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 **Terms of Referece**

 **Political and Power Analysis**

 **September 2022**

**BACKGROUND**

South Sudan through its leadership and other stakeholders have made commitment to ensure peace and stability exist in the country through the signing and implementation of the Revitalized peace agreement signed in September 2018. However, some challenges have been witnessed in this regard and there is need to make more investments to realize an enabling environment for peaceful co-existence, respect for human rights and adherence to the rule of law.

Oxfam intends to carry out Power and political analysis that will among other things contribute to shared understanding of the current context(and how it affects Oxfam’s governance, advocacy and influencing) programming; broaden the scope for informed dialogue and ownership among stakeholders; inform risk management and scenario planning, prioritizing and development of strategies for strengthening peace and inclusive governance and help identify stakeholders and key strategic partners to work and collaborate with at the national and sub-national levels

The power and political analysis is meant to deepen contextual understanding of the national and sub-national situations in which Oxfam works, as well as the national, regional and global actors. The outcome of this analysis will play a critical role in identifying potential drivers of pro-poor change, finding new entry points for intervention, securing previously untapped sources of support and building strategic alliances or actors that are supportive of a people who live in poverty.

There is growing recognition among stakeholders, ( government, private sector, development agencies of the importance of understanding the social, cultural, political and institutional context, and its impact on development. The need for this has been reinforced by the shift towards increased country ownership and recent changes in aid modalities, including the Poverty Reduction Strategy process, and the move from project to sector and budget support.

**SCOPE OF ASSIGNMENT**

The consultant will provide the overall coordination, supervision, and quality assurance of the political and power analysis of the governance and advocacy intervention. The political and power analysis seeks to identify the critical drivers of change including power structures, formal and informal institutions, and actors or agents that influence good governance and peace building. Emphasis will be on context, power, institutions, actors, relationships, and processes. The review will test the explicit and implicit assumptions about the influence and interests of stakeholders and the way that power is exerted in a specific institutional and individual context that underlies policy orientation and implementation as well as attitudes and behaviors.

**SPECIFIC OBJECTIVES OF THE ASSIGNMENT**

1. To identify the key power relations, dynamics and trends in governance systems, structures and processes related to governance and peace building at the national and sub-national levels. This should include overt and covert intermediaries, values and norms for decision making, as well as enabling institutions both formal and informal for good governance and peace building.
2. To undertake a stakeholder mapping and power analysis for governance with a view of identifying overt and covert power brokers, structures and systems that enable these power brokers, incentives and rewards for the intermediaries and the formal and informal institutions enabling perpetuation of the perceived or real power of these power intermediaries.
3. To establish the current roles of women, youth and other groups in decisions making and actions related to the implementation of the peace agreement.
4. To identify key obstacles that prevent active and influential advocacy and use of evidence for transparent, accountable, and inclusive access to participation in decision making processes
5. To identify key enablers that promote and influence advocacy and use of evidence for transparent, accountable, and inclusive access to participation and decision making.
6. To provide recommendations on both immediate and long-term approaches/strategies that Oxfam and other stakeholders can use to ensure enhanced governance agendas that addressing community and stakeholder needs including scenario planning.

**SCOPE OF SERVICE**

The consultant will work in close collaboration with Oxfam governance and advocacy team to ensure success of this assignment/task. Oxfam will facilitate the process to identify a competent consultant to conduct this study. As part of the negotiation process, Oxfam will ensure that the consultant understands and agrees to the assignment, including the scope, purpose, objectives, and methodology. This negotiation includes flexibility to cater for any changes that may arise in the context due to COVID-19, conflict, or any other unforeseen changes. The consultant will design all the relevant data collection techniques, protocols, and tools. The Governance Advisor, Advocacy and Media Campaign Manager and Program Quality team will review the tools and techniques and give feedback prior to the actual commencement of the study. The consultant should remain aware of the changes in the context that could impede the study. This assignment should be completed within a maximum of 30 days from inception. Hence, the consultant will:

