**DRC**

**Terms of Reference (TOR)**

**for**

***Stakeholder Analysis and Services Mapping in Nertiti and Um Dukhun Localities, central Darfur***

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# Who is the Danish Refugee Council?

Founded in 1956, the Danish Refugee Council (DRC) is a leading international NGO and one of the few with a specific expertise in forced displacement. Active in 40 countries with 9,000 employees and supported by 7,500 volunteers, DRC protects, advocates, and builds sustainable futures for refugees and other displacement affected people and communities. DRC works during displacement at all stages: In the acute crisis, in displacement, when settling and integrating in a new place, or upon return. DRC provides protection and life-saving humanitarian assistance; supports displaced persons in becoming self-reliant and included into hosting societies; and works with civil society and responsible authorities to promote protection of rights and peaceful coexistence.

DRC Sudan country programme was established in 2004, initially responding to conflict in the Jebel Mara region of Darfur. Today, DRC continues to respond to both acute and protracted humanitarian needs across 8 localities in Central Darfur State via five base offices, as well as in Um Dukhun in South Darfur and in Khartoum, the capital where the country office is located. In the East of Sudan, DRC works through a consortium partner in Kassala and Gedaref states. The country programme focuses on three sectors: Protection, Economic Recovery, and Safer Communities.

DRC Sudan and key stakeholders are initiating building résilience towards durable solutions programme in central darfur. The country programme seeks to hire an external consultant to carry out services mapping and stakeholder analyses in Nertiti and Um Dukhun localities to inform the community action planning process.

# Purpose of the consultancy

The Danish Refugee Council based in Sudan seeks proposals from consultants to conduct services mapping and stakeholder analysis in central Darfur with a focus on Nertiti and Um Dukhun localities. The purpose is to profile key stakeholder actors in Nertiti and Um Dukhun localities, map out services currently available and accessible to people of concern. It will also identify gaps in services delivery in the two localities. The assessment will identify stakeholders, areas of service delivery, type and nature of services being provided and respective stakeholder dynamics in the delivery of critical services plus their interests.

# Background

DRC has been working in Central Darfur since 2004 with programmes focusing mainly on community-based protection. Besides this, DRC implements food security and livelihoods programmes as well as emergency shelter and distribution of non-food items (NFIs).

The Danish Refugee Council, with other key stakeholders have collaboratively developed a new project focused on sustainably building community resilience and supporting mixed-status populations in reducing aid dependency and facilitate pathways to durable solutions in central Darfur. Whilst the project primarily focuses on IDP solutions, the proposed area-based implementation approaches implies communities take a central role, and actively participate in identifying issues, prioritize them and inform key response strategies to address the issues at hand. This commitment is emphasized through a collaborative approach with key stakeholders to have an initial phase of evidence gathering, community engagement, and mobilization where the identification and consideration of all relevant stakeholder groups is a dedicated component of the project’s participatory design.

# Objective of the consultancy

The purpose of this consultancy is to:

The main purpose is to profile key stakeholder actors in Nertiti and Um Dukhun localities, map out services currently available and accessible to people of concern. The assessment will identify stakeholders, areas of service delivery, type and nature of services being provided and respective stakeholder dynamics in the delivery of critical services plus their interests. It will further facilitate identification of existing gaps in service delivery to inform broadly any response strategy; and specifically, project planning and implementation plus management processes.

The consultant will be required to

1. Identify and map out key stakeholders involved in service delivery in various fields/sectors (i.e market systems development, Food security & livelihoods, natural resource management, social cohesion, peace building, education, health, WASH etc.) ; understand the local dynamics in services delivery and how they relate with each other; and the associated risks and opportunities they present to build resilience towards durable solutions.
2. Map out environmental variables impacting target populations, including access constraints to these services for different vulnerable population groups
3. Collect evidence-based data per proposed project location (Nertiti & Um Dukhun localities), the existing services at community and locality level, and the likely convergences with durable solutions project initiatives.
4. Conduct community engagement meetings and identify priority issues to feed into realistic community driven durable solutions actions at respective project locations

# Scope of work and Methodology

The Consultant will be required to prepare a detailed methodology and work plan indicating how

he/she intends to execute the task to deliver on the expected objectives of this assignment, and any possible support required from DRC.

