

TERMS OF REFERENCE

German Federation Foreign Office (GFFO) Project

Baseline & needs assessment

Project Title: Joining Forces for Child Protection in Emergencies

in South Sudan

Project back ground

Save the Children has been driving impacts for girls and boys in South Sudan for nearly 30 years. The organisation implements humanitarian response and recovery action across the country to address the multi-faceted needs borne out of conflict and natural disasters. Strong programming in both development and humanitarian work enables strong linkages between programming and increases the impact of our work. Save the Children's long operational presence and large geographical footprint have afforded us an in-depth understanding of the complexities of operating in the context of South Sudan.

Save the Children has received funding support from GFFO to implement project titled "Joining Forces for Child Protection in Emergencies." This 2-year's award focuses mainly on case management of children at risk of protection concerns and also identification and referral of sexual gender-based violence (SGBV) cases. The targets for this project are Separated and unaccompanied children, children, youth with mental health and psychosocial distress, children engaged in child labour, children at risk of recruitment by armed groups and children with disability (CWD) who are the most deprived. Save the Children will implement project interventions in close collaboration with key partners in both IDPs and host communities in Bor, Akobo East, Akobo West and Juba counties.

Project outcome:

The project outcome is to improve protection of vulnerable girls, boys, adolescent girls, and adolescent boys (<18 years) through access to quality child protection prevention, mitigation, and response services and supports.

Baseline Objective.

The main objective of this baseline assessment is to collect, analyse and report data that will enable Save the children South Sudan to establish benchmarks for measuring changes in the key project indicators as follows:

1. % of children who report increased knowledge of child protection risks and how to stay safe due to participation at end line.
2. % of caregivers who report increased knowledge of caring and protection behaviours towards children under their care compared to the beginning of the project
3. % of community members who report increased confidence in their ability to prevent and respond to child protection risks compared to the beginning of the project.
4. % of children and caregivers who report satisfaction with case management services (disaggregated by gender and age)
5. % of surveyed children and caregivers targeted by the project who report that project activities were delivered in a safe, accessible, accountable, and participatory manner.
6. % of child protection case management workers who demonstrate adequate knowledge of key child protection case management principles.

Methodology:

The methodology will be developed by the consultant, as well as all relevant tools to respond to key indicators and presented in the inception report. The consultant should include strategic sampling method and demonstrates how sample size for this study is calculated. The data collection should include the use of a number of approaches to gain a deeper understanding of the outcomes of the project, including:

- Systematic desk review of background documents (project document, and other relevant reports)
- Survey with children, community members and women in all project implementation sites
- A learning event in Juba to disseminate lessons learned through a presentation and a workshop facilitated by the consultant.

Needs assessment:

The needs assessment will assess how the humanitarian needs are expected to evolve over the course of the project. The general objective is to confirm and update the needs analyses conducted during project inception, where required and adjust the measures where needed.

Detailed objectives of the needs assessment:

1. To provide comprehensive understanding of the scale of the existing child protection needs of vulnerable children and adolescent girls and boys, their families, and communities in the targeted project locations.
2. To highlight the key priorities for response, including geographic, programmatic, and funding areas of priorities.
3. To guide how the response should be adapted, including what existing capacities the response should build upon.

Key Needs Assessment questions

The following questions guide the assessment in the various tools, including Focused Group Discussions (FGDs) and Key Informant Interviews (KII) with target participants in the needs assessment exercise (girls, boys, adolescent girls, and adolescent boys, caregivers, and relevant child protection actors) in the project locations.

- What are the key CP needs and risks faced by girls, boys, adolescent girls, and adolescent boys in the target project locations, taking into consideration age, gender, disability, and inclusion aspects in the project locations.
- What gaps exist in accessing child protection services for girls, boys, adolescent girls, and adolescent boys in the target project locations? Which child protection services are lacking in that area of operation?
- What community-based CP systems and structures exist in your location to protect and address child protection needs of boys & girls in the project location?

- What are the key gender-specific barriers facing boys and girls (including social, gender dynamics) and how can they be overcome? What are the key gender norms driving gendered barriers and access to services? How do gender norms differ for different groups of boys and girls, i.e. girls with disabilities, boys with disabilities, indigenous girls and boys etc. (intersectional approach).
- What are the current knowledge and capacities of caregivers and families in protecting children and adolescents from violence, abuse, neglect and exploitation?
- What capacities exist for stakeholders and local authorities to protect boys and girls?
- What are the unique CP needs within the specific child vulnerability categories, including girls with disabilities, child mothers, unaccompanied children, etc.?
- What are the solutions to address the specific CP needs that have been identified in the project locations?
- What are the existing child protection humanitarian coordination mechanisms in the targeted project locations? What capacity gaps exist in mainstreaming child protection in other sectors?
- What are the existing stakeholders on child protection and food security? What capacity or lack thereof exists to address child protection risks by food security partners?
- What actions, services and interventions should be prioritized to promote child protection?
- How can cash and voucher assistance (CVA) be safely used to support the protection of at-risk children and adolescent girls and boys?
- What services should be adapted to effectively respond to the existing needs?

The baseline and needs assessments will be conducted simultaneously with support of both national and international consultants.

