



Funded by the European Union



## Terms of Reference

### **CONSULTANCY SERVICE FOR EU-DRA MID-TERM REVIEW IN AKOBO, MALAKAL AND RUBKONA COUNTIES**

*“Building Resilient Communities: Empowering South Sudan for Peace and Prosperity”*

Funded by: European Union

December 2025

## PROJECT SUMMARY

<b>Type of Review</b>	Mid-Term Review
<b>Name of the Project</b>	Building Resilient Communities: Empowering South Sudan for Peace and Prosperity
<b>Project Start and End Dates</b>	01/02/2024 – 31/1/2027
<b>Project Duration in Months</b>	36 Months
<b>Project Locations:</b>	Akobo, Malakal and Rubkona
<b>Thematic Areas</b>	Food security & livelihood, WASH, MHPSS and Peacebuilding.
<b>Donor</b>	European Union (EU)
<b>Locations</b>	Akobo, Malakal, and Rubkona
<b>Partners</b>	SCI, Tearfund, War Child, WOCO, and CH
<b>Estimated Beneficiaries</b>	231,277 affected individuals.
<b>Overall Objective of the Project</b>	To contribute to resilient and peaceful communities that are protected from violence and other harm, able to survive, and prepared to face future challenges to support a more stable, resilient, and peaceful South Sudan

## **1.0 Background and Introduction**

The project “Building Resilient Communities: Empowering South Sudan for Peace and Prosperity” is a three-year initiative funded by the European Union (EU) under the Dutch Relief Alliance (DRA) response, running from 1<sup>st</sup> February 2024 to 31<sup>st</sup> January 2027. It is implemented through a consortium of DRA partners in South Sudan, comprising Save the Children as the Lead Partner in Akobo County, War Child Holland and WOCO in Malakal County, and Tearfund and CH in Rubkona County. The project unites these organizations under a collaborative framework aimed at strengthening community resilience, promoting peacebuilding, and contributing to sustainable recovery in some of the most conflict-affected and vulnerable areas of South Sudan.

### **1.1 Context Overview**

South Sudan, the world’s youngest nation, continues to experience the compounded effects of prolonged conflict, political instability, economic fragility, and climate-related shocks. Years of civil strife have resulted in widespread displacement, destruction of livelihoods, and the erosion of basic social services, leaving millions dependent on humanitarian assistance. Currently, the recent integrated food security phase classification report estimated that, 5.97 million people (42 percent of the analysed population) are facing high levels of acute food insecurity (IPC AFI Phase 3 or above), of which around 1.3 million people are facing Emergency (IPC AFI Phase 4) conditions. The project is implemented in Akobo County in Jonglei State, Malakal County in Upper Nile State, and Rubkona County in Unity State, which have been among the hardest hit by conflict, flooding, and weak service delivery systems. Akobo faces persistent insecurity and recurrent flooding that disrupt agricultural production and limit access to markets and clean water. Malakal hosts a large population of internally displaced persons (IDPs) with minimal livelihood opportunities and strained social cohesion. Rubkona continues to face high levels of food insecurity, inadequate sanitation facilities, and limited access to mental health and psychosocial services, all of which exacerbate community vulnerability.

### **1.2 Rationale of the intervention**

South Sudan is a fragile State and continues facing challenges in achieving sustainable peace and stability, as a result of weaknesses in the governance and security systems, damaged social fabric, and recurring violence. Multiple shocks including climate change further exacerbate the instability in the country. Prolonged insecurity and sub-national violence have disproportionately affected vulnerable people including women, youth, children, older persons, and persons with disabilities. Persistent insecurity related to sub-national violence and opportunistic crime driven by economic deprivation continues to limit investment in basic services and impedes many people’s ability to move towards sustainable development.

This EU action is set to address and contributing to sustainable local community peace and resilience in South Sudan, responding to the priorities of good governance by building and strengthening the capacity of sub-national actors, women and youth, community leaders, and addressing communal dispute including mental health and psychosocial support and natural resources management. Additionally, the second outcome responding to improve and build the community resilience through addressing access to improved water-infrastructure, climate smart intervention approaches and women and youth empowerment on small business opportunities.

### **1.3 Description and Logic of the Intervention**

In response to these challenges, the project adopts a multi-sectoral and integrated approach that seeks to address the interconnected causes of vulnerability while strengthening the foundations for peace and recovery. The Action focuses on four complementary sectors: Food Security and Livelihoods (FSL) through agriculture and TVET, Water, Sanitation and Hygiene (WASH), Mental Health and Psychosocial Support (MHPSS), and Peacebuilding. Through these interventions, the project aims to

improve household income and food access, increase access to safe and reliable water sources, promote good hygiene and sanitation practices, strengthen community-based psychosocial support systems, and foster inclusive dialogue and conflict sensitivity to enhance social cohesion and peaceful coexistence. The logic of the intervention is grounded in the understanding that sustainable peace and resilience can only be achieved when humanitarian assistance is combined with long-term capacity building and locally driven recovery efforts. By addressing both the immediate needs and root causes of vulnerability, the Action contributes to creating communities that are better protected, self-reliant, and capable of adapting to future shocks.

#### **1.4 Expected Results and Outputs**

The project aims to reach approximately 231,277 individuals across the three target counties. The expected results include improved household food and livelihood security, enhanced access to safe and sustainable WASH services, strengthened psychosocial wellbeing among affected populations, and revitalized community structures supporting reconciliation and peacebuilding. Additionally, the project seeks to build the capacity of local institutions and community groups to manage crises and sustain gains beyond the project period. The integrated approach ensures that interventions complement one another, reinforcing resilience and empowering communities to take ownership of their development processes.

#### **1.5 Key Stakeholders**

The successful implementation of this Action depends on strong collaboration with key stakeholders at national, state, and community levels. These include local authorities, community-based organizations, and relevant line ministries such as the Ministry of Agriculture and Food Security, Ministry of Gender, Child and Social Welfare, Ministry of Water Resources and Irrigation, and Peace Commissions at county and state levels. Traditional leaders, youth and women's groups, protection committees, and local CSOs play vital roles in community mobilization, decision-making, and sustainability of project outcomes.

