**TERMS OF REFERENCE**

**Reducing the Impact of Predictable Shocks by Initiating Community-Based Anticipatory Action in Blue Nile and Red Sea States of Sudan**

**Baseline study**

# **Project Summary**

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| Type of evaluation | Baseline study  |
| Name of the project | Reducing the impact of predictable shocks by initiating Community-based Anticipatory Action in Sudan (27600496) |
| Project Start and End dates | Start date: 01 January 2024End date: 31 December 2026  |
| Project duration | 36 months  |
| Project locations: | Sudan: Blue Nile, Damazine locality (Almusalas, Elgasam, Rayh Balack) and Red Sea (Tokar and Ageig localities)  |
| Thematic areas | Anticipatory Action, Child poverty (Food Security and Livelihoods), Education, Health & Nutrition, Climate Resilience  |
| Donor | GFFO - German Federal Foreign Office  |
| Key stakeholders  | Government officials (all levels)Community leaders |
|  | Community-based organizationsNational authoritiesThe national committee for early actionArea coordination bodiesHumanitarian clustersLocal authoritiesChildren  |
| Estimated beneficiaries | 20,000 direct beneficiaries  |
| Overall objective of the project | To support families and communities to mitigate adverse impact of rapid and slow-onset crisis in Sudan through integrated and timely Anticipatory Action (AA) interventions by investing in improvement of humanitarian risks/shocks monitoring through building capacities and systems to monitor and generate early warnings and predictive analysis and, by utilizing predictive forecasting tools and triggers to initiate locally-led AAs within communities. |

1. **Background**

**Context information**

SC has been working in Sudan since 1984 to deliver programs to respond the enormous needs of children, their families and communities. Save the Children (SC) currently has an operational presence across ten states of Khartoum, Blue Nile, South, West, and North Kordofan, North, West & Central Darfur, Sennar, and Red Sea states in Sudan and enjoys a good working relationship with communities and other stakeholders. SC has demonstrated experience in responding to emergencies, including disease outbreaks, natural disasters and conflict-induced crises responding in 2023 core thematic areas. A violence power struggle broke out on 15 April 2023 in Sudan’s capital of Khartoum between the two main factions of the ruling military: the Sudanese Armed Forces (SAF), which acts as the official Sudanese Army, and a paramilitary force, the Rapid Support Forces (RSF). It has further deteriorated the humanitarian situation. More than 8 million people have been displaced inside and outside Sudan, according to DTM shared by IOM on 9th February 2024, particularly in Khartoum, Darfur, Kordofan and Gazira States, making it inaccessible amid a worsening humanitarian situation. The conflict has resulted in mass displacement of civilians into what perceive as safe areas all over the country, as well as cross-border movements to surrounding countries.

1. **Background of the GFFO project**

The GFFO intervention aims to strengthen and expand community based Anticipatory Action in Blue Nile and Red Sea States to mitigate the impact of predicted shocks resulting in reduced humanitarian needs. Anticipatory Action acts ahead of predictable disasters and actively seeks to reduce their impact through predictive analysis, community engagement, and advocacy.

While other sectors often focus on reactive responses to crises, Anticipatory Action emphasizes preventing or mitigating the consequences of disasters before they occur. It complements and enhances the overall disaster preparedness and advocacy efforts by shifting the paradigm from response to preparedness and proactive risk reduction.

Thus, due to the Anticipatory Action approach, the project does not target the implementation of activities in the humanitarian sectors directly but focuses on improving and developing disaster risk reduction. This will contribute to mitigating negative impacts in the sectors of Food Security, Nutrition and Livelihoods but also in the sectors of WASH, Health, Education, Protection and Shelter.

1. **Purpose of the baseline study**

The primary objective of the baseline study is to gather data and information related to the outcome indicators with a focus on the beneficiaries in the targeted areas. This baseline survey serves as the foundation for the midterm and final evaluation in addition to establishing the initial benchmarks and aiding in the determination of targets for project indicators.

The baseline survey will be conducted and will use historical data, that is, the consultant will ask communities about the last disaster that occurred in their localities and the impact it had (retrospective survey). The midterm evaluation will be conducted in the project locations, after the same disaster has occurred for a second time. This time, there should have been Anticipatory Action measures in place. The final evaluation will be done towards the end of the project, after the same disaster has occurred for a third, time with full Anticipatory Action measures in place.

