



# Baseline Survey Consultant

## Terms of Reference

### I. BACKGROUND

Nonviolent Peaceforce (NP), an International NGO founded in 2002, uses Unarmed Civilian Protection to reduce violence and protect civilians in conflict-affected areas. NP has been operating in South Sudan since 2010, and currently implement over seven projects across the country.

In October 2020, Nonviolent Peaceforce South Sudan (NPSS) in partnership with Dutch government through the Embassy of the Kingdom of the Netherlands will start implementing 24 months project titled: “Strengthening women’s leadership in violence prevention, conflict management and peacebuilding in South Sudan”. The overall goal of the project is to promote women’s participation in peacebuilding and protection to reduce the prevalence and impact of conflict and SGBV on communities in South Sudan.

The specific project objectives are:

- Objective 1: Increase the safety and security of women and girls at imminent risk of sexual and gender-based violence (SGBV).
- Objective 2: Improve access to and demand for post-incident support services and justice mechanisms for survivors.
- Objective 3: Promote positive social-change through awareness raising and outreach activities.
- Objective 4: Strengthen and develop sustainable community-based protection mechanisms to promote peace-building, prevent and respond to violence, including SGBV.
- Objective 5: Promote women’s substantive participation in peace and security at the local, state and national levels.

### 2. PURPOSE OF THE BASELINE

The main purpose of the baseline assessment is to establish the baseline for the project’s key indicators, and constitute the basis to measure the project performance over time and to identify major external factors that may influence or impact the implementation of the project.

### 3. DESIGN AND METHODOLOGY

A cross sectional study will be conducted in project implementation areas. The project will be implemented in Bentiu PoC (Unity State) and Juba PoC (Central Equatoria State) as well as in Rumbek (Lakes State) and Aburoc (Upper Nile State)). Primary and secondary data will be gathered using a mixed method to establish the baseline for the project and inform program implementation. Thus, baseline assessment will involve collecting the following data:

**Quantitative data:** It will be used to measure indicators of the project expressed in terms of numbers/percentages (quantitative indicators). Information will be collected using questionnaire survey which will be administered to a sample of households. The consultant is expected to determine the sample size which would be representative, and adequate to do basic descriptive statistics.



**Qualitative data:** Qualitative information will be collected through Focus Group Discussions (FGDs), Key Informant Interviews (KIIs) and In-depth Interviews (IDIs) with key stakeholders including beneficiaries, community/traditional leaders, local government offices, civil societies, local implementing partners and others.

**Secondary documentation:** Review of related documents will also be important to establish key insights relevant to the effective implementation of the project.

Proposed study design and methodology including the sample size will be discussed and agreed with NPSS at the beginning of the consultancy.

The Research and M&E team at NPSS will closely work with the consultant and provide technical oversight and management of the assessment. All assessment teams will be trained on how to manage the data collection process, field editing techniques and how to fill in all of the instruments appropriately. Pre-testing of the questionnaire will also be carried out after familiarizing the team with the tool.

Collected quantitative data will be checked for consistency before being entered into the computer. Descriptive statistics including frequencies, cross tabulation, averages and percentages will be the main output for analysis. Qualitative information obtained through FGDs and KIIs will be categorized under each discussion topic and theme. Data analysis will then be done using a framework of analysis. The framework of analysis will be revised when additional themes and sub-issues emerged from the data.

#### **4. ROLES AND RESPONSIBILITIES OF THE CONSULTANT**

This consultant will be expected to:

- In consultation with NP, design standardized tools and finalize methodology for the collection of quantitative and qualitative data for the baseline;
- Organize and facilitate training workshop for data collectors on the baseline implementation, including the baseline assessment protocol and tools to be used and pilot testing of the tool.
- Plan and coordinate necessary logistics for data collection in accordance the methodology;
- Conduct the baseline at the project locations and set bench mark to key indicators as defined in the project log frame;
- Collect and analyse secondary data to establish insights relevant to effective project implementation
- Based upon a reading of the program documents, propose any additional topics or issues for analysis
- Analyse and interpret data to develop a comprehensive baseline report;
- Share key findings and insights with relevant staff and stakeholders through consultations.

