

Terms of Reference

Baseline survey Eastern Equatoria, South Sudan

Date: 18.01.2023

1. Introduction

This Terms of Reference (ToR) serve as a request for applications from individual consultants or consultancy firms interested in conducting a baseline survey for Johanniter International Assistance (JIA) in South Sudan.

1.1 Project Background

JIA through funding from the Transitional Development Assistance provided by the Federal Ministry for Economic Cooperation and Development (BMZ) is planning to implement a project titled *„Strengthening the resilience of South Sudan refugees and their host communities in Uganda and returnees, IDPs, and their host communities in South Sudan“*. The implementation of the project is carried out over a period of 36 months from October 2022 to September 2025. During the inception phase, the project will be laying the foundation for the implementation in 2023-2025, conducting a baseline survey, an in-depth peace & conflict, gender & inclusion assessment and analysis.

The intended project objective is to increase the resilience of South Sudanese refugees and their host communities in Uganda, as well as internally displaced persons, returnees, and their host communities in South Sudan, and to increase their social and economic resilience, to strengthen their self-reliance and build positive coping mechanisms to be utilized at times of re-occurring external shocks. Building resilience will be achieved through four groups of integrated measures:

1. Improved food security of the target group through increased subsistence and commercial agricultural production and improved nutrition practices
2. Graduates of vocational education and training courses have improved their chances of employment and increased income at household level.
3. Target groups have improved access to safe drinking water and sanitation and adopt good hygiene practices
4. The peaceful coexistence and social cohesion of the target communities in South Sudan and Uganda is improved.

1.2 Purpose and objectives of the survey

The purpose of this baseline survey is to collect baseline values in three counties of Eastern Equatoria, South Sudan, and provide recommendations on the target values. The data collected will form an information base against which JIA will monitor and assess the project's progress and effectiveness during implementation and after it is completed. The data collected will form a basis against which the degree and quality of change during an intervention's implementation will be measured. It is expected that data would be collected on the operating context and will support the fine-tuning of the appropriateness of the proposed implementation methodologies in Torit. Recommendations arising from the communities will be gathered to feed the finalisation of the approach of the project.

The consultants will be required to provide baseline data, through a participatory, transparent and methodological process, on the following outcome indicators:

- **% of HH in the target community with increase in agricultural production.**
 - o Quantitative data: what is the current level of production of targeted HH? Both average and median.
 - o Quantitative data: recommendation on establishing a target value for HHs with increased that is context relevant.
 - o Qualitative: what do data show in terms of production, what are the most vulnerable HH? Is there difference according to location, structure of the HH, the type of crops?
 - o Qualitative: what are the biggest challenges, and what are suggestions from the HH to solve them?

- **% of target HH that report regular consumption of food from 5 or more of the 12 food groups (Household Dietary Score).**
 - o Quantitative: how many % of targeted HH currently report regular consumption of food 5/12?
 - o Qualitative: how is food consumption distributed within the HH, particularly in terms of stress over food accessibility and availability round the year?
 - o Quantitative: recommendation on establishing a target value for HHs with regular consumption, that is context relevant.

- **% of HH in the agricultural groups with increase in income from agricultural production.**
 - o Quantitative: what is the current monthly/annual income of HH?
 - o Quantitative: recommendation on establishing a target value for the increase in income, that is context relevant.
 - o Qualitative: how are seasonal patterns and type of crops influencing the income?

- **% of HH in the target communities with access to drinking water (15l/person/day; Sphere Key Indicator) from at least one protected source by 2025.**
 - o Quantitative: % of HH with sufficient water consumption of at least 15l/person/day.
 - o Quantitative: recommendations on a context relevant target.
 - o Qualitative: are there differences in accessing to water related to HH structure or minorities?

- **% of people in the target communities regularly using safe, gender-sensitive, disabled-friendly and public latrines by 2025.**
 - o Quantitative: % of respondents who use public latrines.
 - o Quantitative: recommendations on a context relevant target.
 - o Qualitative: are there groups of people excluded from access?

- **% of people in the target communities regularly washing their hands with soap or ash in at least 3 out of 5 critical situations by 2025.**
 - o Quantitative: What is the % of respondents who wash their hands at least 3 out of 5 critical times?
 - o Quantitative: Recommendations on a context relevant target.
 - o Qualitative: Are the main challenges related to means or attitudes?

