

## **Terms of Reference (ToR) for SMART Survey consultant (International)**

### **1. Background**

#### **Introduction**

CARE works around the globe to save lives, defeat poverty, and achieve social justice, seeking a world of hope, tolerance and social justice, where poverty has been overcome and all people live with dignity and security. In all interventions, CARE puts women and girls at the center of all its activities.

CARE International has been operating in Sudan since 1979, implementing WASH, health, nutrition, women's economic empowerment, CASH, Food security and livelihood programmes. Currently, CARE operates 8 States in Sudan, East Darfur, South Darfur, Kassala, Gedaref, Al Jazeera, Khartoum, South Kordofan and Red Sea States.

#### **Overview of the project**

Since the eruption of the conflict in Sudan in April-2023, Gadaref State remained relatively calm with no significant security incidents. Therefore, the State has been a sanctuary for IDPs fleeing from war prone areas, also the state is serving as a transit point for those crossing and traveling to Ethiopia. Gadaref State now hosts 9% (964,826) of the total IDPs of Sudan. The majority of the IDPs (77%) are accommodated within the host community, (15%) are in rental accommodations, (5%) in IDP gathering areas, (1%) in open areas and (2%) in Camps.

The State now accommodates around 320,416 IDPs fled from Khartoum and recently (around 64,551 IDPs) fled from Gazira State after the conflict of Al Jazirah in December and over 150,000 more from the conflict in Sennar State in June 2024 (IOM, 2024).

Adding to that, available information about the situation of Food security and Malnutrition is showing concerning status. According to the Food security IPC projection from October-23 to February-24 that 19% of population in Gadaref will be in phase 3 (crisis) and 41% are in Phase 2 (stressed) phase (IPC,2023). While no recent data is available about the malnutrition situation in the State, and the last Sudan S3M in 2018, showed high GAM and SAM prevalence in Gadaref State and particularly in West Galabat Locality, the prevalence of GAM (19.78%) and SAM prevalence is (6.56%) and Gadaref Town GAM is (16.64%) and SAM is (4.64%) (S3M,2018). (Please find detailed information on both Gedaref and Kassala States as per the IPC Sudan Food Insecurity snapshot June 2024 to Feb 2025 [here](#)). Humanitarian actors and the Ministry of Health in the State are currently responding to a Cholera outbreak.

Kassala State, as well, remained stable since the outbreak of the war, and the State is accommodating 2% of total IDPs in Sudan, 266,611 IDPs as of the September IOM update. 78% of IDPs are accommodated within the host communities, 17% in rental houses, 4% in Schools and

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public spaces and 1% in open area (IOM,2024). The State was affected in July and August by localized flooding and an outbreak of Cholera.

Accordinging to the Food security IPC projection from October-23 to February-24 that 35% of population in Kassala will be in phase 3 (crisis) and 8% are in Phase 4 (Emergency) phase (IPC,2023). While according to the S3M of 2018, the prevalence of GAM in Kassala State is 9.4% and the prevalence of SAM is 1.63%, while in Hamashkoreib Locality, the GAM prevalence is 10.55% and SAM prevalence is 1.22.

No new Surveys data is available to describe the malnutrition situation now in Hamashkoreib locality and in West Galabat Locality and in Gadaref Town Locality to describe if any changes in the situation now since the last S3M in 2018. Therefore, the Sudan Nutrition Cluster has updated and listed several localities as priority localities for conducting SMART survey to provide recent data about the nutrition situation.

CARE operates in Gadaref and in Kassala State and has Health, Nutrition, WASH, CASH and protection activities in the 2 States in several Localities. CARE has been requested by the Sudan Nutrition Cluster to support in conducting 2 SMART surveys in West Galabat Locality and in Gadaref Town Locality and 1 SMART Survey in Kassala State in Hamashkoreib Locality.