### **2.0 General Objective**

The overall objective of this mid-term review is to assess the progress made in the implementation of project with a focus on reviewing the processes undertaken, identifying existing gaps, and determining areas for improvement. The review seeks to generate credible evidence on implementation progress, challenges, lessons learned, and best practices to inform decision-making, strengthen accountability, and guide strategic adjustments for the remaining phase of the project.

This review also provides an opportunity for the consortium and the European Union Delegation to South Sudan, as the donor, to jointly reflect on the project's performance, effectiveness, and relevance in addressing the needs of the target populations. It offers a moment to pause and take stock of progress what has been achieved since the start of the project, what has worked well from the perspective of communities and stakeholders, what has not worked as intended, and what can be improved moving forward. The results of the review will guide adaptive management decisions to strengthen implementation and ensure that the project remains on course to achieve its goal of supporting resilient and peaceful communities by the end of the implementation period.

#### **2.1 Specific Objectives**

The specific objectives of this mid-term review are to:

1. Assess the progress made toward achieving the project's objectives and outcomes by reviewing implementation processes, identifying gaps, and determining areas for improvement across the three target counties.

2. Evaluate the relevance, effectiveness, efficiency, and sustainability of the interventions implemented to date, identifying both positive and negative results, including unintended outcomes.
3. Analyze the evolving context and assess how ongoing crises, such as conflict and climate shocks, have influenced project performance, target populations, and local systems.
4. Identify opportunities and capacities that can be leveraged to strengthen recovery, resilience, and peacebuilding during the remaining project phase.
5. Draw lessons and provide actionable recommendations to inform project adaptation, re-design (if necessary), and future programming for DRA partners and the EU Delegation.

## 2.2 Scope of the mid-term review

The scope of this mid-term review is to undertake a thorough assessment of the project's progress to help consortium partners understand the continued and emerging effects of crises on the targeted areas and populations at various levels, household, community, and local economy. The review aims to provide a comprehensive view of the project's status halfway through its implementation, allowing for early corrective actions and better decision-making regarding the project's direction.

It will further consider how ongoing crises have affected the target populations and local systems, and to what extent project activities have contributed to addressing these challenges. Both intended and unintended results will be examined, highlighting areas of success as well as persistent gaps and challenges. In addition, the review will explore opportunities and capacities that can be strengthened to enhance recovery and resilience in the targeted counties.

The subjects of the review will include direct project participants and beneficiaries, such as households, children, women, youth, and community structures. It will also cover consortium partners, implementing agencies, and project staff, alongside local authorities and other stakeholders who have been engaged in or affected by the project. In addition, the European Union Delegation to South Sudan, as the donor and key strategic partner, will be consulted to provide insights on project alignment with EU priorities, compliance with donor requirements, and perspectives on overall progress and coordination. This inclusive approach will ensure that diverse viewpoints from community level to institutional and donor levels are captured to provide a comprehensive and balanced understanding of the project's progress.

The review will be undertaken using a mixed-method approach, combining both quantitative and qualitative techniques. This will include a desk review of project documents, quantitative household surveys, key informant interviews, Focus Group Discussions (FGDs), and participatory reflection workshops with relevant stakeholders.

The focus group discussions will comprise representatives of direct beneficiaries including women, men, youth, and community leaders as well as members of community-based structures such as WASH committees, peace committees, DRR groups, Boma committees, payam committees and child protection groups. Participants will be selected purposively to ensure diversity in gender, age, and social background, as well as representation from different livelihood zones and project sites. The role of the focus groups will be to share lived experiences, assess changes brought about by the project, and validate findings from other data sources. The consultant will be responsible for designing the data collection tools, conducting the fieldwork, facilitating interviews and focus group discussions, and analyzing the findings in line with the agreed project indicators and evaluation questions.

The mid-term review will be conducted in **January-February 2025**. The overall timeframe for completing the assignment is estimated at **35 working days**, covering preparation, field data collection, analysis, and reporting.

The review will take place concurrently across all project implementation locations, specifically Akobo, Malakal, and Rubkona counties in South Sudan. Conducting the review across these counties will provide insights into the similarities and differences in project results and challenges across diverse contexts.

The results of this mid-term review will inform programme adaptation, strengthen learning, and guide potential re-design during the remaining phase of the project. This will ensure that interventions remain relevant and effective in supporting resilient and peaceful communities, enhancing resilience, and reducing vulnerability.

### 2.3. Main Users of this review

The main users of this evaluation are the EU delegation to South Sudan who is the donor for this action and other stakeholders (national/local partners, and civil society) that are involving in the implementation of the intervention and its steering working groups. Other relevant national ministries including Ministry of peacebuilding and reconciliation, Ministry of Agriculture and Food Security, Ministry of Gender, Child and Social welfare, Ministry of water resources and irrigation involved.

#	Users of the evaluation	Key uses (how they will use the evaluation)
1	EU services including the EU Delegation(s)	EU services to improve current implementation of the intervention(s), as well as the future programming.
2	National counterparts (relevant Departments, Ministries)	Ministries use summarized and reviewed evaluation finding to communicate progress of projects at high levels of government, helping to build trust, support for public sector initiatives and to inform policy decisions, improve project delivery efficiently to the stakeholders, and ensure accountability and ownership.
3	Implementing partners (Tearfund, War Child, Coalition for Humanity, Widow and Orphan Charitable Organization)	Implementing partners use this evaluation report primarily as a management and learning tool to improve project implementation. Identify successful practices and challenges to improve the design and implementation of current and future projects. <ul style="list-style-type: none"> <li>- <i>Monitor and assess progress towards agreed project outputs ensuring activities are on track and aligned with the project objectives.</i></li> <li>- <i>Identify any challenges, risks, or areas needing adjustment for better performance and results during the project lifecycle.</i></li> <li>- <i>Incorporate lessons learned and recommendations from the evaluation to enhance future interventions, improve design, and strengthen partnerships.</i></li> </ul>
4	Civil Society Organizations (CSOs)	Civil society organizations (CSOs) use this evaluation report as crucial tools for advocacy, accountability, and improving project effectiveness.

