

HEALTHCARE FOUNDATION ORGANIZATION

To improve and advance the "Quality of Healthcare" in South Sudan and its Regions

HFO - Revised TOR: Nutrition SMART Survey, Luakpiny/Nasir and Baliet Counties

Terms of Reference

Consultancy for Nutrition SMART Survey in Luakpiny/Nasir and Baliet Counties, Upper Nile State, South Sudan

Contract Type	Individual/Firm Consultancy
Assignment Location	Luakpiny/Nasir and Baliet Counties, Upper Nile State
Technical Area	Nutrition SMART Survey, mortality, morbidity, IYCF/MIYCN, PLW MUAC, WASH and food security indicators
Expected Duration	1 August 2026 - 31 August 2026, subject to access, security, approvals and validation requirements.
Reporting To	HFO Nutrition/Health Programme Lead, with coordination through CHD, RRC and Nutrition Cluster/NITWG
Document Status	Revised draft for procurement and technical review
Opening Date	13 July 2026
Closing Date	30 July 2026
Consultancy Period	1 August 2026 - 31 August 2026
Selection Process	Rolling basis

This TOR shall be read together with HFO policies, donor requirements, applicable laws of South Sudan and relevant Nutrition Cluster/SMART methodology guidance.



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1. Background and Rationale

Healthcare Foundation Organization (HFO) is a South Sudanese national non-governmental organization established in 2015. HFO implements integrated humanitarian and development programmes in health, nutrition, WASH, food security and livelihoods, education, protection and peacebuilding, with operations across multiple states including Upper Nile State.

Luakpiny/Nasir and Baliet Counties continue to face serious humanitarian challenges linked to conflict, displacement, flooding, reduced livelihood options, disease burden, constrained humanitarian access and limited basic services. The nutrition situation remains a major concern, particularly for children aged 6-59 months, pregnant and lactating women, and other vulnerable households. Reliable and timely nutrition and mortality data are required to inform evidence-based programming, prioritization, resource allocation and coordination with the Ministry of Health, County Health Departments, RRC, Nutrition Cluster and humanitarian partners.

The proposed SMART survey will generate statistically valid estimates of acute malnutrition, mortality, morbidity and key contributing factors. The survey shall follow SMART methodology, South Sudan Nutrition Cluster/Nutrition Information Technical Working Group requirements, HFO accountability standards and applicable laws and regulations governing NGO operations and consultancy engagement in South Sudan.

2. Applicable Legal, Regulatory and Accountability Framework

The consultant, HFO staff, enumerators and any subcontracted personnel shall comply with the applicable laws of the Republic of South Sudan, relevant local authority requirements, donor requirements and accepted NGO accountability practices. This includes, but is not limited to:

- Non-Governmental Organizations Act, 2016, including requirements for lawful NGO operation, registration, coordination and accountability.
- Relief and Rehabilitation Commission Act, 2016, including coordination with RRC and relevant authorities for humanitarian activities, access and field operations.
- Labour Act, 2017, including fair contracting practices, non-discrimination, occupational safety and health, and clarity of employment or consultancy status.
- Child Act, 2008, including the duty to promote and protect the rights and welfare of children, safeguard children from harm, and respect the best interests of the child.
- Applicable taxation, financial management, procurement and anti-corruption requirements in South Sudan.
- HFO Code of Conduct, PSEA Policy, Child Safeguarding/Protection Policy, Anti-Fraud and Anti-Corruption Policy, Conflict of Interest Policy, Procurement Policy, Finance Manual, HR Policy, M&E Framework and data confidentiality requirements.
- Humanitarian principles of humanity, neutrality, impartiality and independence, and recognized standards for community engagement, informed consent, protection from sexual exploitation and abuse, prevention of fraud and transparent use of project resources.
- SMART methodology, current ENA/SMART quality requirements and South Sudan Nutrition Cluster/NITWG procedures for survey protocol review, validation and reporting.

Nothing in this TOR shall be interpreted as limiting HFO's obligation to comply with mandatory South Sudanese law, donor conditions, or any additional safeguards required by competent authorities or the Nutrition Cluster.

