

## **TERM OF REFERENCE CHILD PARTICIPATION ASSESSMENT**

### **BACKGROUND**

South Sudan Education Cluster is currently conducting its yearly Inter-Sectoral Needs Assessment (ISNA). This is aimed at providing data on current education status and needs to inform Humanitarian Needs and Response Plan (HNRP) 2025. The Education Cluster is committed to ensuring access and education for all, and child participation is integral in our role backed by the cluster strategy.

Children's voices are always marginalized and underrepresented, posing a great risk of undermining their needs such as education, protection, mental health among others hence worsening existing vulnerability levels.

In order to have improved services that are child-centered, the education cluster will seek to include child participation in the ongoing ISNA to inform on children's needs and best service delivery mechanisms. The education cluster will lead the assessment with close guidance from education lead agencies and a child participation consultant to collect data and report findings.

### **PURPOSE OF THE ASSIGNMENT**

The assignment will ensure collection of meaningful data through focus group discussions with children aged 12-14 years with major interest on getting children's perceptions on needs, bottle necks/barriers to accessing quality education services and best practices/programming including issues on psychosocial wellbeing documented in final report. Furthermore, this should be conducted alongside education partners to enhance capacities on child participation engagement.

The education cluster seeks to recruit a national consultant to lead and facilitate the child participation component for HNRP 2025.

## SCOPE OF WORK

The assignment is planned for 20 working days (30<sup>th</sup> Sep to 20<sup>th</sup> November 2024) to plan and conduct school-based focus group discussions in two locations (Kapoeta, Eastern Equatoria and Renk, Upper Nile). A total of 6 focus group discussions per location, followed by data cleaning/draft reporting and validation workshop for feedback.

The child participation assessment will focus on the below initial working titles:

## METHODOLOGY

1. Review of TOR scope and data collection tools. (Refer to the Global Education Cluster [Guide to Child Participation within Coordinated EiE Needs Assessments and Analysis](#), and [childfriendly data collection tools](#) for inspiration.) This will be done through meetings with cluster, consultant, and support of SCI child participation specialist.
2. Meeting with county authorities to introduce the assessment followed with sub-national partners and state focal points to brief on assessment purpose, data collection and reporting of the assessment.
3. Focus group discussions with selected children from the age group Validation workshop to provide assessment findings.

## KEY DELIVERABLES

1. Co-develop data collection tools (See GEC [child-friendly data collection tools](#) for inspiration).
2. Partner orientation/training on child participation.
3. Data collection (FGDs) and final reporting.
4. Sharing Raw Data & hard-soft copies with the Education Cluster (Through the Kobo Collect Tool)
5. Validation workshop
6. Report, including a child friendly report

## LOCATION

North Kapoeta, Eastern Equatoria and Renk, Upper Nile South Sudan.

## TIME FRAME

TIMELINE	ACTIVITIES	PERSON(S) INVOLVED	OUTPUT
23 Sep- 27 Sep 2024	<ul style="list-style-type: none"> <li>• Collaborative discussions</li> <li>• Submission of work plan by consultant.</li> <li>• Sharing of TOR, by James (STC)</li> <li>• Submission of draft FGD guide for review</li> <li>• Completion of collaborative review of FGD guides</li> <li>• Award of agreement</li> </ul>	Cluster focal persons and Consultant	-Work plan -TOR -Ready FGD guides - Temporary ID for consultant.
Sep 30,2024	<ul style="list-style-type: none"> <li>• Initial online Training partner organizations (introduction and orientation)</li> </ul>	Consultant  SC Child Participation Specialist  Education Cluster Coordinators	
1st October 2024	<ul style="list-style-type: none"> <li>• Travel to Renk</li> <li>• Field Based training of partners enumerators</li> <li>• Meeting with local authorities</li> </ul>	Consultant & Partner	
2nd 4th October 2024	<ul style="list-style-type: none"> <li>• Data collection begins in Renk.</li> </ul>	Consultant	Raw data (administered FGDs)
4 October 2024	<ul style="list-style-type: none"> <li>• Travel back to Juba</li> </ul>	Consultant & Partner	
7 <sup>th</sup> October 2024	<ul style="list-style-type: none"> <li>• Travel to Kapoeta</li> <li>• Field Based training of partners enumerators</li> <li>• Meeting with local authorities</li> </ul>		