### 3.0 Methodology

The mid-term review will be conducted in a participatory manner involving key project stakeholders, including but not limited to EU-DRA response beneficiaries, community leaders, government representatives, and non-governmental partners operating in Akobo, Malakal, and Rubkona counties. The successful consultant will review progress against project indicators, develop and apply an appropriate methodology with relevant tools, and present these together with the inception report for validation prior to fieldwork. In developing the methodology and tools, the consultant will refer to the existing topic guide from the baseline as a key reference document to ensure consistency and comparability of findings.

### 3.1 Study Design

The consulting team will develop a review design and produce a review plan through an inception report to outline in detail the proposed methodology and establish the guiding principles of the mid-term review. Specifically, this will outline review objectives and key questions, overall Methodology, Data collection methods, sampling considerations, timeline, and logistics among others.

### 3.2 Data collection tools

The consulting team will design context and project-specific data collection tools for the key informants and focus group discussions based on the agreed questions. These will be reviewed by technical and operation teams of the consortium to ensure they are appropriate and relevant for the context. There is already a topic guide as reference document to the baseline.

### 3.3 Sampling

The overall sampling framework will be directed by the consulting team. Save the Children and the consortium technical team members will review and approve the final sampling framework before signing off.

### 3.4 Data Sources and Data Collection Methods

The methodology will be determined by the consulting team, with approval from consortium technical members. However, the consulting team must follow the review guidance as set out in the SC review handbook. The consulting team should ensure that there is meaningful participation from both children and adults especially for those areas where activities planned for children have been sighted.

Suggested methodologies are as follows:

- *Desk review of all existing key project documents, monitoring data, and reports from the program, such as but not limited to the project proposal, MEAL Plan, IPTT, progress reports, etc.*
- *Desk review of secondary data relevant to the project, such as, but not limited to consortium members reviews, Humanitarian Response Plan, Humanitarian needs overview, including project proposal.*
- *Key informant interviews (KII) with relevant key stakeholders (from national & field offices) such as beneficiaries and staff from line ministries, other NGOs, and SC.*
- *Focus Group Discussions (FGDs) to capture the opinions and perspectives of beneficiaries of the project (adults and children). Consultations with children must follow SC's Child Safeguarding Policy and be in line with SC's child participation approach.*
- *Visiting the project sites.*
- *Cross-sectional surveys to collect quantitative data to support other qualitative findings.*

It is expected that the mid-term review methodology will be participatory, inclusive (i.e., including consultations with all stakeholders, taking into consideration gender, age, disability, and other vulnerabilities), and sensitive to social norms and practices.

The methodology will need to be submitted by the SC PDQ department, consortium technical team members and to the EU to ensure it is in line with ethics and data protection standards. This is mandatory for all processes that collect personal information. All data must be disaggregated by sex and age.

The study team is required to adhere to the [Save the Children Child Safeguarding; Protection from Sexual Exploitation and Abuse; Anti-Harassment, Intimidation and Bullying; and Data Protection and Privacy policies throughout all project activities.](#)

### 3.5 Ethical Considerations

It is expected that this mid-term review will be:

- **Child participatory.** Children should be meaningfully involved in the mid-term review as a holistic process and not only as informants. Refer to the Practice Standards in Children's Participation ([International Save the Children Alliance 2005](#)); and Global Indicator technical guidance (SCI M&E handouts Package, Volume 2).
- **Inclusive.** Ensure that children from different ethnic, social, and religious backgrounds have the chance to participate and children with disabilities and children who may be excluded or discriminated against in their community.
- **Ethical:** The mid-term review must be guided by the following ethical considerations:
  - Child safeguarding – demonstrating the highest standards of behavior towards children
  - Sensitive – to child rights, gender, inclusion, and cultural contexts
  - Openness - of information given to the highest possible degree to all parties involved
  - Confidentiality and data protection - measures will be put in place to protect the identity of all participants and any other information that may put them or others at risk.
  - Public access - to the results when there are no special considerations against this
  - Broad participation - the relevant parties should be involved where possible
  - Reliability and independence - the mid-term should be conducted so that findings and conclusions are correct and trustworthy

It is expected that:

- Data collection methods will be age and gender appropriate.
- Mid-term review processes will provide a safe, creative space where children and adults feel that their thoughts and ideas are essential.
- A risk review will be conducted that includes any risks related to children or young people's participation.
- Informed consent will be used where necessary.
- The mid-term review protocol, tools, and consent forms will be submitted for review and approval in advance of data collection.
- The final report must include a limitation section mentioning all the risks and limitations faced during the mid-term review. This includes but is not limited to any difficulty faced in assessing causation due to lack of counterfactual or any other reason.

### 4.0 Deliverables and Data Collection

#### Process

The assignment shall start in January 2026 with an inception meeting. The first meeting shall be held with the EU-DRA Consortium Management Unit (Save the Children) before the assignment starts to review the ToR and agree on tentative work plan.

An inception report shall be submitted to the EU-DRA Consortium Management Unit (Save the Children) detailing the work plan, sampling frame and data collection tools. The consultant will finalize the report, incorporating feedback and suggestions coming from the EU-DRA Consortium Management Unit (Save the Children)

The consultant will be responsible for data collection including hiring enumerators where required. Data collection and fieldwork by the consultant shall take place in February 2026 and the methodology will be mutually agreed upon by EU-DRA response team and the consultant.

A draft review report should be ready by mid-February 2026. One feedback and verification workshop will be conducted where the main findings are presented to the project team who will be provided with the opportunity to provide verbal and written feedback.

The final report should be delivered no later than the end of February 2026. The content of the report will be finalized through mutual discussion between EU-DRA project team and the consultant.