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3. Overall Goal

The overall goal of this consultancy is to conduct a high-quality Nutrition SMART survey in Luakpiny/Nasir and Baliet Counties to determine the prevalence and severity of acute malnutrition among children aged 6-59 months, estimate retrospective mortality rates and generate practical, evidence-based recommendations for humanitarian and nutrition response planning.

4. Specific Objectives

1. Estimate the prevalence of global acute malnutrition (GAM), moderate acute malnutrition (MAM) and severe acute malnutrition (SAM) among children aged 6-59 months using weight-for-height z-score, MUAC and oedema, as applicable under SMART methodology.
2. Estimate the prevalence of stunting and underweight among children aged 6-59 months, where sample size and approved protocol allow.
3. Estimate the retrospective crude mortality rate (CMR) and under-five mortality rate (U5MR) among the survey population.
4. Estimate the two-week morbidity prevalence among children aged 6-59 months, including major illnesses relevant to the local context such as diarrhoea, fever, acute respiratory infection and suspected malaria.
5. Estimate measles vaccination coverage among children aged 9-59 months, vitamin A supplementation coverage among children aged 6-59 months and deworming coverage among children aged 12-59 months.
6. Assess proxy Infant and Young Child Feeding/Maternal, Infant and Young Child Nutrition (IYCF/MIYCN) indicators among households with children under two years of age, as approved by the Nutrition Cluster/NITWG.
7. Estimate acute malnutrition among pregnant and lactating women using MUAC.
8. Assess selected WASH, food security and access-to-health-service indicators relevant to nutrition outcomes and humanitarian response planning.
9. Develop practical, prioritized and context-sensitive recommendations for HFO, County Health Departments, Nutrition Cluster partners and other stakeholders.

5. Scope of Work

The consultant shall provide technical leadership for the design, implementation, analysis, validation and reporting of the SMART survey in coordination with HFO, County Health Departments, RRC, local authorities, Nutrition Cluster partners and the South Sudan Nutrition Information Technical Working Group.

5.1 Key Tasks

1. Conduct a desk review of existing nutrition, health, WASH, food security, population, displacement and access information for Luakpiny/Nasir and Baliet Counties.
2. Develop the SMART survey technical proposal/protocol, including survey rationale, objectives, sampling design, sample size, cluster selection, methodology, team structure, risk management plan and detailed work plan.

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3. Develop or adapt survey questionnaires, consent scripts, anthropometric forms, mortality modules, training materials, data quality checklists and supervision tools in line with SMART/NITWG requirements.
4. Submit the technical proposal, tools and sampling documentation for review and validation by HFO, CHD/MOH, RRC where applicable, the Nutrition Cluster and NITWG before field data collection begins.
5. Support the recruitment and orientation of qualified enumerators, supervisors and measurers, ensuring gender balance where feasible and ensuring all field team members sign HFO Code of Conduct, PSEA and child safeguarding commitments.
6. Lead enumerator training, standardization tests, pilot testing and final refinement of tools before field deployment.
7. Provide technical supervision during field data collection, including household selection, anthropometric measurement, mortality recall, team movement planning, daily quality checks and troubleshooting.
8. Maintain strict data quality control through daily review of completed forms, plausibility checks, re-measurement where needed, correction logs and supervisor feedback.
9. Analyse the survey data using appropriate software such as ENA for SMART, Excel and/or statistical packages, ensuring full documentation of cleaning decisions and quality checks.
10. Prepare preliminary findings for technical validation and present findings to HFO, CHD/MOH, Nutrition Cluster/NITWG and relevant stakeholders.
11. Prepare a final SMART survey report incorporating comments from the validation process and including actionable recommendations, annexes, datasets and required supporting documents.

5.2 Geographic Coverage

The assignment covers Luakpiny/Nasir and Baliet Counties in Upper Nile State. The final sampling frame, clusters and field movement plan shall be determined in consultation with HFO, CHD/MOH, RRC, local authorities and the Nutrition Cluster/NITWG, taking into account population estimates, displacement patterns, access constraints, insecurity, flooding and humanitarian priorities.