**The GFFO project outcome indicators are:**

1. % reduction in the number of people in need of humanitarian assistance following a predicted shock in the targeted locations
2. % of communities in the targeted locations that react to early warning signals with at least one counter- or adaptive action by the end of the project
3. % increase in the number of communities in the targeted locations with improved early warning systems
4. % of humanitarian funding in Sudan that is allocated to Anticipatory Action

The baseline study will use historical data to get a detailed assessment of the project area with regards to GFFO project objectives on AA. The midterm review will be conducted during the ongoing programme after the event of another disaster. The midterm will guide decision-making and take stock of the initial lessons learned and will be in the form of a learning workshop. An endline survey will be conducted at the end of GFFO program intervention, after the event of another disaster, to measure changes in communities based on the AA activities.

1. **Study Methodology**

**Study Design**

The baseline will utilize a mix of qualitative and quantitative methods such as surveys, focus group discussions, in-depth interviews and observation methods will be used to collect primary data with community members, local leaders, and government/local officials. The consultant is required to outline their proposed methodology, which should encompass key aspects such as sampling techniques, sample size determination, tools, design, and administration. The consultant is expected to propose and design the methodology for conducting the baseline survey in coordination with MEAL staff. Surveys and interviews are expected to take place at all program locations.

The selected approach will adhere to the do-no-harm principle, prioritizing the prevention of any potential harm or increased risk to both the respondents and the consultancy team. This information will inform the initial phase of the selection process. Once selected, the consultancy team will be responsible for providing a comprehensive methodology, along with fieldwork tools, as part of their inception report

**Data Sources and Data Collection Methods / Tools**

The baseline study will consider both primary and secondary data sources. Consultant(s) are expected to produce a clear methodology section explaining the data sources and data collection tools and methods. Questionnaires, focus group guides and key informant interview guides and/or any other tool should be prepared in both English and Arabic. The data sources will include, but are not limited to:

* HHs survey and FGDs in the targeted areas
* Community leaders within the target communities of the project
* Government representatives in the targeted areas
* Community-based disaster management committees
* Humanitarian partners

**Sampling**

The consultant/firm will implement a sampling procedure which is representative of the project target population. It is important that the baseline achieves a statistically acceptable sample size for the respective project participant categories. The consultant will develop a clear proposal on sampling methodology and sample size is expected from the consultant. Sampling method should attain representative and generalizable results for all project participant categories.

**Data collection**

All research tools will be submitted to HAC offices in Red Sea and Blue Nile before any data collection commences. The data collection will focus on previous, historical disasters (drought or flood) in the project areas. All data will be collected using KOBO/ODK if possible. A gender-balanced team of enumerators will be recruited, trained, supervised, and guided by the consultants in the targeted states with by the consultant with support from MEAL staff.

The designed data collection techniques and quality of data should not be compromised, and maximum care should be taken to avoid or at least minimize errors at all stages of the baseline measurement process. Some techniques such as, but not limited to, the following will be applied:

* Before data collection: Pilot testing the data, collection tools will be required to verify the reliability and validity of the tools.
* During field data collection: For surveys, data entry will be on the spot using an electronic or paper questionnaire. Monitoring data collection team for accuracy in doing the interviews and in capturing data will be necessary. Checking through all completed responses (daily) to ensure any mistakes or inconsistencies are corrected on time will add value to the quality of data.

Prior to field data collection, all the enumerators will be trained on the basics of data collection, including objectives of the study, structure of the questionnaires, sampling and how to collect data using tablets/ODK if possible. This will be followed by field pre-testing to familiarize the enumerators with the eventual field work. Any scripting error and/or unclear questions will be corrected at this point. The consultant and/or MEAL officer in Blue Nile will supervise the entire data collection and help resolve minor field difficulties. All data will be uploaded to the SCI KOBO server and cleaned before any analysis.

**Data analysis and reporting**

The consultant/firm will develop a data analysis plan and the analysis should triangulate data from different primary data sources. The consultant should factor in remote analysis and presentation of findings and sharing of documents. The quantitative data will be downloaded from KOBO and basic data analysis will be performed using MS Excel. The data will be presented in form of tables, graphs, charts, and figures where appropriate. The desk reviews will also be analyzed using MS Excel and will be triangulated with all other information gathered through. A draft baseline report will be produced, shared, and reviewed by SCI Sudan. The final report will be disseminated at regional and global level.

**Ethical procedures**

All data collection will adhere to ethical research procedures and processes. Consent will be sought from all participants before data collection. Tools will be translated to Arabic to ensure all respondents can participate in the study. Enumerators will be trained on how to collect sensitive data and how to conduct research ethically with children. The Safeguarding Manager will be involved to provide guidance on how to ensure ethical involvement of children in the situation analysis.