## 5.0 Timeline

The study deliverables and tentative timeline (subject to the commencement date of the Mid-Term review) are outlined below. The review lead will agree with the consulting team on final milestones and deadlines at the inception phase.

Deliverable / Milestones	Timeline
The study Team is contracted and commences work	2 days
The study Team will facilitate a <b>workshop</b> with the relevant stakeholders at the commencement of the project to develop the inception report.	1 day
<p>The consultant will submit an inception report that will highlight the methodology and the guiding principles of the mid-term review in the project implementation areas. The inception report will include the objectives and key review questions, methodology, overview of method and source of information per the review sub-question), data collection methods, sampling approach, timeline and logistics, tools to be used for data collection.</p> <p>The Consulting Team will submit an <b>inception report*</b> in line with the <a href="#">Inception Report Template here</a>, including:</p> <ul style="list-style-type: none"> <li>Study objectives, scope, and key study questions.</li> <li>Description of the methodology, including design, data collection methods, sampling strategy, data sources, and study matrix against the key study questions.</li> <li>Data analysis and reporting plan.</li> <li>Caveats and limitations of study</li> <li>Risks and mitigation plan</li> <li>Ethical considerations including details on consent.</li> <li>Stakeholder and children communication and engagement plan</li> <li>Key deliverables, responsibilities, and timelines</li> <li>Resource requirements</li> <li>Data collection tools (in line with the study matrix)</li> <li>Once the report is finalised and accepted, the consulting team must submit a request for any change in strategy or approach to the study manager or the steering committee.</li> </ul>	3 days
<p><b>Ethics submission (if applicable):</b></p> <p>Should approval from a Human Research Ethics Committee be required, an ethics submission should include:</p> <ul style="list-style-type: none"> <li>Study protocols (participant recruitment, data security and storage, consent, and confidentiality etc.)</li> <li>Considerations for consulting with children and other vulnerable groups (if applicable)</li> <li>Participant information statement and consent forms</li> </ul>	2 days

<b>Final data collection tools (in the report language):</b> <ul style="list-style-type: none"> <li>▪ Survey instrument.</li> <li>▪ Data collection mechanism</li> </ul>	14 days
<p>An [Power Point Presentation] including a summary of formative findings from the study. The focus will be on:</p> <ul style="list-style-type: none"> <li>▪ Summary of interim findings</li> <li>▪ Any emerging program issues or risks (if applicable)</li> <li>▪ Any changes that have had to be made to the study design (if applicable)</li> <li>▪ Key tasks for the next stage of the study and any proposed refinements or changes to methodology (if applicable)</li> </ul>	1 day
<p>A Study <b>Report*</b> (Draft Version – <a href="#">Final Report Template</a> if useful though external actors may want to use theirs) including the following elements:</p> <ul style="list-style-type: none"> <li>▪ Cover page including report title, month mid-term review conducted in, Save the Children, Tearfund and War Child and CH and WOCO, and DRA and EU logos.</li> <li>▪ Executive summary</li> <li>▪ Background description of the Program and context relevant to the Study</li> <li>▪ Scope and focus of the study.</li> <li>▪ Overview of the study methodology and data collection methods, including a Study matrix</li> <li>▪ Findings aligned to each of the key Study questions.</li> <li>▪ Specific caveats or methodological limitations of the Mid-term review.</li> <li>▪ Conclusions outlining implications of the findings or learnings.</li> <li>▪ Recommendations</li> <li>▪ Annexes (Project logframe, study ToR, Inception Report, Study schedule, List of people involved)</li> </ul> <p>A consolidated set of feedback from key stakeholders will be provided by Save The Children within 1 weeks of the submission of the draft report.</p>	4 days
<b>Data and analyses</b> including all encrypted raw data, databases, and analysis outputs	3 days
<b>Final Study Report*</b> incorporating feedback from consultation on the Draft Study Report	4 days
<b>Knowledge translation materials:</b> <ul style="list-style-type: none"> <li>▪ PowerPoint presentation of Study findings</li> <li>▪ Evidence to Action Brief**</li> </ul>	1 day
<b>Total number of days</b>	<b>35 days</b>

### Mid-term review timeframe & budget available

The mid-term review will be conducted during the months of **January-February 2026** and should not exceed **35 working days** of the consultancy. This is inclusive of travel times. The timeframe assumes data collection with electronic handsets, and as such, it does not include time for data entry with exception of the qualitative components. The consultant should indicate a breakdown of timeframe showing the detail work plan and expected dates of each major activity. The overall work should be completed in not more than 35 days including the final approved report for the mid-term review.

### Professional skills and qualifications

Interested experts/consultants/consultancy firms/institutions are required to provide copies of their respective CVs and academic qualifications detailing their experience in conducting similar type of assignments in the past.

### Technical expertise

**The following areas of technical expertise should be demonstrated in the expression of interest:**

- *Master's degree in economics, statistics, social sciences, development studies or a related field*
- *At least 10+ years of experience in quantitative and/or qualitative research design and implementation in the humanitarian sector ideally as part of a monitoring, evaluation, and learning (MEL) work of project implementation, and specifically in conducting mid-term.*
- *Strong experience and skills facilitating group workshops and discussions such as validation workshops.*
- *Proven experience in conducting a review in multiple locations concurrently using the same type of tools.*
- *Experience in quantitative and qualitative data collection and analysis, use of sound statistical methods to identify causal relationships and address threats to internal validity.*
- *Relevant subject knowledge and prior experience of working on multi-year programming in the emergency and humanitarian sector to ensure that design and research methods are as relevant and meaningful as possible as given in the work scope of this assignment.*
- *Knowledge of or prior experience working with the implementing organization(s) is considered an asset.*
- *Experience in including children in evaluations, ensuring child-sensitive approaches and ethical considerations are applied in data collection.*
- *Proven knowledge and experience with using humanitarian sector frameworks for quality and accountability in mid-term assignments.*
- *Statistical analysis: A range of statistical modelling and analysis of impact data; highly proficient user of Epi Info, or equivalent; R and Nvivo or Atlas ti for qualitative data analysis techniques.*
- *Language proficiency: Proficiency in English and the ability to produce good quality written documents in English is a mandatory requirement of this assignment.*
- *The mid-term review team should have prior experience of developing research designs that involve remote data collection and management.*
- *Regional experience and cultural sensitivity: it is particularly desirable that the mid-term review team has experience working in the South Sudan context or at the least work with a qualified national consultant during the execution of the tasks.*

