



Norwegian People's Aid

CALL FOR CONSULTANCY 2025

Terms of Reference (ToR) for Baseline Survey of Civil Society Influence for Reduced Inequality in South Sudan

Position:	Baseline Survey Consultant
Report To:	Civil Society Program Manager
Location:	Relevant counties in the following states: Central Equatoria, Eastern Equatoria, Western Equatoria, Western Bahr-el-Ghazal, Lakes, Jonglei, Unity, and Upper Nile States
Project:	Civil Society for reduced inequality in South Sudan
Type of Consultant	National or International persons.
Provisional Time Frame:	20 Working Days
Tentative Start Dates:	26 th May to 20 th June, 2025

1. INTRODUCTION

Norwegian People's Aid (NPA) is an International Non-Governmental Organization implementing humanitarian relief and long-term development programs in South Sudan. NPA has worked in South Sudan since 1986 and currently runs two main programmes: The Civil Society Development Programme (CSDP) and the Humanitarian and Resilience Programme (HRP).

A key objective under the CSDP is the support to national non-governmental organizations/local partners who advocate for freedom of expression, promotion and protection of youth and women's rights, and awareness and protection of land rights. NPA believes that sustained and inclusive engagement of various stakeholders by civil society on such thematic areas is vital for the gradual reduction of social, economic, and political inequality.

NPA, with support from Norway through the Norwegian Agency for Cooperation and Development (NORAD), received financial support to strengthen civil society so that they can organize, mobilize, and influence stakeholders for the reduction of inequality in South Sudan. The project aims at building the capacity of local partners to be able to influence communities and authorities; advance peace and democratization through women and youth inclusion; widen civic space and freedom of expression; and increase access to resources and services, including land, by women and vulnerable persons. This ultimately would lead to the gradual reduction of social, political, and economic inequality in South Sudan.

2. BACKGROUND AND PURPOSE

South Sudan civil society organization faces steep challenges due to poor infrastructure, low capacity to engage with authorities and communities, and limited resources, which curtail their ability to carry out activities. South Sudan itself has been in a precarious transition since its independence in July 2011, with the implementation of the 2018 peace agreement currently faltering following grave hostilities between the major parties.

The limited peace and democratization process entail that minority groups, such as youth and women, are less engaged and represented in political decision-making processes. Besides, sexual gender-based violence against women and girls also remains prevalent, while relevant legislation such as the anti-sexual gender-based violence bills and the family law remain unenacted. Media suppression and restriction of



civil society activities continue to hinder freedom of expression, social activism, and overall social progress. These, in addition to unabated corruption, and limited access to natural resources like land and natural resources revenues from oil and mining, especially by vulnerable community members.

It is against this background that, NPA uses the rights-based approach to work with national and community-based civil society organizations to advance policies and practices which can strengthen civil society, consolidate peace, increase women and youth inclusion in decision-making processes, widen civic space and freedom of expression and increase access to natural resources and natural resources revenues. NPA's work with civil society includes advocacy on vulnerable persons' access to land; access to services by communities using natural resources revenue; prevention of sexual and gender-based violence for women development; youth and women inclusion in decision-making processes; access to information and freedom of expression; environmental protection for mitigation of climate change and enhancement of civic participation.

In this specific assignment, NPA is seeking a consultant to conduct the baseline survey of the project 'Civil Society Influence for Reduced Inequality in South Sudan.' The purpose of this study is, therefore, to assess and document the current state, ability, and/or capacity of civil society to mobilize, organize, and influence for the reduction of social, political, and economic inequality in South Sudan.

3. SPECIFIC OBJECTIVES:

The broad objective of the assignment is to assess and document the current state, ability, and/or capacity of civil society to mobilize, organize, and influence for the reduction of social, political, and economic inequality in South Sudan. The specific objectives include, but are not limited to, the following.

- To assess the degree to which ordinary community members and civil society organize and maintain activities to influence as normal/planned despite a restrictive context.
- To assess the level to which civil society, youth, and women are included and participate in peace and/or political processes in or about South Sudan.
- To assess the level at which civil society, women, youth, and ordinary community members influence the policy agenda and public discourse through the submission of policy propositions and/or petitions to decision-makers to include their views.
- To assess the level at which civil society engages ordinary community members and authorities on policy, governance, freedom of expression, women and youth inclusion, and access to land and resource revenues across South Sudan.
- To assess the quantity of civil societies that are more effective in their work of influencing communities and authorities on youth and women's rights, land rights, and media rights.
- To ascertain the quantity of civil society partners that carry out measures of safety and protection to be able to operate.
- To assess the level at which and/or the number of civil societies that are supported with legal aid and rapid response when need arises.
- To assess the level at which. and/or the quantity of civil society that are engaged in political dialogues or training on networking, influencing, and mobilizing.
- To determine the number of people trained or reached by civil society on critical skills (advocacy, mobilization, influencing, risk mitigation, political and economic rights).