5.3 Target Population and Indicators

Target Group	Indicative Measurements/Indicators
Children 6-59 months	WHZ, MUAC, oedema, stunting, underweight, morbidity, vaccination, vitamin A and deworming coverage
Children under 24 months	Proxy IYCF/MIYCN indicators, subject to approved questionnaire and sample size
Pregnant and lactating women	MUAC screening and relevant access/service indicators
Households	Retrospective mortality, WASH, food security and selected contextual indicators
Communities/facilities where applicable	Access constraints, referral pathways, service availability and contextual risk factors

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6. Methodology and Technical Standards

The survey shall use a cross-sectional design with two-stage cluster sampling unless the Nutrition Cluster/NITWG approves another design based on the context. The first stage shall involve selection of clusters using probability proportional to size (PPS), and the second stage shall involve random selection of households within selected clusters.

- The sample size, design effect, expected prevalence, precision, mortality recall period and non-response assumptions shall be documented in the technical protocol and approved before data collection.
- Anthropometric measurements shall follow SMART/WHO standards, including standardization test for measurers, calibration of equipment and daily quality checks.
- Electronic data collection is preferred using Kobo/ODK or other approved platforms, with inbuilt skip logic, range checks and secure data handling. Paper-based backup tools may be used where access or connectivity requires.
- The consultant shall conduct daily plausibility and consistency checks using ENA for SMART and other appropriate tools, and shall document all cleaning rules and excluded records.
- Field teams shall obtain informed consent from household heads/caregivers before interviews and measurements. For children, caregiver consent and child-friendly, non-coercive procedures shall be applied.
- The survey shall be implemented in a manner that does not expose communities, enumerators or HFO staff to avoidable risk. Security, access and movement plans shall be reviewed daily during data collection.

7. Ethical, Safeguarding and Data Protection Requirements

The consultant shall ensure that all survey activities are conducted ethically, safely and respectfully. The following minimum requirements apply:

- Obtain informed consent before interviews, measurements and data collection; participation must be voluntary and without coercion.
- Ensure confidentiality of household information, personal data, health and nutrition information, and any sensitive protection-related information.
- Avoid collecting names or personally identifiable information unless it is strictly necessary, approved in the protocol and protected by appropriate safeguards.
- Immediately report suspected safeguarding, PSEA, fraud, corruption, security or serious protection concerns through HFO's approved reporting channels.
- Ensure that no enumerator, supervisor or consultant personnel conducts work with children or vulnerable adults before completing HFO orientation on Code of Conduct, PSEA and child safeguarding.
- Respect local customs and community structures while ensuring that humanitarian principles, gender sensitivity, non-discrimination and child protection standards are not compromised.
- Secure all electronic data using password-protected devices and limit access to authorized personnel only. Raw datasets shall not be shared outside HFO and approved technical bodies without written authorization.



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HFO - Revised TOR: Nutrition SMART Survey, Luakpiny/Nasir and Baliet Counties

8. Deliverables and Tentative Timeline

The assignment is expected to run from 1 August 2026 to 31 August 2026. The detailed deliverables below may be adjusted during inception based on access, security, field movement approvals, and the Nutrition Cluster/NITWG validation calendar.

No.	Deliverable	Key Content/Acceptance Criteria	Indicative Timeline
1	Inception report and desk review	Context analysis, stakeholder mapping, refined methodology, risk/access considerations and implementation plan	Within 5 working days of contract signing
2	SMART survey technical proposal/protocol	Approved objectives, sample size, sampling frame, cluster list, mortality recall period, tools, supervision plan and quality assurance plan	Within 7 working days
3	Training package and field tools	Training agenda, presentations, standardization test materials, consent scripts, final questionnaires and supervision checklists	Before enumerator training
4	Enumerator training and pilot report	Attendance, standardization results, pilot test findings, corrective actions and final field deployment plan	Before data collection
5	Field supervision and data quality updates	Daily progress updates, quality check results, challenges, corrective actions and security/access updates	Daily during data collection
6	Clean dataset and analysis files	Cleaned dataset, codebook, ENA files, plausibility report, analysis outputs and data cleaning log	Within 5 working days after data collection
7	Preliminary findings presentation	Draft results and interpretation for HFO, CHD/MOH, Nutrition Cluster/NITWG and relevant stakeholders	As agreed with validation calendar

