**TERMS OF REFERENCE**

**Data analysis and report writing for**

**Conflict Sensitivity Assessment**

**for Durable Solutions for IDPs in Central Darfur**

**Project Summary**

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| Type of evaluation | Conflict Sensitivity Assessment |
| Name of the project | Durable solutions for IDPs in Centre Darfur. 75202879/ 5202880 |
| Project Start and End dates | Start date: 1st of Jan 2024  End date: 31st Dec 2025 |
| Project duration | 24 months |
| Project locations: | Nertiti, Golo & Um Dukhun localities, Central Darfur, Sudan |
| Thematic areas | Child Protection (C.P) & Food Security and Livelihoods (FSL) |
| Donors | Swedish International Development Cooperation Agency (SIDA)  - Swiss Development Cooperation (SDC) |
| Key stakeholders | Government officials  Civil societies  Community-based child protection networks  Humanitarian community (national and international)  Relevant authority staff at locality and state level |
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| Estimated beneficiaries | 85,000 |
| Overall objective of the project | The Danish Refugee Council (DRC), Save the Children (SC), and Mercy Corps (MC) aim to build resilience and support displaced populations in addressing their priority needs, reducing aid dependency, supporting early recovery, and paving pathways to durable solutions for IDPs in Darfur |

# **project background**

The conflict in Sudan has created massive displacement, with over 7.7 M people forced to leave their homes, including 1.5M who crossed the border to neighbouring countries and 6.1M internally displaced. Sudan’s humanitarian crisis is set against the backdrop of protracted economic crisis and pre-existing conflict in parts of the country, with an estimated third of the population already needing humanitarian assistance. The persistent crisis has led to extensive internal displacement, aggravating economic instability and social fragmentation. Essential elements for durable solutions, such as stable livelihoods, state service provision, and land and property issues resolution, are currently unattainable. Food insecurity is rising, with alarming levels currently flagged ahead of the IPC update. This project addresses the acute economic, social, and institutional deficits that have worsened due to decades of conflict, ongoing insecurity, and recent political upheavals, including the October 2021 coup and the April 2023 conflict.

Hence, through the Danish Refugee Council (DRC) led consortium, Save the Children (SC), DRC, and Mercy Corps (MC) aim to comprehensively bolster resilience and aid displaced populations in Central Darfur, Sudan. To mitigate these challenges, the project focuses on community consultations, land and property resolution, access to livelihoods and protection services, social cohesion, and peacebuilding. The project's primary goals are to build resilience and support the early recovery of displaced populations, reduce aid dependency, and foster pathways to durable solutions for Internally Displaced Persons (IDPs). The project also aims to enhance social cohesion by targeting communities based on need rather than status, ensuring equitable access to services, and improving community safety. The implementation strategy involves an area-based approach integrating participatory community needs assessments to design conflict-sensitive programs. It includes a continuous analysis component to ensure conflict-sensitive programming and adaptation based on monitoring and evaluation. The participatory needs assessment and community-led planning engage communities in identifying their priority needs and developing intervention plans. The response focuses on reducing barriers to accessing services and resources, improving livelihood opportunities, and enhancing community peacebuilding capacity. The theory of change assumes that by addressing these needs and barriers, resilience will be built, leading to durable solutions and improved capacity for local communities to support displaced populations.

1. **Purpose of THE CONFLICT Sensitivity Assessment Study**

The Conflict Sensitivity assessment aims to understand the conflict context, dynamics (including actors), and relationship with the project. The conflict sensitivity assessment's main goal is to ensure that the proposed action does not inadvertently contribute to conflict or exacerbate existing tensions but instead supports social cohesion and conflict resolution efforts. The assessments' findings are meant to guide the development of an action plan and recommendations for mainstreaming conflict sensitivity into the project and other interventions including informing program implementation and designs.

