# **TOR for Conducting a vulnerability assessment**

# **Terms of Reference to Conduct vulnerability assessment to identify the most vulnerable children in need of the response to their protection concerns Sawakin, Sinkat, Haya and Dordaib localities and support referral and case management during the course of the SHF funded project, March 2023 SOF: 75202395 in Red Sea state**

### Background

The CP component comes along an integrated Health, WASH, Nutrition, and Education response that is planned to provide support or crisis affected populations in Dordieb, Haya, Sawakin, and Sinkat localities in Red Sea State. Through the child protection program, SCI will intervene with protection services and psychological (PSS) support for girls and boys in affected communities through the establishment of 4 mobile child-friendly spaces that will be operationalized by well-trained facilitators. The activities in the CFSs will be integrated with health and hygiene promotion activities to ensure a more holistic delivery of the services. To strengthen local protection systems, SCI will establish 6 CBCPNs and strengthen the capacities of 16 existing ones to prevent and respond to any child-related risks in time and strengthen the referral pathways.

### Purpose of the assessment

The planned vulnerability assessment is intended to inform the individual support response targeting process, which aims at reaching 200 most vulnerable children amongst the target communities of the four localities (50 children per locality).

### Objectives and key assessment questions

**Objective**: represents the output or what you want to accomplish with the assignment.

* What are the key threats and violations that are causing harm to children?
* Which children are most vulnerable to these threats and violations? What makes them vulnerable?
* Are there harmful and/or discriminatory cultural, social or gender norms and practices?
* How are children currently being protected? What government-led and/or community-based structures exist to respond to children’s protection needs and which children do not access these?
* Is there any service mapping and referral pathways in those communities and what is the understanding of actors to it.

### Scope of the assessment

### A child protection vulnerability analysis could help to define which children are most vulnerable in the specific context. Targeting will most likely require determination of risk levels to ensure those most in need of services, and supports are seen immediately. In the variety of contexts in which we work, examples of vulnerabilities could include:

### • Children who are experiencing violence, including sexual and gender-based violence

### • Children with disabilities

### • Children who have been abused or economically or sexually exploited (Children in strive families to access service)

### • Unaccompanied and separated children

### • Children involved in harmful work

### • Children associated with armed forces and groups

### • Orphans or other children with specific vulnerabilities

### • Victims of trafficking

### • Children on the Move

### • Children (girls and boys) who are married or at risk of early or forced marriage

### Vulnerabilities should be considered from the perspective of the socio-ecological framework:

### Individual characteristics, such as age, gender, physical, mental, intellectual or sensory impairments, membership of a minority group, displacement status, health & disability status, interpersonal relations, previous experience of violence and abuse, access to education.

### Family dynamics, such as care situation, family income & access to livelihoods, health/mental health of carers, child/family relationship, abuse within family, harmful coping mechanisms, access to basic services etc.

### Community dynamics, such as community protection mechanisms, norms around children and childhood and around women and girls, safety & security, community violence, population dynamics, discrimination within the community, lack of or inability to access basic services such as health care and school etc.

### Societal factors, such as strength of child protection system, conflict dynamics, social support services, child protection legal framework, gender inequalities at policy/legal level, inequalities, discrimination etc.

### Assessment design and methodology – Child participation is key

### Save the Children has developed a vulnerability analysis toolkit to support you with this analysis. This should especially be used if the CRSA has not taken all vulnerabilities into consideration or where a more localised analysis is required for the specific geographical area in which you are working.

### In humanitarian contexts, information from the Child Rights Situation Analysis should be supplemented with information on the impact of the humanitarian crisis on child protection concerns. At minimum, a Multi-sectoral Initial Rapid Assessment (MIRA) should be conducted. A Child Protection Rapid Assessment (CPRA) will provide more detailed analysis specifically of child protection needs in humanitarian settings.

### In compliance with Save the Children’s minimum standards, any child protection risk analysis should be disaggregated by sex as well as other contextually relevant factors. Gender norms, expectations and power relations translate into different protection needs for girls and boys.