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8	Final SMART survey report	Validated final report with executive summary, methodology, results, discussion, limitations, recommendations, annexes and evidence package	Within 5 working days after receiving consolidated comments
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9. Reporting and Coordination Arrangements

The consultant shall report administratively to the designated HFO Programme Lead and technically coordinate with HFO Nutrition/Health technical staff, County Health Departments, RRC, local authorities, Nutrition Cluster partners and the Nutrition Information Technical Working Group. All external communication, official submissions, media engagement and data sharing shall be cleared by HFO in writing.

10. Roles and Responsibilities

10.1 Consultant Responsibilities

- Deliver the assignment according to this TOR, the signed consultancy contract, approved work plan and applicable technical standards.
- Maintain professional independence, neutrality, confidentiality and data integrity throughout the assignment.
- Ensure all field team members understand their roles, survey tools, consent procedures, safeguarding obligations and safety requirements.
- Submit deliverables on time and incorporate reasonable technical comments from HFO, CHD/MOH, Nutrition Cluster/NITWG and other approved reviewers.
- Declare any real, potential or perceived conflict of interest before contract signing and throughout the assignment.
- Use project funds, assets and information only for the approved purpose and in accordance with HFO policies.

10.2 HFO Responsibilities

- Provide available background documents, project information, coordination contacts and technical guidance required for the assignment.
- Facilitate communication with CHD/MOH, RRC, local authorities, Nutrition Cluster/NITWG and other relevant stakeholders.
- Support recruitment/logistics for enumerators and field teams where included in the approved budget.
- Review and provide timely feedback on protocols, tools, reports and other deliverables.
- Process payments against approved deliverables and supporting documents in accordance with the contract, HFO finance procedures and applicable tax requirements.
- Support field access and security coordination subject to operational feasibility and approved movement procedures.

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11. Required Qualifications and Experience

- Advanced degree in nutrition, public health, epidemiology, statistics, food security, demography or a related field. A combination of strong technical experience and relevant degree may be considered.
- Demonstrated experience leading Nutrition SMART surveys, including protocol development, sample size calculation, cluster selection, enumerator training, standardization testing, field supervision, data analysis and report writing.
- Strong working knowledge of ENA for SMART, Excel and at least one statistical/data management package such as SPSS, Stata, R or similar.
- Experience with electronic data collection platforms such as Kobo/ODK and strong skills in data quality assurance.
- Experience in South Sudan or comparable conflict-affected, flood-prone and hard-to-reach humanitarian contexts is strongly preferred.
- Familiarity with South Sudan Nutrition Cluster/NITWG procedures and donor compliance expectations is an added advantage.
- Strong capacity to train and supervise multi-disciplinary field teams under challenging access and security conditions.
- Excellent analytical, report writing, presentation and communication skills in English. Knowledge of local languages in Upper Nile State is an advantage.

12. Application Requirements

Interested consultants or firms should submit the following documents:

- Technical proposal showing understanding of the assignment, proposed methodology, work plan, team composition and quality assurance measures.
- Financial proposal with detailed budget breakdown, including professional fees, travel, accommodation, training, data collection, communication and any applicable taxes or statutory charges.
- Updated CVs of the lead consultant and key technical team members.
- Evidence of previous SMART survey assignments, including at least two sample reports or references where possible.
- Valid registration documents and tax compliance documents for firms, where applicable.
- Signed declarations on conflict of interest, confidentiality, anti-fraud, PSEA and child safeguarding, as required by HFO.

NB: All the submission should done on hand delivery at the Tender Box in the Security Office, HFO Head Office opposite the UNIDOR Office behind the Catholic University of South Sudan.