### **2. Purpose and scope of the consultancy**

The purpose of the consultancy is to conduct 3 SMART Surveys, 2 in Gadaref State and 1 in Kassala State, in the 2 identified priority localities by the Sudan Nutrition Cluster for SMART Surveys; West Gallabat locality and Gedarif Municipality locality in Gadaref State and Hamashkoreib Locality in Kassala State. The survey must follow the Standardized Monitoring and Assessment of Relief and Transition (SMART) methodology in all steps. The survey must be Multi-indicator assessment to cover Nutrition indicators and Mortality rates: Anthropometric Measurement for assessing prevalence of SAM, MAM, GAM, , stunting and wasting for children from 6 -59 months, assessing the nutritional status of PLW nutritional status through MUAC, assessing knowledge and practices of IYCF. The survey should provide data about the situation of crude mortality rate and the under 5 mortality rates in the area, morbidities and health seeking behavior. Other indicators might be added if requested by the Nutrition Technical Working Group and by the State MoH, such as food diversification includes (PLW feeding, IYCF, and Dietary diversity including utilization of macro and Micronutrients). Desirable health practice including (ANC & PNC visits, using impregnated bed nets (IBN), seeking for sick child's treatment, coverage of EPI, TTT for pregnant women, etc.). WASH indicators including water resources and water treatment, hygiene practice including hand washing, open defecation, and using of latrine.

Scope of consultancy and main tasks for the consultant, for **each SMART Survey**: As advised by the Sudan National Nutrition Cluster, the International Survey Manager to work in Hand with National Survey manager. The international survey manager will provide remote support to the national managers and travel to Sudan may only be considered if visa process is completed on time.

The International Manager is expected to:

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- Prepare the survey protocol and share with CARE team (following the standard and advised Protocol templates and instruction and covering all areas and sections including sampling process). In addition to preparation of the Questionnaire and the data collection tools covering all the agreed indicators.
- Participate in the meeting to present the survey protocol to the NISTWG.
- Address the feedback of the NISTWG on the protocol, if any.
- With the National Survey Manager; to prepare the survey pre activities, selection and recruitment of the human resources required for the survey, for survey supervisor and enumerators, in coordination with CARE and with MOH.
- Prepare, questionnaires and setup software online on tablet devices.
- With the National survey manager, training of survey teams: the theoretically training and practical training, following the SMART standard training. Note: additional training days might me be added until high quality and accurate reading is ensured by the enumerators.
- With the National Survey manager and in coordination with CARE team, ensure to obtain all the required authorities approvals from MoH, Localities, Sudanese securities and HAC,...
- With the National Survey manager, ensure and follow with survey team to obtain the consents from community leaders and Households.
- With the National Survey manager Supervisor , to ensure the overall Data collection process, ensuring good daily quality, performing data check and plausibility check for all team and review and submitting final cleaned data at field level.
- Ensure covering all the agreed clusters and sample size and questionnaires according to the Survey protocol.
- Data processing, compiling, and analysis and interpretation.
- Prepare the final report and submitted to CARE after review and discussion.
- Participate in the Meeting with NITWG to present survey finding and results.
- Address any NITWG feedback on the final report and submit back to CARE team

### **3. Geographic focus**

The survey will cover 2 localities in Gadaref State:

- 1- West Al Galabat - Al Galabat Al Gharbyah – Kassab (the locality extends to 150 kilometers southern Gedarif state).
- 2- Gadaref Town or Madeinat Al Gedaref (Gedarif municipality is 15 Kilometer around Gedarif City). In the two localities, the consultant needs to travel and conduct supervision visits during the implementation period (whenever possible).

3. Hamashkoreib Locality in Kassala State.

### **4. Expected deliverables.**

The consultant is expected to deliver the following products:

#### **Phase 1:**

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- The Survey Protocols for the 2 surveys
- Data collection tools and the questionnaires for the survey. In addition to, the development the local calendar.
- Work plan with deliverables including training to key staff.
- Share all training materials and presentations.

**Phase 2:**

- Conducting the task as agreed on Phase 1
- Presentation of the report produced.
- Training report/summary

**Phase 3:**

- Share the software copies of the survey data for ENA and excel sheet.
- Share the preliminary report after the first week of data collection.
- Submit final survey report and all thee required attachment and all necessary documents for the 2 surveys after 3 weeks from the data collection.

**5. Timeframe**

The table below reflects all expected activities of contract/assignment to take place in [October - November 2024].