8 – 10 <sup>th</sup> October 2024	<ul style="list-style-type: none"> <li>Data collection continues in Kapoeta.</li> </ul>	Consultant	Raw data (administered FGDs)
11 <sup>th</sup> October 2024	<ul style="list-style-type: none"> <li><b>Travel back to Juba</b></li> </ul>	<b>Consultant &amp; Partner</b>	
14 <sup>th</sup> – 25 <sup>t</sup> October 2024	<ul style="list-style-type: none"> <li>Data analysis</li> <li>Draft report submission</li> </ul>	Consultant	Draft report
13 <sup>th</sup> November 2024	<ul style="list-style-type: none"> <li>Validation workshop</li> </ul>	Consultant & James	Recommendations/inputs
20 <sup>th</sup> November 2024	<ul style="list-style-type: none"> <li>Submission of Final report</li> </ul>	Consultant	Final report

**RESPONDENT CATEGORY/METHODOLOGY SUMMARY.**

**Focus Group Discussions: 6-10 participants per FGD**

County	School	FGDs Upper Primary: Girls (P5 to P8)	FGDs Upper Primary: Boys (P5 to P8)	Total FGDs
Renk	1-School Name (Upper primary)	1 Group	1 group	2 Groups
	2-School Name (Upper primary)	1 Group	1 group	2 Groups
	3-School Name (Upper primary)	1 Group	1 group	2 Groups
Kapoeta North	1- School Name (Upper primary)	1 Group	1 group	2 Groups
	2- School Name (Upper primary)	1 Group	1 group	2 Groups
	3-School Name (Upper primary)	1 Group	1 group	2 Groups
	<b>6 schools</b>	<b>6 groups</b>	<b>6 groups</b>	<b>12 groups</b>

**Note:**

The FGDs will prioritize the inclusion of children, with a particular focus on those with disabilities and those who may have experienced heightened vulnerabilities due to the Sudan

crisis. To ensure the effective participation of children with disabilities, collaboration with an Education Cluster partner organization specializing in disability inclusion will be established to support the conduct of the FGDs.

### **PAYMENT SCHEDULE**

The expert, consultancy firm, organization, or institution shall be paid in two instalments following the terms and conditions agreed in the time of the signing of the agreement.

- 30% first payment upon submission and approval of inception report
- 70% payment will be released upon successful completion of the assignment and acceptance of the final report.

### **SKILLS/COMPETENCIES**

**The consultant should possess the following qualifications and expertise:**

1. Relevant degree is preferable; experience in the humanitarian sector (education and/ or child protection) required.
2. Traceable previous experience in conducting child participatory assessments (The applicant has to submit an example of a similar piece of work they've carried out) – including using child-friendly tools beyond interview questions.
3. Knowledge, experience, and passion for child participation, education, and child safeguarding.
4. Preferably previous experience working with one or more of the following humanitarian clusters: education and child protection.
5. Strong communication skills.
6. Fluency in the English language is essential, and proficiency in Arabic is desirable.

### **How to apply**

Any Competent expert, consultancy firms, organizations, or institutions are encouraged to apply by **24<sup>th</sup> September 2024** to: [SouthSudanTenders@savethechildren.org](mailto:SouthSudanTenders@savethechildren.org) with Subject of the e-mail as **Consultancy for Child Participation Assessment**. No consideration shall be applied based on religion, nationality, and organization status. The Expression of Interest should include all the following:

- 1) A **technical proposal** that responds to the needs of the ToR. Remember to include the following in the technical proposal:
  - Capacity statement of the expert, consultancy firm, organization, or institution
  - Tentative work plan with clear Timeline if different from the above draft.
  - Fill in the below evaluation criteria annexed to this ToR and ensure all the required documents/legal documents are all attached.
  - Attach proves of previous work experience in similar assignments
- 2) A **financial proposal**

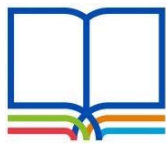
- Financial proposal must clearly define breakdown of consultant daily fee and other associated costs that includes 20% withholding tax on the professional/consultancy fees.