### Information should be collected on physical, structural and attitudinal barriers faced by children with disabilities and their caregivers to accessing services, support and information and their root causes should be identified. Barriers may include:

### Discriminatory practices against girls with disabilities in obtaining reproductive health care (e.g., denial of information or services);

### Difficulty reaching services due to distance or lack of transport

### Inaccessible facilities (e.g., schools, hospitals or child-friendly spaces with stairs and no ramp, toilets that are not wheelchair-accessible);

### Prejudice, fear or excluding attitudes amongst community members, service providers, family members and case workers; Lack of suitable supplies for children with disabilities (e.g., appropriate-sized wheelchairs, crutches, hearing aids, etc.).

### Information for this vulnerability assessment can be gained from:

1. **Review** a general or rapid child protection needs assessments including desk reviews that may have already been conducted.
2. **Consultation** with key stakeholders, including children, families and communities, ensuring equitable and meaningful participation. Consultations should ensure equitable participation of different groups, such as boys, girls, women and men, including those with disabilities through Disabled Persons’ Organisations (DPOs).

### Organisation, roles and responsibilities

The country programme will have primary responsibility for completing the vulnerability analysis toolkit. This should be led by the Child Protection Advisor with the support of the Monitoring & Evaluation Advisor, in close collaboration with the relevant Response Team Leader or Area Manager, and with the oversight of the PDQ Director. A Core Team should also be formed with key staff members to take on different responsibilities for completing the VAT process. This team should include a member of the Core Team from your country programme’s most recent Child Rights Situation Analysis (CRSA) to ensure appropriate linkages are made, and to contribute effectively to the Country Strategic Planning process. (See further details on Core Team membership in the next Section). Technical support should be provided to this process through the backstopping system of the Humanitarian Technical Working Groups.

### Deliverables and timeline

In this section you should list the type of deliverables you are requesting as part of the needs assessment. List also the timing of each deliverable (e.g., in a certain week from the beginning of the assignment). You should also describe the format of each deliverable (e.g., maximum number of pages, word document, presentation). The key deliverables for a assessment could include:

| Deliverable | Format | Submission |
| --- | --- | --- |
| Inception report with data collection tools | *Word document, max 5 pages* | *N + 5 days/ 1 weeks* |
| Findings validation workshop | *E.g., audience, place and format if any* | *N + 15 days/ 3 weeks* |
| Draft report | *Word document, max 15 pages* | *N + 15 days/ 3 weeks* |
| Final report | *Word document, max 20 pages* | *N + 20 days/ 4 weeks* |
| Debrief | *E.g., audience, place and format as PPT* | *N + 25 days/ 5 weeks* |
| Presentation of key findings at workshops or required meetings | *E.g., audience, place and format of PPT* | *N + 30 days/ 6 weeks* |

*N=contract signature date*

If relevant, provide more information on the expected content and other relevant requirements of the deliverable:

1. Inception report/detailed work plan[[1]](#footnote-1) for the needs assessment to be approved by internal team leader;
2. Findings validation workshop;
3. Draft and final report(s)[[2]](#footnote-2), page limit, executive summary, including:

* Summary of main assessment findings from both desk and field research, including context and sector-specific problems, needs and risk analysis (to use in section 3.1.3 of e-Single form);
* Baseline for core pre-identified indicators, including SHF project predefined Key Outcome Indicators (KOI) and Key Results Indicators (KRI) and SC common approach indicators for the proposed sector(s);
* Beneficiaries estimation disaggregated per age, gender, vulnerability and location;
* Summary demonstrating how people with different age, gender and vulnerability have been consulted during needs assessment, as part of the proposed methodology;
* Summary of potential access and security risks, changes in the environment, attitudes of beneficiaries and other overall risks;
* (for Actions including cash and voucher assistance) summary of market assessment focusing on understanding how the market functions, or how it has been impacted by an event or crisis, prices and trends across the year, availability, supply chains and their functioning, including predictions about how prices, availability and access will develop in the future, and to inform decisions about whether or how to intervene (following MISMA guidance[[3]](#footnote-3)); and
* Overview of sector-specific existing services (e.g. health facilities and schools and its main features and gaps) and humanitarian and Governmental responses in target sector(s) and location(s).