- **% of people accessing psychosocial support in Eastern Equatoria, South Sudan, reporting improved subjective well-being**
 - o Quantitative: What is the current proportion of people in target communities with self-reported good subjective well-being?
 - o Qualitative: What are the main aspects hampering people's wellbeing?

In addition, the consultants will be required to integrate in their methodologies focus group discussions and other participatory approaches to get recommendation from the communities, HH and [main stakeholders] on:

- risks identified in the proposal
- main assumptions behind the project
- key questions the project team has on selecting approaches, tools methods.

2. Scope of work

The geographical scope covers three counties of **Eastern Equatoria State, South Sudan: Ikotos, Magwi, and Torit**. The survey should be done in a participatory manner and will target all groups of the population (women, men, girls, boys, elderly, community and religious leaders, community groups, county, and state level government, returnees, displaced populations, host communities, etc.). The baseline study should take a sample of community members and other stakeholders from the above-mentioned locations. The assessment should be conducted independently by the consultant(s); the consultant(s) will lead the execution of the assignment from inception to final reporting.

3. Methodology

The consultant is expected to propose scientifically, culturally, and socially appropriate participatory approaches that will be used to address the objectives of this ToR. The consultant will develop the necessary tools and carry out exercises to meet study objectives. Detailed methodology, including the design of data collection tools and data collection process will be developed by the consultant. A mixed methods approach should be employed, that considers the use of primary and secondary data sources to collect relevant qualitative and quantitative data. These will be discussed before contracting to form part of this ToR. The consultant(s) may work remotely during selected stages of the assignment but is expected to lead the primary data collection process while physically present in the target locations.

3.1. Process

The study shall be undertaken within the following phases:

- JIA shares all relevant documents and information to the consultants;
- Review of project documents and secondary sources of information;
- An inception meeting between the consultant and JIA team;
- Submission of inception report, including the presentation of main methodologies used, sample size definition, data collection matrix, work plan and roles and responsibilities;
- Validation of the inception report by JIA, particularly the PMEAL Coordinator;
- Development of primary data collection tools and data collection process necessary for the study, based on the indicators;
- Validation by JIA, particularly the PMEAL Coordinator of the data collection tools;
- Training of enumerators (if necessary) and testing of the data collection tools, fine-tuning.
- Primary data collection from a variety of sources in three selected counties;
- Consolidation and analysis of data;
- Orientation of initial findings to the JIA team;
- Report writing and submission of the draft report for JIA reviews and feedback;
- Final report prepared based on several rounds of feedback from JIA and dataset submission to JIA;
- Facilitating a debriefing session for JIA team;
- JIA provides feedback to the communities and HH.

3.2. Management of the assessment

JIA shall prepare a contract that the consultant shall sign to commit themselves; the consultant shall be answerable to the JIA team. The Head of Mission in South Sudan shall represent JIA, PMEAL Coordinator will provide technical guidance and a Senior Programme Manager will be the focal persons for day-to-day communication.

- The consultant shall be responsible for the management of the data collection and execution of the data collection analysis, report generation, and submission.
- The consultant shall work closely with the JIA team and should be reachable via phone/email/face-to-face during the whole duration of the consultancy.
- JIA SSD PMEAL Coordinator shall be responsible for the technical validation of tools, sampling, and reports.
- JIA will provide the field-level logistical arrangements. All field costs shall not be included in the consultant's bid, but should be included as expectations from JIA.
- JIA will facilitate access to all required sites and government officials for any requested data/information by the consultant.

4. Deliverables

The expected deliverables include:

- **Inception report** covering the methodology and adjusted work plan;
- Final agreed versions of the **data collection matrix, tools, and sampling methodology**;
- **A clean data set** of all data collected;
- **Final report with the findings, baseline data, and potential recommendations** (if any) after incorporating JIA feedback. The report will be prepared in English language in electronic version and with an attractive design, following a structure agreed on with JIA.
- **PowerPoint presentation** covering the findings and recommendations (between 15-30 slides).

5. Duration and time frame

The assessment shall be undertaken between February and March 2023.

The total number of days allocated for the consultancy shall be at most 30 working days (6 working weeks). The consultant is responsible to define the numbers of days required for the whole exercise in his/her proposal and agree later with JIA.

