



Government of the Netherlands



ACORD (Agency for Cooperation and Research in Development) *Generating Sustainable Livelihoods and Leadership for Peace in South Sudan*

Baseline Survey *Terms of Reference*

1.0 Introduction and background

Generating Sustainable Livelihoods and Leadership for Peace in South Sudan is a five-year project (September 2016 – August 2021); being implemented by a consortium of three organisations: the Agency for Co-operation and Research in Development (ACORD), DanChurchAid (DCA), and Centre for Conflict Resolution (CCR) in Lomurnyang, Imatong, Jonglei, Jubek, and Terekeka States. The project is funded by the Netherlands Government, Ministry of Foreign Affairs from the Addressing Root Causes (ARC) Fund.

The overall objective of the project; in line with that of the ARC fund is to ***address the political and socio-economic root causes of armed conflict and instability in South Sudan.***

The project has the following interrelated and mutually reinforcing specific outcomes;

- Food security and livelihoods improved, and vulnerability to adversity reduced
- Greater trust and cooperation between citizens and state institutions, and among previously conflicting or adversarial groups
- Communities, civil society and local governance structures mitigate and resolve conflict without recourse to violence

A baseline survey is required to be completed by March 2017. As a result, the ACORD-led consortium would like to engage a reputable firm or individual/s to undertake a baseline survey in Lomurnyang, Imatong, Jonglei, Jubek, and Terekeka States, South Sudan; with the results of the baseline survey acting as a standard measure in assessing the progress of the project implementation and during the external evaluation of the project.

2.0 Objectives and scope of the consultancy

The overall objective of the baseline study is to generate adequate and quality baseline information (quantitative and qualitative) against a set of indicators under each outcome, so as to provide benchmarks against which to assess progress at regular intervals. The baseline will further determine benchmarks for target setting within each specific outcome, as per the indicators set out in the original results framework; validate if the activities within the project design are sufficient in scale and scope, in order to meet these targets. Formatively, data will be collected during monitoring and progressively analyzed before the cumulative evaluation at the end of the project.

In conjunction with the consortium focal point for this exercise, the Consultant/s will liaise with Consortium members to finalise the design and inception plan for the study, conduct the

study and disseminate the baseline findings. The consultant is expected to undertake the following tasks:

- Submit a proposal on how he/she is going to conduct the baseline survey
- Carry out a desk-review of relevant project documents including, the project monitoring, evaluation and learning (MEL) framework, budget and other relevant documents prior to the implementation of the study
- Develop the baseline survey tools (questionnaires, interview checklists, guidelines for enumerators, etc.) in consultation with project staff
- Train research assistants/enumerators
- Conduct the baseline survey: perform focus group discussions and/or key informant interviews, etc
- Analyze and quality check the data, including through review meeting(s) with trained enumerators to get more in-depth understanding of the data collected
- Prepare and discuss a draft report with the Consortium members. The report should be comprehensive and provide detailed specific findings within each specific outcome, providing key recommendations for implementation
- Undertake a validation of baseline survey findings with the Consortium members
- Incorporate the comments from Consortium members into the final report
- Prepare and submit a final report.

3.0. Methodology and process

The consultant/s is/are expected to employ both qualitative and quantitative methods to ensure inclusion of all the project actors/stakeholders in the baseline survey process. The final decision on what type of methodology and selection of persons/groups interviewed or consulted will be the responsibility of the Survey Consultant and s/he is expected to fully justify the choice of the methods in the final report and explain any limitations. The consultant will incorporate relevant elements of the Methodological Notes as developed jointly by the Donor and Grantees.

The Survey Consultant is expected to take all necessary steps to ensure that the security and dignity of the respondents and the rest of the population participating in the baseline survey process is not compromised and that disruption to other on-going operations is minimized.

4.0 Role of ACORD and Consortium members

ACORD and Consortium members will provide the Consultant (s) all the necessary support and documentation to facilitate the smooth baseline study completion process. In particular, ACORD and Consortium members will;

- Provide all necessary logistical assistance and support to the consultant where needed
- Be the link between the consultant and the project sites
- Review tools and provide support in the baseline survey process
- Mobilize focus groups and key informants for the baseline survey
- Organize review/validation meetings
- Review and make comments on the draft report prepared by the consultant/s.
- Endorse the final report

5.0 Deliverables/outputs

- A clear and concise simply-written, free of jargon evaluation report
 - A clear and concise Power-point presentation
 - Final workshop with ACORD and its partner on the findings of the evaluation.
- The final report will be submitted to ACORD in English in flash drive and by email..

The format of the evaluation report will contain the different elements mentioned below:

- Cover page
- Title page
- Table of contents
- Abbreviations and acryonyms page
- An executive summary that can be used as a document in its own right. It should include the major findings of the evaluation and summarise conclusions and recommendations.
- A short introduction to the project, the objectives of the evaluation and the methodology
- A justification of the methods and techniques used (including relevant underlying values and assumptions, theories) with a justification of the selections made (of persons interviewed, project sites visited etc)
- Eventual limitations of the evaluation
- The main body of the report should include a presentation of the findings and the analysis thereof (including unexpected, relevant findings). *Note that recommendations should be clearly formulated and addressed to the relevant stakeholders or target groups*
- **Report appendices** that include: the Terms of Reference; the data collection tools; the techniques used for data collection (including list of informants and locations visited); list of documents and bibliography; the composition of the evaluation team and CVs. These are not subject to the page restriction.

The draft baseline survey report prepared by the Consultant/s will be submitted to ACORD for review and comments before production of the final report. The final report must be submitted within 1 week of receiving comments and feedback from consortium.

6.0 Budget and Timelines

The Consultant/s is/are expected to submit a financial proposal stating professional fees. ACORD will meet other costs related to the baseline exercises such as transport, communication, office printing, and contacts in the field among others. The assignment is expected to commence urgently and take max 30 days, which includes desk-review, preparation, implementation, report-writing and presentation of final report.

7.0 Consultants/Resource Persons Requirement

- Advanced Degree in relevant field (International Studies, Conflict and Development)
- Previous experience of conducting baseline studies, programme evaluations and action oriented research
- Experience in the design and use of participatory methods for assessment and evaluation in a field-based setting

- Sound knowledge of major development issues in South Sudan, especially from a conflict-development nexus perspective
- Knowledge of South Sudan and more specifically greater Equatoria and Jonglei
- Outstanding research and analytical skills
- Excellent written and verbal communication skills
- Ability to deliver against deadlines and targets
- Fluency in written and spoken English
- Names of 3 Referees

8.0 Bids

Interested Consultants (firms or individuals) are requested to submit their bids including technical and financial proposals. The technical proposal must include the ToR interpretation, data collection methods and tools, likewise a detailed chronogram and indication of availability. The CVs of consultants must be attached and sent to: recruit@acordinternational.org. The email subject line must clearly be marked 'ARC baseline survey proposal'

9.0 Evaluation and Award of Consultancy

The ACORD-led Consortium will evaluate the proposals and award the assignment based on review of technical and financial proposals submitted. The ACORD-led Consortium 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 shortlisted applicant(s) will be contacted.