### The expression of interest (EoI) should include:

- 1) A technical proposal (not exceeding 10 pages) that responds to the queries of this ToR. The technical proposal should contain a clear outline of the research methodology, data collection and analysis techniques, a tentative work plan with clearly defined milestones to achieve within the given timeline of the assignment, and a financial proposal.
- 2) CVs and proof of academic qualifications for all proposed team members.
- 3) At least one sample of similar previous work preferably in South Sudan.
- 4) Minimum two references, to be attached as an annex to the technical proposal.
- 5) The financial bid must be prepared and submitted with clearly defined breakdown of consultants' daily fee and other associated costs including taxes (20%), administrative costs, flights, costs, and all other costs that will be incurred in executing this assignment. Please carefully read the section payment schedule of the ToR while developing and finalizing financial proposal.

**Please note that incomplete EoI will not be assessed.**

### **Payment schedule:**

There will be two-payment schedule; first instalment of 30% of contract value after submission and approval of inception report while the remaining 70% will be paid after submission and approval of the final report to Save the Children South Sudan Country office. Please be aware that, along with the quality of the technical proposal and of the sample of previous work submitted, the amount of the financial proposal will also be a criterion for assessing the EoI received.

## **1.1 Management and technical guidance**

- a) *The consultant will work under the overall supervision of the Consortium manager and will be the direct contact person for the consultant and responsible for day-to-day supervision and link to any organizational support necessary.*
- b) *Roles and responsibilities of Save the Children in this mid-term review.*
  - *Responsible for the consultant selection process*
  - *Act as focal person for the consultant.*
  - *Seeking ethical approval of the inception report*
  - *Provision of all consent forms for the different methods of data collection*
  - *Prepare payments for the consultancy.*
  - *Provide access to all necessary documents and manuals that are relevant to the assignment.*
  - *Liaise with other implementing partners (Tearfund, WCH, CH and WOCO)*
- c) *Roles and responsibilities of SC, Tearfund and War Child*
  - *Provide information about the target group for the different sectors and make important documents available to the consultant.*
  - *Make the necessary logistical and security arrangements to receive the data collection team.*
  - *Inform the key staff, relevant stakeholders, and crisis-affected people about the upcoming review.*
  - *Brief data collection team upon arrival and the briefing will include security updates in the respective counties.*
  - *Introduction to the communities/target group, making sure that the people involved in the survey are available for participation.*
  - *Support with logistics within the respective counties where the mid-term review will be conducted in.*
  - *Supervision of consultant during field data collection exercise to ensure quality of data collected for better decision making.*
- d) *Roles and responsibilities of the consultant*
  - *Preparation of data collection tools, facilitate the data collection process, analysis, and cleaning.*
  - *Preparation of inception report and final report*
  - *Collection data according to the agreed methodology and tools by Save the Children, Tearfund and War Child*
  - *Hiring of enumerators*
  - *Provision of data collection equipment*
  - *Transport to the data collection sites.*
  - *Accommodation in the Counties*
  - *Prepare an online reflection session with the EU DRA response partners (Save the Children, Tearfund and War Child), where draft findings are presented, and sense-making of the data is done.*
  - *Incorporate feedback from EU DRA response partners and prepare the final report.*
  - *Submission of raw data to EU DRA Consortium Management Unit (Save the Children).*

### **Guiding principles and values**

The consultant will adhere to the respective partner's codes of conduct, child safeguarding policy and practices, and confidentiality of respondent's views. Gender mainstreaming is key to EU DRA response partners and the donor; therefore, the consultant will have to ensure that the research team on the ground is gender balanced, ensuring that females are available to interact with female beneficiaries and vice

versa. The consultant will also consider principles of impartiality, independence, objectivity, participation, collaboration, transparency, reliability, privacy, and utility throughout the process.

### **Selection process**

The EU-DRA response lead (Save the Children) will use its internal guidance, checklists, and an interview process to select the successful consultant.

### **Application requirements**

Save the Children is inviting both individuals as well as teams of consultants, consultancy firms and/or institutions, to apply for this assignment. 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 the following email address: [SouthSudanTenders@savethechildren.org](mailto:SouthSudanTenders@savethechildren.org) not later than January 19<sup>th</sup>, 2026.

### **HOW TO APPLY**

Any Competent expert, consultancy firms, organizations, or institutions are encouraged to apply by 19<sup>th</sup> January 2026 through [SouthSudanTenders@savethechildren.org](mailto:SouthSudanTenders@savethechildren.org) with Subject Title “*Consultancy Service For EU-DRA Mid-Term Review in Akobo, Malakal and Rubkona Counties. “Building Resilient Communities: Empowering South Sudan for Peace and Prosperity”*”

## **Annex 1**

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

<b>SECTION 1 - ESSENTIAL CRITERIA</b>			
<b>INSTRUCTIONS – Bidders are required to complete all sections of the below table.</b>			
<b>Item</b>	<b>Question</b>	<b>Bidder Response</b>	
<b>1</b>	<b>MANDATORY CRITERIA:</b> Supplier accepts Save the Children's 'Terms and Conditions of Purchase' included in Annex 2 of the TOR and that any work awarded from this tender process will be completed under the same 'Terms and Conditions of Purchase'	<b>Yes / No</b>	<b>Comments / Attachments</b>
<b>2</b>	<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.	<b>Yes / No</b>	<b>Comments / Attachments</b>
	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	<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.	Yes / No	Comments / Attachments
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 - Curriculum Vitae (CV)		
<b>SECTION 2 - CAPABILITY/TECHNICAL EVALUATION CRITERIA</b>			
<b>Demonstrated experience</b>			<b>Comments/proof</b>
1	Academic Qualifications	A master's degree in a relevant field such as development, social sciences, evaluation, or other related disciplines.	
2	Technical Expertise (Research, MEL, and Evaluation)	Demonstrated experience (10+ years) in quantitative and qualitative research design, mid-term reviews, MEL, data collection, field evaluations, and multi-location review exercises using standardized tools.	
3	Research & Analytical Skills	Strong competency in mixed-methods research, statistical analysis, causal inference, database management, and use of software (SPSS, Stata, Epi Info, R, NVivo/Atlas.ti).	
4	Sectoral & Contextual Experience	Sectoral expertise in Peacebuilding, FSL, WASH, and Protection is essential to ensure a comprehensive, multi-disciplinary review, complemented by relevant experience in humanitarian and emergency settings, multi-year resilience programming, remote-data research design, and strong regional familiarity with	