A feasible schedule for this assignment should be included in the technical proposal. The schedule should at least indicate the below activities with an indication of number of days allocated for each of them:

- Inception meeting with the JIA team
- Review of available literature and datasets
- Finalization of technical proposal and budget
- Submission of inception report
- Drafting and finalising data collection matrix and tools
- Collection of data/information from primary sources
- Data analysis
- Presentation of initial findings
- Submission and review of draft report
- Submission of final report
- Debriefing and presentation of the findings to the JIA team

6. Data security

All the project documents shared with the consultant, data collection tools used, all the data collected and reports generated will be the property of JIA and shall not be shared with any other third party without prior permission. In the application package, candidates must include a Data Management and Security Protocol. In the final report package, the consultant must include a complete data export from the mobile data collection application in an excel file and complete and clearly labelled datasets for both quantitative and qualitative data.

7. Profile of the consultant(s)

The independent consultant/consultancy firm must demonstrate its experience and expertise on:

- Lead Consultant should have a Master's degree in gender studies, human rights, development studies, social sciences, or any other relevant academic qualification an equivalent experience.
- The Team Leader will also have expertise in designing methodology and data collection tools and demonstrated experience in leading statistically sound and evidence-generating studies.
- Proficiency with a quantitative analysis package (STATA, SPSS, R, or other)
- Expertise in designing simple and complex questionnaires using XLS and ability to use mobile data collection platforms (KOBO, ONA, ODK, etc.).
- Previous proven experience conducting agriculture, WASH and/or protection assessments.
- Strong understanding of gender and inclusion concepts and frameworks.
- Strong demonstrated experience of gender and inclusion analysis approach; minimum 7 years proven experience in undertaking similar studies.
- Proven experience in undertaking similar consultancies for an external client.
- Expertise in designing and writing high-quality documents for publication.
- Understanding of political, social, and cultural context in South Sudan; cultural sensitivity and adherence to do no harm principle.
- Excellent English language writing skills.

Desirable:

- Excellent Arabic skills and knowledge of the local languages.
- Contextual knowledge of Eastern Equatoria
- Female candidate or a gender balanced team
- Experience and knowledge of using a systems analysis
- Experience with German Government - funded projects
- Proficiency with a qualitative analysis package (ATLAS, Nvivo, or other).
- Have an eye for details.

The consultant (s) is strongly encouraged to include in the technical proposal a simple table responding clearly to each of the above requirements.

8. Submission requirements

Interested consultant(s) is/are required to submit complete proposals in soft copy to EMAIL ADDRESS, hr.southsudan@thejohanniter.org with subject line "**BMZ-EES Baseline survey**" by **03rd February 2023 (midnight Central Africa Time) starting 23rd January 2023**. Please note that hard copies dropped at the JIA Offices and incomplete packages will not be considered.

9. Mandatory Submission requirements

- A technical proposal (max 15 pages). The **technical proposal** should describe the methodology to be used for undertaking this assignment and also explain how their professional experience matches the requirements for this consultancy. The consultant(s) should also include the CV(s) of a lead consultant(s) as well as individuals directly responsible for the work on the ground.
- A financial proposal with a clear breakdown of costs and proposed terms of payment. Detailed descriptions of cost either as a fee per day or per cost category. The financial proposal should

also clearly state, what other financial commitments are expected to be covered by JOHANNITER.

- An Indicative Work plan (max 2 pages),
- At least 3 traceable referees,
- Profile of the consultancy firm if it's not an individual consultant,
- Legal Company registration documents (Registration Certificates, Memorandum and Articles of Association clearly showing the company shareholders.
- Tax registration and clearance certificates including exemption certificates where applicable.
- Bank Statement for at least the last six months and Audited Accounts for the past 12 months.
- Banking details and for companies and institutions and
- Duly signed and stamped copy of the declaration of suppliers and TOR.

10. Evaluation Process.

A tender evaluation committee shall be set up in accordance to Johanniter procurement guidelines/policy taking into consideration all relevant donor requirements. The evaluation process shall include:

- Preliminary evaluation where all bids shall be evaluated to determine whether they were submitted in line with the administrative instructions including all mandatory requirements.
- All bids that pass the preliminary evaluation shall be subjected to a second evaluation based on the criteria listed below before a contract is awarded.
- Reference checks to validate information provided shall be conducted prior to award of contract.

11. Award Criteria.

When analysing the offers, Johanniter will take into consideration the following award criteria to achieve best value for money:

- Price 40%.
- Experience 20%.
- Technical Capacity 40%.

12. Bidders Signature.

I have read and understood this document and all information provided as part of this tender by our/my company is a true representation.