* Prepare an inception report and hold inception meetings with Oxfam technical team.
* Develop a comprehensive study design describing type of data to be collected, techniques and relevant tools for the area study (detailed methodology).
* Define sampling method, sampling size and targeted respondents
* Participate in Pre-engagement meetings with Oxfam technical staff for further clarifications
* Organize validation workshop to present draft report to Oxfam and other relevant stakeholders.
* Develop a work plan to guide the conduct and implementation of the assignment.
* Produce deliverables in accordance with the requirements and timeframes of the ToRs

**METHODOLOGY**

A detailed methodology, including the design of data-collection tools and formulation of specific questions will be developed by the consultant. It is expected that the consultant will carry out qualitative research according to the ToR and will include necessary tools to meet the research objectives. Some of these tools and areas of enquiry include, but are not limited to, the following:

Desk research including a secondary literature review of Political and power dynamics in South Sudan, as well as other relevant documentations.

Conduct Key informant interviews and Focus Group Discussions as relevant including consultations with Oxfam staff, national authorities, local authorities, traditional leaders and religious leaders, elders, women ; young people (male and female); partner organizations; and other INGOs, UN Agencies and regional institutions.

Oxfam governance and advocacy will be responsible for overall management of the assignment and will be responsible to facilitate and utilize the work of consultant for the analysis. For wider discussion and deeper analysis, a reference group consisting of the Area PMs, Project Managers in Pibor and Rumbek, IBIS staff, or staff from other relevant units will be established and will be engaged and convened as per the needs for discussion, ideas and suggestion during the analysis period.

**OUTPUTS AND DELIVERABLES**

1. Inception report with detailed desk review, methodology with accompanying work plan and date collection tools. the Inception report should detail the consultant’s understanding of the assignment and present detailed methodology. This should also include a refined workplan with clear timelines, detailing key deliverables. the inception report will be submitted to Oxfam and the consultant will receive feedback.
2. Debriefing and Presentation of the results and recommendations at meeting with country team, partners, and IBIS colleagues.
3. Production Comprehensive and acceptable final report.

**FINALIZATION OF THE CONSULTANCY REPORT**

The consultant should submit a final report of the consultancy in detailed and good quality. Contracts will be output-based, and payment issued only upon approval of satisfactory deliverables.

**DURATION AND SCHEDULE**

The Political and power analysis in Juba, with contacts in Rumbek and Pibor is expected to take place during September-October 2022 for duration of 25days, broken down as follows:

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| **NO** | **Deliverable** | **Schedule**  |
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| Desk review of relevant data **Deliverable:** inception report (including data collection tools)  |

 | 3days |
| 2 | Data collection and compilation  | 17 days |
| 3 | Data analysis and report write up **Deliverable:** First draft study report shared to Oxfam for comments  | 3 days |
| 4 | Meeting to present the main findings to the country team, partners, and IBIS colleagues and agree on key actions that can be integrated as part of the project’s conflict-sensitivity action plan.  | 1 days |
| 5 | **Deliverable:** Final study report based on comments received  | 1 days |
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**EVALUATION AND AWARD OF CONSULTANCY**

Oxfam South Sudan technical team will evaluate the proposals and award the assignment based on the technical and financial criteria. Oxfam reserves the right to accept or reject any proposal received without giving reasons and is not bound to accept the lowest, the highest or any bidder. Only the successful applicant will be contacted.

The evaluation criteria associated with this TOR is split between technical and financial as follows:

* 70 % -Technical (**technical score will be done by program team)**
* 30 % -Financial (Financial score will be done by procurement and program)

**TECHNICAL EVALUATION CRITERIA**

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| **Technical Criteria**  |

 | **Description** |
| General understanding of the TOR. | Does the proposal demonstrate a clear understanding of the TOR? Does the consultant make an effort to interpret the objectives?  |
| Methodology  | To what extent is the methodology clear and detailed? Is the sampling method and sample size computation scientifically acceptable? Are all the relevant methods of data collection included in the proposal?  |
| Team Composition | Does the consultant (or proposed team) have the necessary competencies and experiences as described in the TOR to undertake this study?  |
| Experience | Experience of conducting Power and Political analysis in South Sudan, preferably within proposed geographical area has competitive advantage. Experience with similar assignments with INGOs/ other organization  |
| Work Plan | Is the action plan of the proposal reasonable or realistic? Does it meet the expected deadlines? Is it flexible to accommodate any changes without compromising the deadline and quality of products  |
| Budget | To what extent is the presented budget reasonable. Is the budget clearly aligned with the planned amount?  |
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**PAYMENT SCHEDULES:**

1. 30% after signing of the contract and upon submission of an **inception report.** This report will outline in detail the key scope of the work and detailed study methodology; data collection tools; a work plan/schedule of tasks designating a team member with the lead responsibility for each task and deliverable (output).