		South Sudan (or collaboration with national consultants).	
5	Communication & Ethical Standards	Strong skills in workshop facilitation, validation sessions, child-sensitive evaluation methods, and adherence to humanitarian evaluation ethics.	
<b>SECTION 3- SUSTAINABILITY CRITERIA</b>			
1	Gender and Inclusion Sensitivity	Demonstrates inclusive methodology, gender-sensitive approaches, and engagement of vulnerable groups in evaluation activities.	
2	Community Engagement Do No Harm	Applies conflict-sensitive, culturally respectful approaches that protect communities during data collection.	
3	Safeguarding Capacity and Training	Has safeguarding systems, tools, training logs, and capacity to ensure safe, ethical data collection—especially with children.	

## Annex 2:

TERMS AND CONDITIONS OF PURCHASE		PURCHASE ORDER
<p><b>1 Definitions and Interpretation</b> These terms and conditions ("Conditions") provide the basis of the contract between the supplier ("Supplier") and Save the Children International (the "Customer") in relation to the validly issued purchase order ("Order") (the Order and the Conditions are together referred to as the "Contract"). All references in these terms and conditions to defined terms - Goods, Services, Prices and Delivery - refer to the relevant provisions of the Order.</p> <p><b>2 Quality and Defects</b> 2.1 The Goods and the Services shall, as appropriate: a) correspond with their description in the Order and any applicable specification; b) comply with all applicable statutory and regulatory requirements; c) be of the highest quality and fit for any purposes held out by the Supplier or made known to the Supplier by the Customer; d) be free from defects in design, material, workmanship and installation; and e) be performed with the best care, skill and diligence in accordance with best practice in the Supplier's industry, profession or trade.</p> <p>2.2 The Customer (including its representatives or agents) reserves the right at any time to audit the Supplier's records, inspect work being undertaken in relation to the supply of the Goods and Services and, in the case of Goods, to test them.</p>	<p>3.5 The Supplier shall comply with all applicable sanctions, export control, embargo, or similar laws and regulations, including without limit those of the EU, the UK, the US and the UN ("Sanctions and Export Control Laws") and shall maintain policies and procedures designed to ensure continued compliance with the same. In particular, the Supplier will not make any funds or economic resources available, directly or indirectly, to or for the benefit of, any person or entity that is targeted by any Sanctions and Export Control Laws, and shall not do anything which would cause the Customer to be in breach of any Sanctions and Export Control Laws (including but not limited to supplying items from country of origin which would mean that any conceivable supply or use of these items would be restricted under the Sanctions and Export Control Laws). The Supplier shall require all of its directors, officers, employees, affiliates, agents, suppliers and subcontractors to comply with this Condition. In particular, the Supplier shall obtain any licences, authorisations or permissions required under the Sanctions and Export Control Laws or other applicable laws that are required to export, import, supply, sell, transport, or broker any hardware, software, technology, support or assistance or service that is provided by or on behalf of the Supplier under this contract (including, but not limited to, obtaining any required export licences required for the export of goods by or on behalf of the Supplier to the Customer or its agents at the relevant delivery address),</p>	<p><b>4 Delivery / Performance</b> 4.1 The Goods shall be delivered to, and the Services shall be performed at the address and on the date or within the period stated in the Order and in either case during the Customer's usual business hours, except where otherwise agreed in the Order. Time shall be of the essence in respect of this Condition 4.1.</p> <p>4.2 Where the date of delivery of the Goods or of performance of Services is to be specified after issue of the Order, the Supplier shall give the Customer reasonable written notice of the specified date.</p> <p>4.3 Delivery of the goods shall take place and title in the Goods will pass on the completion of the physical transfer of the goods from the Supplier or its agents to the Customer or its agents at the address specified in the Order.</p> <p>4.4 Risk of damage to or loss of the Goods shall pass to the Customer in accordance with the relevant provisions of Incoterms 2010 identified in the Order, or, where Incoterms do not apply, risk in the Goods shall pass to the Customer on completion of delivery.</p> <p>4.5 The Customer shall not be deemed to have accepted any Goods or Services until the Customer has had reasonable time to inspect them following delivery and/or performance by the Supplier.</p> <p>4.6 The Customer shall be entitled to reject any Goods delivered or Services supplied which are not in accordance</p>