12.1 Application Timeline and Rolling Selection

Item	Details
Opening date	13 July 2026
Closing date	30 July 2026

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Expected start date	1 August 2026
Expected end date	31 August 2026
Selection process	Applications will be reviewed and shortlisted on a rolling basis. HFO may contact qualified applicants before the closing date, while maintaining transparency, fairness, value for money and compliance with HFO procurement procedures and applicable donor requirements.

The rolling selection process shall not waive the requirement for proper documentation, conflict-of-interest checks, technical review, financial review and approval in accordance with HFO procurement and donor compliance requirements.

13. Evaluation Criteria

Criteria	Weight
Technical understanding of the TOR and proposed methodology	25%
Relevant SMART survey experience and technical capacity	25%
Experience in South Sudan or similar humanitarian contexts	15%
Quality assurance, safeguarding, data protection and risk management approach	15%
Financial proposal and value for money	20%
Total	100%

HFO may use a technical pass mark before opening or considering the financial proposal, in line with procurement good practice and donor requirements.

14. Payment Terms

Payment shall be linked to satisfactory completion and acceptance of deliverables. The final payment schedule shall be stated in the consultancy contract and shall comply with HFO finance procedures, donor requirements and applicable tax obligations in South Sudan. No payment shall be made for unsupported, unauthorized or non-compliant costs.

Milestone	Indicative Payment Share
Approved inception report, work plan and draft protocol	20%
Approved tools, training completed and field deployment cleared	20%

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Completion of data collection and submission of quality-controlled dataset	25%
Validation of findings and acceptance of final SMART survey report	35%

15. Confidentiality, Ownership and Use of Data

All survey data, tools, reports, photographs, GPS records, analysis files and other outputs produced under this assignment shall remain the property of HFO and/or the donor as applicable. The consultant shall not publish, share, sell, transfer or use the data or findings for any other purpose without prior written authorization from HFO. The consultant shall return or securely delete all data and confidential documents upon request or at the end of the assignment, except where retention is required by law or contract.

16. Fraud, Corruption, Conflict of Interest and Misconduct

The consultant and all team members shall comply with HFO's Anti-Fraud and Anti-Corruption Policy, Conflict of Interest Policy, Code of Conduct, PSEA Policy and Child Safeguarding Policy. Bribery, facilitation payments, falsification of documents, manipulation of survey data, misuse of funds, sexual exploitation or abuse, harassment, discrimination, retaliation or any other misconduct shall constitute grounds for contract termination and may be reported to competent authorities, donors or relevant accountability mechanisms.

17. Security, Access and Duty of Care

Field implementation shall be subject to HFO security procedures, access assessments and local authority coordination. The consultant shall prepare a practical field movement and contingency plan, including communication procedures, team check-ins, emergency contact lists, evacuation considerations and do-no-harm measures. HFO reserves the right to suspend, adjust or terminate field activities where security, access or ethical concerns make implementation unsafe or inappropriate.

18. Termination and Dispute Resolution

HFO may terminate the consultancy contract for non-performance, breach of confidentiality, misconduct, safeguarding violation, data manipulation, fraud, conflict of interest, security concerns or failure to comply with this TOR, the signed contract, HFO policies or applicable law. Any dispute shall first be addressed through good-faith discussion between HFO and the consultant. If unresolved, the dispute shall be handled in accordance with the dispute resolution provisions of the signed contract and applicable laws of South Sudan.

19. Key References

- Laws of South Sudan: Non-Governmental Organizations Act, 2016.
- Laws of South Sudan: Relief and Rehabilitation Commission Act, 2016.

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- Laws of South Sudan: Labour Act, 2017.
- Laws of Southern Sudan: Child Act, 2008.
- SMART Methodology guidance and current ENA for SMART quality requirements.
- South Sudan Nutrition Cluster and Nutrition Information Technical Working Group guidance for SMART survey protocol review, validation and reporting.
- HFO internal policies, including Finance, Procurement, HR, Code of Conduct, PSEA, Child Safeguarding, Anti-Fraud and Anti-Corruption, Conflict of Interest and M&E/Data Management policies.



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