**Annex 1: Evaluation Criteria:**

## SECTION 1 - ESSENTIAL CRITERIA

**INSTRUCTIONS** - Bidders are required to complete all sections of the below table.

Item	Question	Bidder Response	
1	<b>MANDATORY CRITERIA:</b> bidder accepts Save the Children's 'Terms and Conditions of Purchase' included within Appendix 1 of the ITT, and that any work awarded from this tender process will be completed under the attached 'Terms and Conditions of Purchase'	Yes / No	Comments
	<b>MANDATORY CRITERIA:</b> The bidder and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG's policies and code of conducts listed below.	Yes / No	Comments
2	1) Child Safeguarding Policy		
	2) Anti-Bribery & Corruption Policy		
	3) Human Trafficking & Modern Slavery Policy		
	4) Protection from Sexual Exploitation and Abuse Policy		
	5) Anti-Harassment, Intimidation & Bullying Policy		
	6) IAPG Code of Conduct		
	7) Conditions of Tendering		
3	<b>MANDATORY CRITERIA:</b> The bidder confirms it is not linked directly or indirectly to any terrorism related activity, and does not sell any Dual-Purpose goods / services that may be used in a terror related activity.	Yes / No	Comments
4		Yes / No	Comments



	<p><b>MANDATORY CRITERIA:</b> The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this.</p>		
	<p><b>MANDATORY CRITERIA:</b> The bidder confirms it is fully qualified, licensed and registered to trade with Save the Children (including compliance with all relevant local Country legislation) if not registered in South Sudan</p>	<p><b>Yes / No</b></p>	<p><b>Comments/Attachments</b></p>
<p>5</p>	<p>This includes the bidder submitting the following requirements (where applicable):</p> <ul style="list-style-type: none"> <li><b>Valid Legitimate business address</b></li> <li><b>Valid Tax Compliance Certificate</b></li> <li><b>Valid Tax registration number &amp; certificate</b></li> <li><b>Valid Business registration certificate</b></li> <li><b>Valid Trading license</b></li> </ul>		
<p>6</p>	<p>The Bidder confirms it is registered with the appropriate authorities in South Sudan for the purposes of trade.</p> <ul style="list-style-type: none"> <li>-Valid Operation License from the Ministry of Trade and Industry, Central Equatoria State.</li> <li>-Valid Tax identification from the National Revenue Authority</li> <li>-Valid Tax clearance from the National Revenue Authority.</li> <li>-Valid Certification of Incorporation from ministry of Justice and Constitutional Affairs</li> <li>-Membership Certificate Issued by South Sudan National Chamber of Commerce, Industry and Agriculture.</li> </ul>	<p><b>Yes / No</b></p>	<p><b>Comments/Attachments</b></p>

7	<p>For Individual Consultants, applicants must submit the following documents:</p> <ul style="list-style-type: none"> <li>- Copy of Passport 'data page' or National ID</li> <li>- Curriculum Vitae(CV)</li> <li>- Prove of tax compliance</li> </ul>	-	-
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## SECTION 2 – CAPABILITY QUESTIONS

*Instructions – Bidders are required to complete all sections of the below table.*

Item	Question	Bidder Response	Attachment(s)
1	Relevant degree that matches with the Terms of Reference requirements-Attach prove of qualification. E.g., International Development, Education, Social Sciences		
2	Experience in the humanitarian sector (education and/or child protection)-if yes please attach a prove		
3	Traceable previous experience in conducting child participatory assessments (The applicant has to submit an example of a similar piece of work they've carried out) – including using child-friendly tools beyond interview questions.	-	-
4	Knowledge, experience, and passion for child participation, education, and child safeguarding.	-	-
5	Previous experience working with one or more of the following humanitarian clusters: education and child protection. <b>Attach a prove</b>	-	-

## SECTION 3 – SUSTAINABILITY QUESTIONS

*Instructions – Bidders are required to complete all sections of the below table.*

Item	Question	Bidder Response	Attachment(s)
1	What strategies do you have in place to promote diversity & inclusion in terms of recruitment of your staff to ensure equal opportunity for staff of different gender and/or ethnic background If yes, please explain and attach prove		