<p><b>3 Compliance and Ethical Standards</b></p> <p>3.1 The Supplier shall commit to the Customer's zero tolerance approach towards sexual exploitation and abuse, harassment, sexual harassment, intimidation and bullying. The Supplier, and its suppliers and sub-contractors shall not in any way engage in any actual, attempted or threatened:</p> <ul style="list-style-type: none"> <li>a) sexual exploitation or abuse of a child or children, including but not limited to physical or emotional abuse, exploitation, neglect or any other form of maltreatment;</li> <li>b) sexual exploitation or abuse of adults in vulnerable populations, including but not limited to the Customer's adult beneficiaries, and the Customer's staff and representatives;</li> <li>c) sexual harassment, harassment, intimidation or bullying of the Customer's staff, representatives or of anyone you come into contact with while delivering the terms of this Contract.</li> </ul> <p>3.2 The Supplier, its suppliers and sub-contractors, shall (a) observe the highest ethical standards, and shall comply with all applicable laws, statutes, regulations and codes (including environmental regulations and the International Labour Organisation's international labour standards on child labour and forced labour) from time to time in force, (b) comply with the following Customer policies, which are annexed: Child Safeguarding; Protection from Sexual Exploitation and Abuse (PSEA); Anti-Harassment, Intimidation and Bullying;</p>	<p>and shall further inform the Customer where any such hardware, software, technology, support or assistance or service provided is subject to controls or restrictions under the Sanctions and Export Control Laws and shall provide all relevant information that may be required by the Customer to apply for or obtain any further licences, authorisations or permissions.</p> <p>3.6 In relation to Condition 3.5, the Supplier must ensure that it provides to the Customer the names and dates of birth of its key staff in order that the Customer can screen these names against sanctions lists, using the Customer's third party screening provider. Before providing the names to the Customer, the Supplier must ensure that all its key staff have been informed that their names will be provided to the Customer for screening using a third party provider, and, if necessary, the Supplier has sought their consent. The Supplier must ensure that it regularly checks its staff, suppliers and sub-contractors against sanctions lists and must immediately inform the Customer of any apparent correlation.</p> <p>3.7 The Supplier shall notify the Customer as soon as it becomes aware of any breach, or suspected or attempted breach, of the Mandatory Policies or Condition 8 (Supplier's Warranties), and shall inform the Customer of full details of any action taken in relation to the reported breach.</p> <p>3.8 The Supplier shall cooperate with the Customer on any investigations into</p>	<p>with the Contract. If any Goods or Services are so rejected, at the Customer's option, the Supplier shall forthwith re-supply substitute Goods or Services which conform with the Contract. Alternatively, the Customer may cancel the Contract and return any rejected Goods to the Supplier at the Supplier's risk and expense.</p> <p><b>5 Indemnity</b></p> <p>The Supplier shall indemnify the Customer in full against all liability, loss, damages, costs and expenses (including legal expenses) awarded against or incurred or paid by the Customer as a result of or in connection with any act or omission of the Supplier or its employees, agents or sub-contractors in performing its obligations under this Contract, and any claims made against the Customer by third parties (including claims for death, personal injury or damage to property) arising out of, or in connection with, the supply of the Goods or Services.</p> <p><b>6 Price and Payment</b></p> <p>6.1 Payment will be made as set out in the Order and the Customer shall be entitled to off-set against the price set out in the Order all sums owed to the Customer by the Supplier.</p> <p>6.2 All invoices provided under this Contract must be accurate and complete including a correct purchase order number. Where any invoice provided under this Contract is rejected by the Customer on the grounds that the invoice is inaccurate or incomplete</p>
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<p>Fraud, Bribery and Corruption; and Human Trafficking and Modern Slavery (together the "Mandatory Policies"), and (c) act in relation to the Contract in accordance with the principles of the Inter-Agency Procurement Group Code of Conduct.</p> <p>3.3 The Supplier, its suppliers and sub-contractors shall not in any way (a) engage in transactions with, or provide resources or support to armed groups, individuals and entities which are sanctioned, or individuals and organisations associated with terrorism, or otherwise be involved directly or indirectly in terrorism (b) be involved in the manufacture or sale of arms (c) have any business relations with governments for any war related purpose; or (d) transport the Goods/Services together with any military equipment.</p> <p>3.4 The Supplier is taking reasonable steps (including but not limited to having in place adequate policies and procedures) to ensure it conducts its business (including its relationship with any contractor, employee, or other agent of the Supplier) in such a way as to comply with the Mandatory Policies, and shall upon request provide the Customer with information confirming its compliance.</p>	<p>alleged breaches of the Mandatory Policies, including but not limited to inspection and access to documents and personnel related to the breach, suspected or attempted breach.</p> <p>3.9 The Customer may provide training or materials to the Supplier on protecting children and vulnerable populations from sexual exploitation and abuse, and on anti-harassment, intimidation and bullying. The Supplier shall, at the Customer's request, share any training or materials with any contractor, employee or other agent of the Supplier who will come into direct contact with the Customer's personnel, beneficiaries or members of the vulnerable population, through the performance of the terms of this Contract.</p> <p>3.10 The Supplier agrees to allow the Customer's employees, agents, professional advisers or other duly authorised representatives to inspect and audit all the Supplier's books, documents, papers and records and other information, including information in electronic format, and including information regarding the Supplier's current and former personnel and other relevant personal data held by the Supplier, for the purpose of verifying compliance with the requirements of Condition 3. The Supplier shall ensure that, it has informed each person whose personal data is being provided to/accessed by any person or entity pursuant to this clause, of the information shared and the purpose of sharing such data before providing/allowing access to the data and, where necessary, obtained such person's consent.</p>	<p>including if the purchase order number is inaccurate or missing, the Supplier shall re-submit a corrected invoice upon the Customer's request. For the avoidance of doubt, correct invoices shall be payable within 45 days of receipt by the Customer.</p>