Signed: _____ Date: _____

Name: _____ Position: _____

13. Annexes.

- Declaration of Suppliers

DECLARATION OF SUPPLIERS

We _____ [company name] _____ herewith declare that

- a) we do respect basic social rights and working conditions based on international labour standards and condemn the exploitation of child labour;
- b) we are not bankrupt or being wound up, are not having our affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not the subject of proceedings concerning those matters, and are not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- c) we have not been convicted of an offence concerning our professional conduct by a judgment which has the force of res judicata;
- d) we have not been guilty of grave professional misconduct;
- e) we have fulfilled all obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with the Federal Republic of Germany or those of the country where the contract is to be performed;
- f) we have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to Johanniter's financial interests;
- g) following another procurement procedure carried out by Johanniter or another contracting authority, we have not been declared to be in serious breach of contract for failure to comply with our contractual obligations;
- h) we are not subject to a conflict of interest with regard to this tender. We declare that the price on the bid attached is a market competitive offer from my organization, and we are submitting to this procurement process without any conflict of interest, or the provision / receipt of any commission, gift, bribe, gratuity or remuneration of any kind.
- i) we are not guilty of misrepresentation in supplying the information required by Johanniter as a condition of participation in the contract procedure.
- j) we do not perform any act or omit to perform any act, including any misrepresentation, in order to knowingly mislead, or attempt to knowingly mislead JOHANNITER and/or any other party to obtain a financial or other benefit or to avoid any obligation ("Fraudulent Practice");
- k) we do not offer, give, receive or solicit, directly or indirectly, or attempt to offer, give, receive or solicit, directly or indirectly, anything of value to improperly influence the actions of JOHANNITER and/or any other party ("Corrupt Practice");
- l) we do not enter into any arrangements with any other party or parties that are designed to achieve an improper purpose, including but not limited to improperly influencing the actions of JOHANNITER and/or any other party or engaging in price fixing ("Collusive Practice", and together

- with “Fraudulent Practices and Corrupt Practices”, “Prohibited Practices”).
- m) we do not engage in transactions with, or provide resources or support to, individuals and organizations associated with terrorism, whether in cash or in kind, directly or indirectly.
 - n) we verify that no support or resources are provided to individuals or entities associated with terrorism as designated on the „Consolidated list of persons, groups and entities subject to EU financial sanctions” maintained by the European Commission or by any other similar sanction list of individuals and entities that may be established by the United Nations Security Council or the United States of America.
 - o) we do not engage in acts that directly support or advance trafficking in persons, including the following acts:
 - i destroying, concealing, confiscating, or otherwise denying an employee access to that employee’s identity or immigration documents;
 - ii. failing to provide return transportation or pay for return transportation costs to an employee from a country to the country from which the employee was recruited upon the end of employment if requested by the employee.
 - iii. soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretences, representations, or promises regarding that employment.
 - p) we do respect applicable law relating to anti-money laundering in the execution of our contracts.

General statements:

- 1.1 The contractor shall communicate these fundamentals of JOHANNITER’s Policy to its management, employees, subcontractors and agents and shall take all reasonable measures to ensure that such persons do not engage in prohibited practices.
- 1.2 The contractor shall immediately disclose to JOHANNITER any actual, apparent, potential or attempted prohibited practice that the contractor becomes aware of. To that end, the contractor shall fully cooperate, and shall take all reasonable steps to ensure that its management, employees, subcontractors and agents fully cooperate with any investigation of prohibited practices by JOHANNITER, including by complying with all reasonable requests from JOHANNITER to gain access to and inspect any records, documents and other relevant information.
- 1.3 JOHANNITER is committed to the protection of vulnerable populations in humanitarian crisis, including from sexual exploitation and abuse. By entering into a contract with JOHANNITER, The contractor undertakes to ensure that

its personnel, agents and subcontractors conform to the highest standards of moral and ethical conduct.

The contractor expressly acknowledges and agrees that:

- a) Any breach of this policy by the contractor or by any of its management, employees, subcontractors or agents constitutes a material breach of the contracts, which entitles JOHANNITER to immediately terminate a contract without incurring any liability to the contractor; and
- b) In the event that JOHANNITER were to determine through an investigation or otherwise that a prohibited practice occurred, JOHANNITER shall have, in addition to its right to immediately terminate the contract, the rights to:
 - i. apply and enforce the relevant sanctions in accordance with its internal regulations, rules, procedures, practices, policies and guidelines, including referral of the matter to national authorities when appropriate; and
 - ii. recover all losses, financial or otherwise, suffered by JOHANNITER in connection with such prohibited practices.

Date & Signature

Name of company

Name in printed letters

Stamp