- To determine the quantity or the level at which ordinary citizens participate in events that influence decisions of local, state, and national authorities.
- To assess ordinary community members' participation in legislative and policy debates to influence government decisions.
- To assess the instances in which civil society and ordinary community members have petitioned authorities to protect land rights and/or access resource revenues.
- To ascertain the degree to which authorities listen to and include policy and non-policy opinions from ordinary community members and civil society.

The Consultant might assist in identifying and adding relevant objectives that fit within the parameters of the baseline survey.

4. METHODOLOGY

The survey will be guided by principles and guidelines that are ethically recognized and are participatory, credible, gender sensitive and conforms to the humanitarian standards especially the "Do no harm". Both qualitative and quantitative methods shall be employed. The qualitative methods help understand meanings and provide descriptions while the quantitative methods aim to quantify variables and generalized findings of a survey.

A cross-sectional study will be conducted in the project implementation areas in sample counties in all the states mentioned. The survey is focus on the state capitals of the project as the sampling locations and some few counties that deemed safe and accessible to the consultant. The consultant is expected to conduct a participatory survey providing for meaningful involvement by ordinary community members, civil society, and local, state, and national authorities. Primary and secondary data are expected to be gathered using an appropriate method, as the consultant and NPA shall consider appropriate. Thus, the survey will involve collecting the following data:

Quantitative data: It will be used to measure the relevant degree or level of civil society influence, where appropriate, in terms of numbers/percentages (quantitative indicators). Information will be collected using a questionnaire survey, which will be administered to a sample of locations. The consultant will determine the sampling technique and size that would be representative and adequate to detect the existing status of civil society influence, and perform basic descriptive statistics.

Qualitative data: Qualitative information will be collected through Focus Group Discussions (FGDs), Key Informant Interviews (KIIs), and In-depth Interviews (IDIs) with key stakeholders including ordinary community members, community/traditional leaders, local, state, and national government officials, civil society organizations, among others, to complement the information collected through quantitative approaches.

Secondary documentation: A review of related documents will also be important to establish key insights relevant to the baseline survey.

It is expected that the assessment and data collection will use a mixed methodology approach, combining the use of secondary data, primary quantitative data collected through electronic/digital data systems, and primary qualitative data. All data, both qualitative and quantitative, must also be disaggregated by location, age, sex, disability, etc. All data and analysis developed must be handed over to Norwegian People's Aid at the end of the survey and must be in English.



Triangulation of information gathered during the quantitative and qualitative research will be a critical aspect of this survey. The analysis must provide a clear explanation of how the different data sets relate to one another and how they relate to the findings in the secondary documentation. Furthermore, and where relevant, it should combine evaluation tools based on international standards and guidelines, notably OECD DAC Quality Standards.

5. SCOPE OF WORK

The baseline survey will be conducted in the locations outlined above, in South Sudan, including sampling counties and populations.

Specific Tasks

Specifically, the consultant will work closely with the Norwegian People's Aid project staff and the MEAL Team to:

- Participate in briefing and consultation meetings to discuss the assignment, become familiar with the project, and collaborate with the NPA project on the development of the baseline design and execution plan.
- Develop in collaboration with NPA a detailed research and analysis plan, including plans for pre-testing tools, recruitment and training of research assistants, meaningful participation of civil society partners and community, sampling methodology, data collection in the field, qualitative and quantitative data analysis, and reporting.
- Develop in collaboration with NPA, rigorous and robust, qualitative, and quantitative data collection tools that can gather reliable and replicable data based on the survey objectives.
- Lead data collection in the field, including designing and leading key informant interviews and focus group discussions; designing and leading surveys; training research assistants/enumerators; monitoring and ensuring data quality and research ethics of research assistants.
- Analyse data in a rigorous, robust manner using appropriate statistical and qualitative analysis techniques.
- Interpret quantitative results and qualitative findings to provide a comprehensive understanding of the survey outcomes
- Draft a high-quality baseline survey report. The report must be written in good-quality English and must include a robust and detailed analysis of data findings.
- Present strong recommendations for the project as deemed appropriate.

6. OUTPUTS AND DELIVERABLES EXPECTED FROM THE CONSULTANT

1. Develop an inception report that should include data collection tools to guide field interviews and the final schedule of field work, and serve as an agreement between parties on how the baseline will be conducted.
2. Develop and submit an acceptable draft report after the analysis of data for NPA staff feedback following an agreed-upon format. The report should be comprehensive and provide detailed, specific findings and considerations/recommendations. The draft report should be no more than 40 pages (excluding references and annexes) following an agreed-upon format.



3. Lead the analysis and synthesis of evidence to develop key findings; discuss findings with NPA and incorporate feedback to generate the final report.
4. Develop and submit to NPA an acceptable final report of no more than 40 pages (excluding references and annexes) and an abridged version of 2 pages following an agreed-upon format. It is preferable to illustrate the results by appropriate graphs, visuals, tables, and/or a dashboard with an accompanied explanatory text.
5. Summary of key findings in the form of Data Infographics format to be used as a quick and engaging way of sharing the key findings.
6. Summary of the findings in (MS PowerPoint) to be used for subsequent dissemination.
7. The final cleaned data set used for analysis and production of the final report in an acceptable electronic format. All raw data (quantitative data files, transcripts from In-depth Interviews, FGDs, etc should also be submitted to the NPA Office in Juba for reference and future use.
8. Proposal for a learning event/validation of evaluation findings.