In addition, this study will consider:

* ***Child participation****. Children will be supported to participate in the study beyond simply being respondents. If appropriate and safe, children will be supported to collect some of the data required for the study themselves or involving children in the validation of findings.*
* ***Inclusive****. Children from different ethnic, social and religious backgrounds will have the chance to participate, as well as children with disabilities and children who may be excluded or discriminated against in their community.*
* ***Ethical****: The study will be guided by ethical considerations such as informed consent, safeguarding, sensitivity, openness, confidentiality and data protection, public access, broad participation, reliability, and independence.*
* ***Conflict sensitivity:*** *the study will be guided by conflict sensitivity principles such as openness and transparency, considering the power relation and influencing forces operating in the targeted communities, inclusion, implementing multi-stakeholders’ multi-level meaningful consultation process*

# **Expected Deliverables**

The study deliverables and tentative timeline are outlined below.

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| **Deliverable / Milestones** |
| Preparation of TORs |
| Design of Inception Report and data collection tools  |
| Study tools review by all members  |
| Study Approvals from HAC  |
| **Data collection*** Desk review
* Conduct key informant interviews and FGDs
* Conduct household survey
 |
| A Draft Report  |
| A Final StudyReport |

**Code of conduct**

Save the Children’s work is based on deeply held values and principles of child safeguarding, and it is essential that our commitment to children’s rights and humanitarian principles is supported and demonstrated by all members of staff and other people working for and with Save the Children. Save the Children’s Code of Conduct sets out the standards which all staff members must adhere to and the consultant is bound to sign and abide to the Save the Children’s Code of Conduct.

A contract will be signed by the consultant before commencement of the action. The contract will detail terms and conditions of service, aspects on inputs and deliverables. The Consultant will be expected to treat as private and confidential any information disclosed to her/him or with which she/he may come into contact during her/his service. The Consultant will not therefore disclose the same or any particulars thereof to any third party or publish it in any paper without the prior written consent of Save the Children. Any sensitive information (particularly concerning individual children) should be treated as confidential. An agreement with a consultant will be rendered void if Save the Children discovers any corrupt activities have taken place either during the sourcing, preparation and implementation of the consultancy agreement.

**Qualifications of consultant/firm**

* Bachelor’s degree in social sciences, social work, psychology, or human services field required.
* 2+ years relevant experience in NGO or government experience is an important asset; strong willingness to further develop training competences
* Excellent communication skills in English and Arabic, including public speaking, and presentation skills
* Relevant professional experience in conducting project baseline and end-line studies.
* Strong background and experience in data collection, sampling, survey design, and analysis.
* Experience in leading a team and conducting training of enumerators.
* Technical expertise in assessing issues of multi sectorial programs (WASH, Food Security, Health and Protection) and the ability to draw strong and valid conclusions.
* Extensive experience in designing training programs, conducting field research and statistical analysis with solid knowledge and application of participatory tools; (Advance Excel, SPSS, Epinfo, STATA, Kobo Collect, etc.)
* Understand operating conditions in an insecure environment.

**Knowledge/Skills/Abilities**

* Experience in team leadership and management
* Must possess a sincere interest in children, maturity, self-control, and sound judgment.
* Must have working knowledge of positive child development and positive behavior management skills.
* Must have the energy, initiative and ability to get things done within specific time frames.
* Possess skills for communicating clearly and knowledgeably.
* Demonstrated ability to make objective decisions and fairly discipline.
* Must uphold the policies and procedures of Save the Children Child safeguarding policy

**Save the Children’s Child Safeguarding Policy**

Save the Children is committed to safeguard children through the following means:

* **Awareness:** Ensuring that all staff and those who work with Save the Children are aware of the problem of child abuse and the risks to children.
* **Prevention:** Ensuring, through awareness and good practice, that staff and those who work with Save the Children minimize the risks to children.
* **Reporting:** Ensuring that you are clear on what steps to take where concerns arise regarding the safety of children.
* **Responding:** Ensuring that action is taken to support and protect children where concerns arise regarding possible abuse.

**Payment Schedule**

The payment shall be **30%** upon submission of a satisfactory inception report, **30%** upon submission of first draft report and **40%** upon submission of a satisfactory final report. **PREFERENCE WILL BE GIVEN TO CONSULTANT CURRENTLY BASED IN BLUE NILE AND PORT SUDAN. (Please indicate in proposal where the consultant is based. Joint proposals are allowed/Two consultants preferred, one in PS and one in BN).**

**APPLICATION PROCEDURES**

The offer, comprising of a Technical and Financial Proposal, should be submitted, and addressed as follows: Sudan CO procurement SudanCO.procurement@savethechildren.org For any question/query relating to the proposal, please email Janet.Mugo@savethechildren.org

Bidders are required to prepare and submit the following documents:

* Completed Bidder Response Documents (BRD)
* Technical Proposal (1. Company/Organization profile and expertise; 2. Proposed Implementation Plan 3. Management Structure and Key Personnel (CVs)
* Financial Proposal (Detailed budget in **USD**)