Roles and responsibilities of consultants

Consultant type	Primary Task
Local Consultant	<ul style="list-style-type: none"> • Drafts an inception report. • Train the data collectors • Test and adjust data collection tools. • Supervise data collectors. • Responsible for data quality assurance Prepare draft report. • Present and validate data to the project stakeholders – validation workshop. • Final report submission.

International consultant	<ul style="list-style-type: none"> • Develops data collection tools. • Ensures consistency in Evaluation design. • Ensures Methodology and analysis. • Reviews report findings distilling trends. • Reviews Lesson learnt and recommendations
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Deliverables

The consultant is expected to lead, accomplish and submit the following deliverables within the agreed timeframe and budget:

- An inception report, which will serve as an agreement between parties on how the baseline will be conducted. Items to address:
 - Understanding of the issues and questions raised in the ToR
 - Data sources; how to assess the questions in the ToR
 - Research methodology, including suggested sample and size
 - Schedule of activities and traveling (timeline)
 - Proposal for a learning event/validation of baseline findings in Juba.
 - Detailed budget
 - Appropriate validated draft data collection tools (e.g. methodological guidelines, group interview questions)
 - Raw data in any of the following statistical packages (STATA, SPSS, EXCEL)

Indicative timeliness and product

The data collection phase in the field is to be confirmed between the consultant and Save the Children, but ideally would start in November 2022, with the final report deadline to Save the Children by the first week of December 2022.

Phase	Deliverables	Payment	Working days indication
Inception phase	Draft inception report		

Inception draft report.	<i>Deliverable 1:</i> final inception report including budget, methodology and approaches.	30 % of total budget	2
Data collection phase	Desk review, interviews in project implementation sites in South Sudan		20
Data analyses phase	Presentation of initial findings in South Sudan and draft of the report		3
Baseline report phase	Draft Baseline Report, for comment by project team in South Sudan.		2
	<i>Deliverable 2:</i> Learning session in Juba	30 % of total budget	1
	<i>Deliverable 3:</i> Final Baseline Report	40 % of total budget	2
Total		100%	30 days

Ethical consideration: Ethical principles critical for safeguarding the study participants will be given due consideration. SC will communicate with the relevant authorities and facilitate clearance (support letter) to conduct the study. Study participants will be informed about the purpose of study and how the results will be used. Participants will be clearly informed about their right to refuse to take part, terminate the interview or discussion at any point or not answering any question. Verbal consent will be received from each study participant before interviews or discussions. Interviews and discussions will be conducted in settings that ensure privacy. All information gathered will be kept strictly confidential. Generally, the study will be conducted by keeping in mind the basic ethical principles of respect for humans, beneficence, and justice. The following ethical principles will be maintained during the study.

- **Right to KNOW what the study is about:** Data collectors will explain what topics will be covered, what benefits to expect, what risks are involved and what will be done with the information to each participant. Verbal consent will be received from each participant before interviews/discussions.

- **Right to freely CHOOSE whether to participate or not:** Participation in the study is only on voluntary basis and participants have the right to stop interviews/discussions at any time or to say they do not want to answer any question.
- **Right to PRIVACY:** No names or other personal identifying information will be recorded in the questionnaires and data collectors will not discuss respondents' answers with others.
- **Right to have NO HARM done to them:** The study will not cause any emotional, physical, or economic harm to those who choose to participate.

Dissemination of results

The baseline results will be disseminated to senior management team and project staff during a review meeting. Later the results will be disseminated to other stakeholders on date to be agreed by the project team.

1. Qualifications and experience

Required

- At least Master's degree in Public health, Nutrition, International Development Studies, Humanitarian Leadership Program, or a related field;
- Demonstrated experience of leading Baseline surveys of Child Protection.
- Demonstrated experience with quantitative and qualitative research, data base management and statistical data analysis.
- Experience of working in South Sudan
- Experience of evaluating emergency response programs
- Proven record of communicating with beneficiaries, also with children using child friendly methods
- Ability to assess and further develop a conceptual Baseline survey tool
- Ability to deal with hardship and remote area field work

Preferred

- Strong understanding of humanitarian and survey ethics and a commitment to ethical working practices
- Advanced English writing skills
- Experience of working in insecure environments in South Sudan and managing security risks
- Action-oriented and evidence-based approach and strong drive for results;

- Highly developed self-management, and communication skills;

2. Guiding Principles and Values

Adherence to Save the Children Code of conduct, Child Safeguarding practices and confidentiality when interviewing or photographing children. Gender mainstreaming is key to Save the Children and the donor; therefore, the lead consultant will have to ensure that the research team 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.

3. Selection process

Save the Children will use Approved Quality Performance humanitarian guidelines to select the successful consultant. The guidelines require consultant to submit a proposal explaining their comprehension of the ToR and how they would approach this assignment with a summary of their methodology especially in terms of how they plan to meet the objectives, including a time planning and budget. This should include a team composition with a lead consultant and at least one other experienced evaluator and a cv of each person to be involved in the assignment, including relevant experience, a detailed budget and time availability

4. Submission of application

Interested candidates/institutions should submit a technical and financial proposal and two samples of reports in which the main consultant or the firm has authored.

Submission: All completed bids should be submitted to the below email address: Southsudentenders@savetheChildren.org and deadline is **04th November 2022**.

In the submission, candidates should consider that the budget will cover a maximum of 30 full consultancy days. All operation, accommodation, transportation and field logistics cost will be covered by Save the Children, and need not to be included in the Financial proposal.