#### **5. EXPECTED DELIVERABLES:**

- Submit an inception report/proposal which responds to the scope of work by adding any further detail or clarification regarding the study approach, method, or implementation arrangements
- Field work implementation plan (to be submitted before field work begins). This field work plan should be presented to NP-SS for comment, and revised as necessary prior to commencing field work
- Overall report that outlines the field work and the data cleaning
- Final survey questionnaires and qualitative data collection guides.



- Cleaned data files (including Questionnaires) in SPSS format with data correctly organized, variables named and labeled.
- Baseline values for the outcome level indicators from the logframe
- A comprehensive baseline report.

**All deliverables** – NPSS will oversee the process and be responsible for accountability and guidance throughout all phases of execution, and approval of all deliverables.

## **6. NP DUTIES AND RESPONSIBILITIES:**

- Oversee the overall baseline assessment design, including sampling frame and selection of study sites
- Serve as co-facilitators in the training workshop for data collectors on survey implementation, including study methodology
- Participate and provide guidance in pre-testing of tools
- Hire enumerators to conduct the data collection
- Assist the consultant in supervising data enumerators by assigning NP staff to monitor the field work.
- Review all data to ensure quality and conducted according to the guidelines

## **7. RESOURCES**

NPSS will pay for visa, transport to South Sudan and to all field sites. In addition, NPSS will provide accommodation while in country. NPSS will not provide personal computers and the consultant has to use his/her own computer. All necessary logistical arrangements for the assessment will be coordinated through the NPSS logistics department. The chosen individual consultant will coordinate with the Research Monitoring and Evaluation Adviser, Monitoring and Evaluation Officer, Program Development Personnel, Program Manager and field staff in the planning and implementation of the baseline survey.

## **8. TIMEFRAME**

The timeframe for the baseline is estimated between 4–5 weeks. The consultant is expected to work from November 2, 2020 to December 12, 2020 and complete all responsibilities and deliverables outlined in the Scope of Work. The schedule outlined above is estimated and open to revision.

## **9. SKILLS & EXPERIENCE**

### *Education:*

- Master's degree in International and Political Affairs, Law, Development Studies, Social Sciences or related field.

### *Experience*

- At least 7 years' experience in the design and implementation of baseline surveys, evaluations, or assessments including qualitative and quantitative data collection.
- Previous experience in the area of human rights, civic engagement, and/or protection of civilians
- Excellent knowledge and understanding of research methodologies and processes.
- Experience in the development of Monitoring and Evaluation frameworks and log-frames.
- Experience in gathering and systematizing large amounts of data
- Experience managing a diverse team and providing capacity building and training support.
- Experience developing protection projects in war and/or emergency settings.
- Proven ability to manage highly confidential and sensitive information through a protection lens.
- Experience managing projects in complex and dangerous environments



- Proven experience in producing high quality baseline and evaluation reports in English
- Experience in using quantitative data analysis applications such as SPSS or STATA

## **10. SUBMISSION OF PROPOSAL**

The proposal shall include technical and financial sections. The financial section needs to describe only the consultant's professional fee since other expenses like visa, transport, accommodation and small per diem while in country will be handled by NP. The proposal should include:

- Consultant profile including past achievements
- Introduction: A brief overview of the assignment as understood by the bidder
- Detail methodology and approach including work plan (i.e. research techniques to be used, sampling, field operation plan, quality assurance and time frame)
- Current CV of the consultant
- Detail itemized work plan
- Detailed itemized budget and price justification by unit cost per activity being proposed under the financial proposal.
- Three references from organizations that proves the capacity of the consultant to carry out baseline surveys
- Annexes: Any documents, which the consultant feels will assist proposal review team in evaluating the proposal

Prospective individual consultants should submit written proposal and other details listed above to [npsshr@nonviolentpeaceforce.org](mailto:npsshr@nonviolentpeaceforce.org) by **5 p.m. UTC** on October 16, 2020.

For more information about NP and its work, please go to our website: [www.nonviolentpeaceforce.org](http://www.nonviolentpeaceforce.org)

### **Special Notice:**

Nonviolent Peaceforce is committed to achieving 50/50 gender balance in its staff at all levels. Female candidates are strongly encouraged to apply for this position. However, all qualified applicants regardless of their gender, race, disability, sexual orientation, or age, will be considered for this opportunity. Nonviolent Peaceforce acknowledges the duty of care to safeguard and promote the welfare of employees, contractors, volunteers, interns, beneficiaries and other stakeholders and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice in the Humanitarian and Development sector.