	Activity	Duration (Days)
<b>Preparation</b>	Survey protocol development - preparation of all data collection tools	5
	Recruitment of survey team	
	Submission of protocol for validation	1
	Presentation of protocol to TWG	1
	Meetings with Stakeholders and Obtaining Approvals from MoH, HAC and Security, community leaders	2
	Finalize training logistics	2
<b>Survey Training</b>	Training of survey teams	5
	Standardization test	

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	Pilot study	
<b>Data collection</b>	Data collection	6
	Plausibility checks	
	Data revision	
<b>Analysis and Reporting</b>	Data cleaning, analysis, and sharing the preliminary report.	2
	Report Writing	4
	Submitting the Report to CARE and the TWG	
	Incorporation feedback from TWG	1
	Submission of final report	1

## 6. Submission of proposal

The Consultant who meets the requirements below should submit a proposal, which should include the following:

- Cover letter describing how the consultant previous experience matches the consultancy objectives as well as the candidate’s interest for the consultancy. This letter should not be longer than one page.
- Technical proposal containing the interest and motivation of the consultant or firm, clear framework, methodology and approach, timeline/work plan, comments on the Terms of Reference (TOR), brief experience and profile of the consultant or firm, and any other relevant information regarding the specific assignment. A work plan for this assignment should be developed in relation to the methodology suggested by the consultant and the number of days set for this assignment. This technical proposal should not be longer than [4] pages.
- CVs, including detailed work experience and education.
- Financial Proposal. The consultant should estimate the cost and prepare a detailed budget to the key activities or phases in the work plan. Cost estimates may cover items including local transportation, professional fees, per diem and other expenses, payments for interviewers, data processors, and secretarial services, applicable tax, etc. This should be presented in a separate envelope and should indicate the breakdown of the proposed cost. The should aligned with the SMART Survey consultations fees.

## 7. Knowledge and experience of team

- Master’s degree in nutrition, public health, Medicine, Social Science, Statistic, or other related field. With Official certificate of SMART Survey Management
- Trackable previous experience in Nutrition Survey Implementation especially SMART Survey, tracker

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- More than 10 years experience in Nutrition programs including IYCF, CMAM, SBCC, and Nutrition sensitive.

### 8. Skills and qualifications

- ENA-smart software experience.
- Capacity building abilities.
- Data collection, processing & analysis.
- One of data analysis software (STAT, SPSS, R, etc.)
- Report writing.
- Team management.
- Communication skills

### 9. Selection/evaluation criteria

The selection committee will review all applications after the submission deadline. All applicants must meet the minimum requirements that described above. The following are the evaluation/selection criteria for the technical and financial proposals:

#### Technical

SN	Criteria	Points (100%)
1	Understanding of ToR	20
2	Methodology	20
3	Proposal presentation	30
4	Relevant experience, organization past performance in relevant job, and team composition	30
	Overall assessment	<b>100%</b>

#### Financial

SN	Criteria	Points (20%)
1	Budget realism and reasonableness	10% or 15%
2	Bottom line price analysis	5% or 10%
	Overall assessment	<b>20%</b>

Applicants should submit their technical proposal and financial proposal separately. The technical and financial proposals constitute 80% and 20% of the total evaluation score, respectively. The

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three firms/consultants with the highest technical points will have their financial proposals evaluated, and the bidder with the highest total of technical and financial scores (with their respective weights) will be selected. CARE Gedarif Office has the right to contact short listed and potential candidates to present their proposal to the team and negotiate on terms and conditions if required.

Interested candidates should reach out to Najat Ahmed via email on [najat.ahmed@care.org](mailto:najat.ahmed@care.org) to share their CVs and proposals as per this ToR.

**Bids must include the following:**

- Cover letter: stating candidate skill and experience suitable for the consultancy (max 1 page)
- Outline of evaluation framework and methods, proposed timeframe, work plan and budget (max 3 pages)
- CV and sample of similar assessments/research carried out previously.

All bids and proposals must be sent to:

[sdn.procurementtender@careinternational.onmicrosoft.co](mailto:sdn.procurementtender@careinternational.onmicrosoft.co) and Cc: [najat.ahmed@care.org](mailto:najat.ahmed@care.org).

More details: Please the following link for more information;

<https://www.sudanbid.com/jobview.php?id=2267&s=>

**CARE reserves the right to reject any and all non-responsive or otherwise unacceptable proposals.**