Specifically, the assessment seeks to understand:

* 1. **Understand the Nature and Dynamics of Conflict:**
* Identify the primary sources of conflict, including political, ethnic, resource-based, and social tensions.
* Assess the frequency, intensity, and patterns of conflict incidents and produce a profile and analysis of conflict origins, key stakeholders, and sustaining factors.
  1. **Assess the Impact of Conflict on Displaced Populations and Community Safety:**
* Evaluate the effects of conflict on the livelihoods, security, and well-being of IDPs and other affected groups, including the extent and duration of displacement.
* Assess the protective environment within communities, identifying safety concerns, the prevalence of violence, and specific protection needs for vulnerable groups.
* Evaluate the protective environment and safety concerns within communities, including the prevalence of violence and crime.
* Identify protection needs and gaps, particularly for women, children, and other vulnerable groups.
* Identify successful strategies and best practices that can be scaled up or adapted.
  1. **Identify Key Actors and Stakeholders:**
* Map out key conflict actors, including local communities, militias, government forces, humanitarian organizations, and other stakeholders, understanding their roles, interests, and influence.
* Analyze existing mechanisms and/or programs preventing or resolving conflict and identify gaps and opportunities for peacebuilding efforts.
  1. **Evaluate Access to Services, Resources, and Economic Impacts:**
* Assess the impact of conflict on access to essential services such as healthcare, education, water, and sanitation, and identify barriers to access.
* Examine how conflict affects local economies, employment, and income-generating activities, identifying opportunities and constraints for economic recovery.
  1. **Inform Conflict-Sensitive Program Design:**
* Use findings to inform the design and implementation of conflict-sensitive interventions, ensuring inclusivity and stakeholder participation.
* Develop a conflict-sensitivity action plan with recommendations for mitigating negative impacts and reinforcing drivers of social cohesion within the intervention zones.

1. **Study Methodology**

This assessment will utilize qualitative methodologies including key informant interviews (KIIs) with caregivers/parents, social workers, women leaders, and traditional/religious leaders. Focus group discussions (FGD) will be held with parents and children. The methodology will be gender-sensitive and child-friendly tools will be used with children.

The study shall adopt qualitative methods to collect information from both primary and secondary sources. It is envisaged that the following methods will be applied:

* Literature review: The consultant(s) will carry out a desk review to triangulate primary data
* Analysis of the primary data collected

**Survey Area and Period**

Primary data will be collected in Um Durkun, Nertititi and Golo for a period of three weeks. The specific villages will be sampled using convenience sampling. Primary data will be collected by the consortium.

**Sampling Strategy**

Key Informant Interviews (KIIs) will be conducted with adult stakeholders relevant to it. Respondents will be identified through a purposive sampling approach and snowball method, where applicable and necessary. Local researchers will identify 9 individuals (three from each locality) that meet the recruitment criteria agreed upon with the SCI team in the inception period. This will also be supported by the active engagement of community leadership and structures to allow for substantive input and participation of persons of concern in the research design process. The KII participants will include Community leaders (or traditional/religious leaders), CSO/NGO representatives and SCCW representatives.

In addition to KIIs, two FGDs will be held with adult community members in each study locality. These FGDs will be conducted with adult community members over 18 in study areas. Respondents will be semi-randomly selected, and the research team will account for a diversity of perspectives (i.e. displacement, gender, age, socio-economic status, etc.). In each locality, there will be two FGDs, one of which is all-male and the other which is all-female. Each FGD will have 8-12 participants, resulting in approximately 48-50 total respondents.

For children, 4 FGDs will be held (2 FGDs for girls and 2 FGDs for boys) using child-friendly methods such as games and mapping exercises to ensure maximum participation and engagement.

**The Data Collection Team**

Two (2) MEAL officers and 6 data collectors (2 from each locality) will conduct the data collection. The data collectors will be trained in the data collection tool along with project background, study objectives, data collection methods and ethical consent. Training on data collection tools and procedures will be conducted for 1 day.

The training will focus on the following:

* Project summary and background
* Survey Methodology
* Ethical principles
* Moderating interviews, managing group dynamics, note-taking and other relevant interviewing techniques

**Data collection**

All research tools will be submitted to HAC offices in Central Darfur before any data collection commences. Once the approval is out, the data collection will be carried out immediately. 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 localities with support from MEAL staff.

Data collection will be conducted in target locations following the workplan and timeline set out. The primary qualitative data collected will undergo a thorough quality assurance process beginning with researcher training. Care will be taken to recruit qualitative researchers who are locally based to ensure language and dialect compatibility withrespondents. All interviews will be recorded where possible, and notes will be provided and translated for analysis. Quality control will include spot check for errors, advise on areas for additional probing, and to provide ongoing feedback to field researchers on qualitative interview methods.