2. 30% at submission of a **draft report** to Oxfam by the consultant.

3. 40% after submission of a final acceptable report to Oxfam

**ETHICAL CONSIDERATIONS**

**Ethical Considerations, Confidentiality and Proprietary Interests.**

The consultant/ consultancy firm needs to apply standard ethical principles during the course of the assignment such as upholding the confidentiality of interviewees as well refraining from making judgmental remarks about stakeholders. The incumbent shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the service without prior written consent of the contracting authority. Proprietary interests on all materials and documents prepared by the contract holder under this assignment shall become and remain properties of Oxfam. The data collection activities involved in this study will be based on ethics of research principles including free consent, no harm, justice and beneficence.

**ADDITIONAL INFORMATION**

* Consultants shall abide by WHO and Government of South Sudan COVID-19 SOPs.
* Consultants shall be required to sign and abide by Oxfam Code of conduct and Safeguarding Policy (**which includes prevention of sexual exploitation and abuse, and behavior protocols**)
* Consultants shall abide by Oxfam beneficiary data privacy/management policies

**CONSULTANT QUALIFICATION**

This consultancy assignment is open to South Sudanese national expert consultants, with specialist knowledge and research expertise in Civil Society Organizations, Advocacy, and governance. The consultant will have the following experience and qualifications:

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| * Post graduate Degree in Political Science, social sciences, human rights, law/relevant disciplines.
* Practical experience of not less than 7 years documenting work related to the assignment.
* In-depth knowledge of power and political relations, advocacy, and governance.
* Demonstrated experience in working with a variety of stakeholders.
* Previous experiences of practicing participatory methods for conducting research and planning.
* Professional experience of working in South Sudan, with a clear understanding of traditional forms of social organization and systems of government and local governance, as well as official systems of local administration.
* Basic gender understanding, skills, experience, and commitment.
* Strong communication skills, with the ability to communicate detailed concepts clearly and concisely both in writing and verbally.
* Experience working in a hardship and conflict/post-conflict environment an asset.
* Fluency in spoken and writing English.
* Knowledge of Arabic language is an advantage.

**TECHNICAL AND CORE COMPETENCIES** Interested applicants should be an individual or institution. The consultant should have a minimum of master’s degree in Political Science, Social Sciences, Law, Human Rights, or other relevant disciplines. The consultant must have proven track record and experience in conducting Political and Power analysis and understanding working relationships within political institutions. This should be backed up by the number of similar researches that have been conducted by the individual or institution. * Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability.
* Demonstrates diplomacy and tact in dealing with sensitive and complex situations.
* Strong communication, team building, interpersonal, analysis, and planning skills.
* Strong analytical skills, including in the identification of key issues and how they relate.

**Integrity:** Exhibits trustworthiness, integrity and has a clear commitment to OXFAM’s core values and humanitarian principles. **Awareness and sensitivity of self and others:** Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has a capacity to make an accurate self-assessment particularly in high stress and high security contexts. **DOCUMENTATION AND INFORMATION REQUIRED** The consultant should present: * Short description of expertise, experience, and CV with relevant background for the assignment in addition to the following information:
* Detailed workplan with specific focus on addressing the scope of work and methodology to be used including selection criteria
* Two examples of studies/reports similar to this assignment
* Three references, of which one should be related to the work
* The consultant shall submit **ONE (01)** copy of technical and **ONE (01)** copy of financial proposals
* The technical and financial proposals should be clearly described and should include the name and detailed contact of the consultant/ firm.
* All costs should be quoted in **USD** and will remain valid up to sixty days (60) from the day of proposal submission
* The application, including all required information, is to be submitted by email to

 **jubaquotations@oxfam.org.uk** at the latest by 27**th September 2022.**  |
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