief/discuss with project team about effectiveness of questionnaire, checklists and other tools used in pre-test, collect feedback and finalize them
- Prepare a detail plan of action/schedule covering orientation to enumerators, field work, data collection, analysis, interpretation, draft and final report preparation with concerned project staff
- Train data collectors to ensure that standardized methodology and application of the tools are fully understood by all.
- carryout field work together with enumerators
- ensure the quality of information collected from fields, cross check with the validity of information collected and verify/revise where needed

- Update progress of the survey on weekly basis, or more frequently in SOS CV South Sudan Juba Office in Hamza Inn
- Review the project document and other relevant internal and external documents
- Collect disaggregated population data (male/female), household and school data.
- Measure the perceptions of sample parents, teachers and other community members on the vulnerability of children, needs of their community in terms of care, health, economic empowerment and basic education provision.
- Document previous community experience in working on community initiatives.
- Assess the accessibility and challenges to basic health services in the intervention areas including health seeking attitudes and behaviours and determine the levels of health care currently being received by children in the area.
- Ensure and remain liable to the quality of the data, develops quality standards and monitors the proper implementation of each site level data collections.
- submit draft report and obtain comments/inputs and incorporate the same into final report.
- Present PPT to stakeholders in the meeting organized by SOS Children's Villages Children's South Sudan and SOS CV Ethiopia
- Finalise baseline analysis report. Incorporating feedbacks to Children's Villages Children's Juba office.

6.2. Roles and responsibilities of SOS Children Village South Sudan and Ethiopia

- Avail project proposal documents and any other relevant documentation that will be believed necessary for the baseline survey
- Provide details of project profiles
- Organize debriefing session on the methodology presented by consulting firm and over all processes
- Assist the team in setting up appointments with partners and stakeholders
- Coordinating with the consulting firm to ensure the quality implementation of the survey on ground
- Providing additional information on ground whenever necessary
- Give inputs/feedback on the data collection tools, draft and final survey reports
- Supervise the consulting firm progresses and approve the reports
- Organize the dissemination workshop on survey findings
- Monitor, provide feedback and ensure effectiveness of the survey process.
- Effect payments according to the agreement

7. Timeframe for the survey and reporting

SOS Children's Villages South Sudan in collaboration with SOS Children's Villages Ethiopia needs the consulting firm to carry out the assignment within **one month** starting from the date of agreement signed to the final survey report submission. This period covers the time from study design to the submission of the final report. The consultant firm will work out the detailed activity and specific time schedule as part of inception report.

8. Required Skills, Qualifications and Experiences of consultant firm

Consulting firm needs to have understanding on the situation of children without parental care or at risk of losing parental care, the legislation, governmental programs, policies and strategies related to this target group, child protection issues, in general, and the socio-economic situation in the country, region and Juba city. The firm should have proven competence and experience in conducting social researches focused on children and vulnerable community groups' situation assessments or baseline surveys, evaluations and producing high quality reports, etc. A background in social science, e.g. higher education (MA, PhD) in sociology, development, education, economics, psychology, social work, or related field with at least 5 years of practical experience of each team member is required. More specifically:

- A good understanding of community development work and the social welfare system in the country
- Ability to create good rapport with subjects of assessment.
- The consultant firm should be a registered firm whose license has been renewed for the current fiscal year of South Sudan.
- Detailed CV of the consultant/firm with full description of the profile and experience
- At least three certificates or recognitions of similar surveys previously conducted
- A cover letter outlining the suitability of consultant or consultant firm for the assignment,

9. Payment Procedure

Applicant consulting firms are expected to submit their financial proposal (Tax registration certificate, tax clearance and relevant documents) for the entire survey assignment. All Tax amounts will be deducted from the total amount as per Government Regulations. The consultant/consultant firm will be paid in phases upon completion and submission of key deliverables. The payment schedule will be as follows:

- 30 % of the contract will be paid to the consultant/consultancy firm/ up on submission of satisfactory inception report

- 30 % of the contract will be paid upon completion of data collection, validation, entry, etc. and submission of draft survey report.
- 40% of the payment will be paid upon submission and acceptance of the final report.

10. Ethical standards and Intellectual Property

Ownership and copy right of all collected data and survey reports will be the sole and exclusive property of SOS Children Village South Sudan Juba and restricted for public use. The consultant firm will submit all original documents, materials and data to SOS Children Village South Sudan Juba. SOS CV South Sudan is a child focused organization and will always uphold the safety and wellbeing of children as it strives towards creating a better environment for children and their surrounding community. In ensuring this, SOS CV South Sudan will only consider those who are suitable to work with children. The selected consulting firm will sign the code of conduct and child protection policy of SOS CV before the commencement of the work.

11. Application Requirements

Consultant firm have required submitting the following bid documents:

- Submit separately sealed technical and financial proposals.
- Submit resume of the firm and team members, copies of credentials, renewed license and TIN number.
- Detailed CV of the consultant firm with full description of the profile and experience
- At least three certificates or recognitions of similar surveys previously conducted
- A cover letter outlining the suitability of consultant or consultant firm for the assignment

All qualified & competent consultants wishing to apply are required to collect the bid document/ TOR from SOS CV South Sudan starting from September 8, 2025- September 17, 2025 in the working days from 8:30 AM-5:00PM or by email to info@sos-southsudan.org.

All bids should be submitted with Technical and financial proposal based on the TOR separately on or before September 17th,2025 until 5:00PM to SOS Children's Villages South Sudan Hamza Inn Juba Town Opposite Noto's Behind Equity Bank

12. Evaluation and Selection Process

- The selection process of the Consultant or Firm will be based on the set of criteria described below. The proposal with no legally registered firm and renewed licence will be automatically rejected and not evaluated by the selection criteria.
- If the available documents are not stamped ,they will be automatically rejected
- If the firm has not been conducted similar surveys before, it will be automatically rejected

Candidate consultants Proposal Evaluation Criteria	Weight
<p>Technical Proposal</p> <p>Design of the study</p> <ul style="list-style-type: none"> ▪ Design of study Proposal provides a comprehensive description of participants' selection procedure, data collection methods and data management, data analysis, data quality control and reporting activities. <p>Capacity of consultancy firm and experience</p> <ul style="list-style-type: none"> • Team composition relevant to the work as outlined in the ToR • Relevance of proposed staff's skills and experience to research activities (include staff CVs). • experience in conducting baseline survey in similar settings and scope • Has provided at least 3 certificates or recognitions that shows that the consultant has done similar assignments successfully 	70 points
<p>Financial proposals</p> <ul style="list-style-type: none"> • Required cost to undertake the survey • Reasonable budget break down and soundness in allocation 	30 points
Total	100 points