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<p><b>7 Termination</b></p> <p>7.1 The Customer may terminate the Contract in whole or in part at any time and for any reason whatsoever by giving the Supplier at least one month's written notice.</p> <p>7.2 The Customer may terminate the Contract with immediate effect by giving written notice to the Supplier and claim any losses (including all associated costs, liabilities and expenses including legal costs) back from the Supplier at any time if:</p> <p>a) the Supplier becomes insolvent, goes into liquidation, makes any voluntary arrangement with its creditors, or becomes subject to an administration order; or</p> <p>b) the Supplier is in material breach of its obligations under the Contract or is in breach of its obligations and fails to remedy such breach within 14 days of written request from the Customer; or</p> <p>c) the Customer reasonably believes that the Supplier has breached (or if any of the Supplier's directors, officers, employees, affiliates, agents, suppliers and subcontractors) any Sanctions and Export Control Laws or has become directly or indirectly targeted under the same, or that continued performance of this Contract would otherwise be restricted by, or would put either party at risk of breaching, any Sanctions and Export Control Laws.</p> <p>7.3 In the event of termination, all existing Orders must be completed.</p> <p><b>8 Supplier's Warranties</b></p>	<p>d) the Supplier has in place procedures so that any third party it authorises to have access to the Personal Data shall respect and maintain the confidentiality and security of such Personal Data. Any person acting under the authority of the Supplier shall be obliged to process the Personal Data only on the instructions of the Supplier; and</p> <p>e) the Supplier shall promptly comply with any request from the Customer requiring the Supplier to amend, transfer or delete such Personal Data.</p> <p>9.2 Where the Supplier engages a third party contractor to process the Personal Data on its behalf, it shall do so only with the consent of SCI and by way of a written agreement with the third party contractor which imposes the same obligations on the contractor in relation to the security of the processing as are imposed on it under the terms of the Contract and the applicable data protection laws.</p> <p>9.3 The Supplier shall notify the Customer within 5 business days of it receiving a request for access or other request, complaint, notification or communication in relation to such Personal Data from a person or entity other than the Customer (including a request from a governmental or regulatory authority) and shall provide the Customer with full co-operation and assistance in relation to any such request, complaint, notice or communication.</p> <p>9.4 The Supplier shall notify the</p>	<p>11.2 The Supplier may not assign, transfer, charge, subcontract, novate or deal in any other manner with any or all of its rights or obligations under the Contract without the Customer's prior written consent.</p> <p>11.3 Any notice under or in connection with the Contract shall be given in writing to the address specified in the Order or to such other address as shall be notified from time to time. For the purposes of this Condition, "writing" shall include e-mails and faxes.</p> <p>11.4 If any court or competent authority finds that any provision of the Contract (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of the Contract shall not be affected.</p> <p>11.5 Any variation to the Contract, including the introduction of any additional terms and conditions, shall only be binding when agreed in writing and signed by both parties.</p> <p>11.6 In the event of any inconsistency between the Contract and any Order, the terms of the Contract shall prevail to the extent necessary to resolve such inconsistency.</p> <p>11.7 The Contract shall be governed by and construed in accordance with English law. The parties irrevocably submit to the exclusive jurisdiction of</p>
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<p>8.1 The Supplier warrants to the Customer that:</p> <p>a) it has all necessary internal authorisations and all authorisations from all relevant third parties to enable it to supply the Goods and the Services without infringing any applicable law, regulation, code or practice or any third party's rights;</p> <p>b) the Supplier, and all of its directors, officers, employees, affiliates, agents, suppliers and subcontractors, are not themselves, and are not or owned or controlled by any party that is, targeted by any Sanctions and Export Control Laws;</p> <p>c) it will not and will procure that none of its employees will accept any commission, gift, inducement or other financial benefit from any supplier or potential supplier of the Customer;</p> <p>d) the Services will be performed by appropriately qualified and trained personnel, with the best care, skill and diligence and to such high standard of quality as it is reasonable for the Customer to expect in all the circumstances;</p> <p>e) none of its directors or officers or any of its employees have any interest in any supplier or potential supplier of the Customer or is a party to, or are otherwise interested in, any transaction or arrangement with the Customer; and</p> <p>f) information provided to the Customer are, and remain, complete and accurate in all material respects.</p> <p><b>9 Personal Data</b></p> <p>9.1 In addition to any obligation of confidentiality, the Supplier, as the entity or person which processes</p>	<p>Customer immediately if it becomes aware of any unauthorised or unlawful processing, loss of, damage to or destruction of such Personal Data and shall provide the Customer with full co-operation and assistance in relation to responding to and rectifying such incident.</p> <p>9.5 The Customer may, on giving at least 7 days' notice, inspect or appoint representatives to inspect all facilities, equipment, documents and electronic data relating to the processing of Personal Data by the Supplier.</p> <p>9.6 The Supplier shall not export the Personal Data outside the country in which the Customer is located.</p> <p>9.7 If regulatory or legislative rules, provisions become applicable, or Case law and Guidance become available, such that the protection afforded Personal Data under this Contract is not sufficient, the Parties shall amend the Contract as necessary to comply with all applicable laws, rules, regulations or other requirements of regulatory authorities, as amended from time to time ("Applicable Laws").</p> <p><b>10 Force majeure</b></p> <p>10.1 Neither party shall be liable for any failure or delay in performing its obligations under the Contract to the extent that such failure or delay is caused by an event that is beyond that party's reasonable control (a "Force Majeure Event") provided that the Supplier shall use best endeavours to cure such Force Majeure Event and</p>	<p>the courts of England and Wales to settle any dispute or claim arising out of or in connection with the Contract or its subject matter or formation.</p> <p>11.8 A person who is not a party to the Contract shall not have any rights under or in connection with it.</p>
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<p>personal data on behalf of the controller (the "Processor"), shall ensure that in relation to any information relating to an identified or an identifiable individual (data subject) as more particularly defined by operation of any applicable data protection legislation ("Personal Data");</p> <p>a) it shall process such Personal Data only in accordance with the written instructions of the Customer (as the entity or person which determines the purposes and means of the processing of personal data, the "Controller") and only to the extent necessary for the purposes set out in this Contract;</p> <p>b) such Personal Data is processed and transferred in accordance with the applicable data protection laws, regulatory guidelines and industry standards;</p> <p>c) the Supplier has in place appropriate technical and organisational measures to protect the Personal Data against accidental or unlawful destruction or accidental loss, alteration, unauthorised disclosure or access, and which provide a level of security appropriate to the risk represented by the processing and the nature of the data to be protected; and</p>	<p>resume performance under the Contract.</p> <p>10.2 If any events or circumstances prevent the Supplier from carrying out its obligations under the Contract for a continuous period of more than 14 days, the Customer may terminate the Contract immediately by giving written notice to the Supplier.</p> <p><b>11 General</b></p> <p>11.1 The Supplier shall not use the Customer's name, branding or logo other than in accordance with the Customer's written instructions or authorisation.</p>	
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