**The consultant will be hired to clean, translate, and code data, provide analysis, draft report and final report and a dissemination session for the study findings.**

On limitations, this study's scope is limited in that only KIIs and FGDs will be conducted. As a result, it will be difficult to fully generalize the findings or ensure that all perspectives are included in the study, particularly the perspectives of beneficiaries themselves. Respondents for this study will also not be randomly sampled and will instead be purposively recruited for participation in KIIs and FGDs. As a result, the findings cannot be fully generalized to the population as it is likely that there will be some selection bias among respondents.

**Survey management in the field**

The MEAL officers will support the data collectors, with overall support from the MEAL Manager. If need be, MEAL officers will accompany and guide the data collectors to interview locations. The MEAL officers and data collectors will sensitize communities a week before data collection commences.

The KII respondents will be identified through a purposive sampling approach and snowball method, where applicable and necessary. The MEAL officers will identify individuals that meet the recruitment criteria agreed upon with the SCI team in the inception period. This will also be supported by the active engagement of community leadership and structures to allow for substantive input and participation of persons of concern in the research design process. The key informants likely to be targeted during the qualitative research process include community leaders (or traditional/religious leaders), SCCW representatives, and CSO/NGO representatives. Interviews will be conducted by one researcher and will be recorded where consented to by the participant to facilitate notetaking and quality control. If the interview is recorded, a separate quality control officer will review the audio recording of the interview and compare it to the notes to check data quality and create a final transcript of the interview for analysis.

In addition to KIIs, two FGDs in each locality will be held with adult community members in each study location. Respondents will be semi-randomly selected, and the research team will account for a diversity of perspectives (i.e. displacement, gender, age, socio-economic status, etc.). In each locality, there will be two FGDs, one of which is all-male and the other which is all-female. Each FGD will have 8-12 participants, resulting in approximately 40 total respondents.

**Data analysis and reporting**

SCI will share the TOR, all transcripts and data generated from primary data collection with the consultant. The consultant will generate a drat and final report.

**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. The data collectors will be trained in how to collect sensitive data and how to conduct research ethically with children. The Safeguarding Manager will be involved in providing guidance on how to ensure ethical involvement of children in the situation analysis.*

*In addition, this study will consider:*

* *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*
* *Informed Consent and Voluntary Participation: Ensure that participation in the assessment is completely voluntary. Participants will be informed about the assessment's purpose, what it involves, and their right to withdraw at any time without penalty. The data collectors should provide clear, understandable information about the assessment's objectives, risks, and benefits, allowing participants to make an informed decision to participate.*
* *Privacy and Confidentiality: The data collectors should gather data in a manner that ensures individual respondents cannot be identified, using coding systems where necessary. Strict measures for data storage and access to protect the confidentiality of the information collected will be also in place*
* *Child Safeguarding: Ensure that all procedures are in the best interests of the child, considering their age, maturity, and psychosocial state. The data collectors should obtain consent from a parent or guardian for participants under the age of consent, unless doing so would compromise the child's safety. In such cases, established guidelines for ethical research involving at-risk children will be followed*
* *Do no Harm principle: The exercise must include a risk assessment and take steps, if necessary, to mitigate identified risks. The risk assessment must look at negative consequences that may result from data collection.*

1. **Expected Deliverables**

The study deliverables and tentative timeline are outlined below.

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

**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**

* 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, and presentation skills
* Excellent computer skills and other relevant electronics like use of projector, etc

**Knowledge/Skills/Abilities**

* Experience in team leadership and management.
* Experience in data collection and analysis applying qualitative methods, ideally derived in a humanitarian context.
* Excellent process facilitation and interpersonal skills
* Very good time management skills
* Excellent analytical, interpersonal, communication and reporting skills.
* Ability to manage groups in an efficient and friendly manner
* previous work with non-profit organization

**Payment Schedule**

The payment shall be **50%** upon submission of a satisfactory first draft report and **50%** upon submission of a satisfactory final report. **PREFERENCE WILL BE GIVEN TO CONSULTANT CURRENTLY BASED IN SUDAN. Please indicate in proposal where the consultant is based.**

**APPLICATION PROCEDURES**

The offer, comprising of a Technical and Financial Proposal **(of desk review, data cleaning, analysis and report writing)**, should be submitted, and addressed as follows: [Sudan.Bids@savethechildren.org](mailto:Sudan.Bids@savethechildren.org) For any question/query relating to the proposal, please email [janet.mugo@savethechildren.org](mailto:janet.mugo@savethechildren.org).

Bidders are required to prepare and submit the following documents:

* **Completed Bidder Response Document (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)