7. TIMEFRAME

- This assignment will last approximately 20 working days, starting from 26th May to 20th June 2025.
- The timeframe assumes data collection with electronic handsets, and as such does not include time for data entry.
- For applicants intending to propose data collection using paper questionnaires, please indicate this clearly in the proposal document.
- The overall work should be completed in no more than 20 days, including the final approved report.

8. QUALIFICATION OF THE CONSULTANT

The composition of the baseline survey team is up to the consultant(s), who can choose, depending on their internal system, ideas, and logic, but the team members must fulfill the following competency criteria.

NPA recommends that the team should be comprised of a Team Leader who takes overall responsibility for this survey and coordinates/liaises between NPA and the survey team.

The consultant(s) must have the following qualifications and experience to be eligible for this assignment:

- The team leader should possess a postgraduate qualification in the field of peace and security studies, Arts and humanity, Development studies, Demography, M &E, Research, Public Policy among other qualifications.
- The team leader should have at least 3 years or more experience in a similar assignment, baseline surveys remote locations in South Sudan.
- The Team Leader (TL) should be skilled in conducting baseline surveys, evaluations, and reviews and must have a substantive understanding of issues related to rights-based projects, civil society strengthening, human rights, democracy, and the context of South Sudan.
- The TL should demonstrate ethical consideration, including a respectful attitude towards NPA partners and their constituency, as well as other stakeholders.



- Familiarity with a range of safety capacity issues faced by civil society in South Sudan.
- It is desirable that they have a postgraduate degree in law or social studies, social work, and administration.
- Preference will be given to someone who possesses experience working with INGOs and conducting similar baseline surveys or evaluations, and in delivering agreed outputs on time and within budget.
- Demonstration of good knowledge of the context in South Sudan is an added advantage.

Supervision of the fieldwork and quality (reliability and validity) of the data/information collected at the field level is the primary responsibility of the TL consultant. In each step and process, consultation with the NPA's Civil Society Programme Manager is vital.

9. ETHICS

It is the responsibility of the consultant to demonstrate commitment to strictly adhere to NPA's Safeguarding Policy for Preventing Sexual Exploitation, Abuse, and Harassment. The consultant has the responsibility to ensure that any persons hired, used, or consulted during the process are made familiar with the policy and commit to abide by it during the execution of this work. The consultant and associates must sign the policy before engagement in the assignment.

10. REPORTING

The consultant will be required to report regularly to the NPA's Civil Society Program Manager.

11. RESPONSIBILITIES OF THE NORWEGIAN PEOPLE'S AID

The Norwegian People's Aid will be responsible for:

- Provide payment and cover other necessary costs for the baseline survey consultant.
- Provide/assign staff for coordination on the planning of the baseline survey.
- Provide flights/ transport to and from the field location only to the lead consultant.
- Provide relevant security briefings and organize relevant travel permits if required.

12. CONDITIONS OF WORK

- During the period of this assignment, the consultant, if required, will be based in the NPA Field office or hired accommodation with frequent travel to field locations for data collection supervision and monitoring.
- All raw data collected and reports generated will remain the property of the Norwegian People's Aid, and the consultant will have no rights of ownership after the end of the evaluation.
- Payment for the consultancy will be based on NPA policy of 30% after accepted inception report and 70% after approved final report.
- Changes to any content in the contract between the parties will be made in writing to the Programme Manager – Civil Society.

13. HOW TO APPLY

All applicants should include the following:

- Technical proposal: The technical proposal should include;
 - Brief explanation about the lead and associate consultants, with particular emphasis on previous experience in this kind of work
 - Proposed methodology

- Draft work/implementation plan
- A written submission on an understanding of TOR, methodology / approach the consultant will use; time and time-bound activity schedule; financial issues (budget, number of people he/she will hire, costs per activity line – people, logistics, etc.)
- Organizational (if it is a company applying) or personal capacity statement (if it is an individual who will hire data collectors)
- Resume and 3 references

14. THE EVALUATION CRITERIA ARE BASED ON TECHNICAL AND FINANCIAL CRITERIA

- Known reliability in the delivery of timely and quality services
- Relevant field/ country experience
- Relevant sector-specific technical experience & qualifications
- Relevant monitoring and evaluation experience
- Cost/ budget

15. SUBMISSION

Interested applicants should apply by email to rss-tenders@npaid.org under the heading “Consultant to conduct Baseline Survey of Civil Society Influence for Reduced Inequality in South Sudan.”

Or hand delivery to the NPA South Sudan Head Office, Martyrs Street (opposite UNICEF) Juba.

Applications submitted after 5:00 PM on Wednesday, 21st May 2025, will not be considered.

Note: For the purpose of urgency, the applicant will be reviewed daily, and NPA reserves the right to terminate this advert before the stated deadline.