1. Debrief; and
2. Presentation of key findings at workshops or required meetings.

### Ethics and child safeguarding

The consultant is obliged to conduct this assessment in an ethical manner making sure children are safe at all times. The consultant should seek the views of various stakeholders, including children. Efforts should be made to make the research process child-centred and sensitive to gender and inclusion. The consultant must respect the rights and dignity of participants as well as comply with relevant ethical standards and SC’s Child Safeguarding Policy and Code of Conduct. The research must ensure a voluntary, safe and non-discriminatory participation and a process of free and un-coerced consent. Informed consent of each person (including children) participating in data collection should be documented.

### Submission of Proposals

The application includes the following requirements

1. Submit Cover Letter,
2. CV of the firm or individual including reference details of previous clients,
3. Sample of previous work in similar consultancy work (assessment/survey/baseline assessment). It can be a part of the CV,
4. Separate financial proposal containing consultancy fees/costs and other costs if planned,
5. Technical proposal to conduct the vulnerability assessment, and should include:

* Show a thorough understanding of this term of reference,
* Plan for the assessment information to be collected (detailed timeframe, including dates for submission of first draft and final report etc...),
* Proposed methodologies appropriate given the objective of the assessment,
* include a description of how to approach the data gathering methods and how to approach sampling,
* Ensure demonstration of previous experience in conducting quantitative and qualitative assessment approaches, with inclusivity, gender equality and non-discrimination during conduction of the assessment.
* Ensure usage of approaches that will consider protection children, ethics and use of principles throughout the design, data collection phases, targeting and the reporting
* Consultancy team members involved in the assessment process, if any, and their CVs.
* And examples of similar assessment report written by the consultant, if possible.

### Qualification and experience required

The consultancy and his/her team should be a multi-disciplinary to ensure covering the following skills:

* Remarkable experience in conducting assessments, studies, surveys or with skills that in line with programme monitoring and evaluation capabilities in related fields,
* Familiar with quantitative and qualitative studying and assessment approaches,
* Have experience on collection and analysis of data from small-scale sample of an assessment and desk review, key informant interviews and focused group discussions,
* Knowledge of right based approach, gender equality, child rights and
* Have experience in research on programmes with children and vulnerable groups
* Good writing and speaking skills in English and Arabic languages.
* Familiar with participatory approaches and having strong participatory techniques and experience,
* Having background of Social Sciences or related fields is adding more value,
* Should mention previous works in relation to quality assessment processes in the proposal and give reference to previous clients.
* Technical competence in child protection area of responsibility in any setting and at least 5 years' experience in child protection prevention and response.
* Local language competencies and strong communication skills,
* Has good understanding of international and national child protection instruments,
* Have background on the country context regarding the situation of children.

### Budget/ resources

The applicant should provide detailed budget and resource needed to conduct this assessment so Save the Children can clearly understand the requirement to conduct this assignment and if there are any other resources and logistics needed.

### Payment terms

As usal SCI pays, if the consultant will be paid in several instalments, (e.g., 30% upon signing contract and submission of inception report along with data collection tools, 30% upon submission of draft report, 40% upon submission of approved final report).

### Application process

If you have experience of working in a similar capacity, meet the above profile and want to apply, please submit your proposal including your financial proposal and documents to: Yousra Mahmoud via email: [Yousra.Mahmoud@savethechildren.org](mailto:Yousra.Mahmoud@savethechildren.org) before 4:00 pm of Thursday 16th March 2023.

1. The inception report should be delivered to SC after an initial meeting and literature review have taken place. The inception report should be brief and include a detailed work plan and timeline with key milestones, detailed research methodology and the draft data collection tools, and, if relevant, a detailed financial breakdown. [↑](#footnote-ref-1)
2. Other elements that are usually part of the final assessment report are: Front page with the title of the research, date and authors of the report, Executive summary (3-4 pages) that presents the key points of the different sections, Background, Methodology and limitations, Findings, Conclusions and recommendations, Relevant annexes (List of people interviewed or consulted, Bibliography of the documents reviewed, Row data including copies of all Excel files / databases used for data analysis). [↑](#footnote-ref-2)
3. CaLP (14 November 2018) Minimum standard for market analysis (MISMA). Available at: <http://www.cashlearning.org/resources/library/1263-minimum-standard-for-market-analysis-misma?keywords=needs+assessment&region=all&country=all&year=all&organisation=all&sector=all&modality=all&language=all&payment_method=all&document_type=all&searched=1> [↑](#footnote-ref-3)