The mixed method approach, heavy on community engagement and stakeholder participation is proposed for the assignment. This methodological approach is preferred as it permits detailed interrogation of both primary and secondary data sources, and triangulation of information from multiple sources to enrich the report. The data collection tools tobe used shall include but are not limited to; key informant interviews, focus group discussions, secondary document review, in-depth interviews, observations and photography etc.

**Scope of work**

The details of work will include but not limited to the following;

* Review of relevant documents, reports and any studies done in service delivery in central Darfur
* Develop/design qualitative tools, checklists, and templates for community engagement, including interactions with various target stakeholders, interest groups and local authorities at various levels in Nertiti and Um Dukhun localities in central Darfur.
* Share a clear community mobilization plan to ensure all key stakeholders are involved and actively engaged.
* Training of the field data collection teams
* Undertake field data collection in respective project locations.
* Data analysis based on agreed criteria with the MEAL Team
* Preliminary findings presentation: Make a presentation to the project Management Unit based on the preliminary findings from the draft report.
* Final Report: Submit a hard and softcopy of final report to Project management unit having incorporated all comments from various stakeholders.

# Deliverables

The Consultant will submit the following deliverables as mentioned below:

| **Phase** | **Expected deliverables** | **Indicative description tasks** | **Maximum expected timeframe** |
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| **Phase 1**  **Review** | Presentation of an inception report | * Outline a detailed methodology for the assignment and secondary data sources. * drafting of tools for data collection * Clearly indicate opportunities and potential challenges envisaged in the undertaking the assignment * Detailed plan with clear processes for data collection | **5 working days** |
| **Phase 2**  **Analysis** | Intermediate/Draft report | * Data collection, Working meetings, discussions, field visit * Drafting of report findings * Validation meetings and workshops | **20 working days** |
| **Phase 3**  **Reporting** | **Final report** | * High-quality and well synthesized stakeholder and services mapping report, highlighting the services being provided ; and the key actors and their roles in service delivery in Nertiti and Um Dukhun localities in Central Darfur for displacements affected communities. | **10 working days** |

The Consultant will provide the documentation

1. TOR (term of reference)
2. RFP (Request for Proposal)
3. NDA (Consultant Confidentiality and Non-disclosure Agreement (NDA)
4. TBF (Technical Bid Form)
5. FBF (Financial Bid Form)
6. CDF (Consultant Declaration Form)
7. Consultancy Contract

# Duration, timeline, and payment

The assessment is estimated to take/last 35 calendar days from date of final signing of the contract agreement.

The consultant should be prepared to complete the assignment no later than ***15th May 2023***

# Proposed Composition of Team

* Team Leader
* Assistant Team leaders
* Data Analysist
* Quality control

# Eligibility, qualification, and experience required

## Essential:

* At least 5 years’ experience with expert knowledge and experience in conducting stakeholder analysis and baseline assessments in a conflict sensitive context in Sudan.
* Proven capacity to train and supervise assessment teams, data collectors and data supervisors; including development of assessment tools, data collection, data management and analysis.
* Experience to support and supervise data collection in hard-to-reach conflict affected areas;
* Experience of assessments through systematic community consultations using various participatory approaches and tools;
* Good understanding of the government bureaucracy and service delivery systems in Sudan
* Politically and culturally sensitive with qualities of patience, tact and diplomacy
* Fluency in English and Arabic, both verbal and written;
* Ability to write clear and effective reports;

- The capacity and willingness to be extremely flexible and accommodating in difficult working circumstances.

* **Eligibility**:
  + The consultant has the authorisation to work in ***Sudan***
* **Qualification**:
  + Minimum master degree in either Development studies, political science or social sciences
* **Experience**:
  + At least 5 years’ experience with expert knowledge and proven capacity in conducting stakeholder analysis and baseline assessments in a conflict sensitive context in Sudan.
  + Capacity to train and supervise assessment teams, data collectors and data supervisors; including development of assessment tools, data collection, data management and analysis.
  + Experience to support and supervise data collection in hard-to-reach conflict affected areas;
  + Experience of assessments through systematic community consultations using various participatory approaches and tools;
* **Skills and knowledge**:
  + A solid understanding of *country’s cultural/economic* context
  + Good understanding of the government bureaucracy and service delivery systems in Sudan
  + Politically and culturally sensitive with qualities of patience, tact and diplomacy
  + Ability to write clear and well structured reports.
* **Language requirements**:

Fluency in English and Arabic, both verbal and written;

# Technical supervision

The selected consultant will work under the supervision of:

* + ***Henry Aleko***
  + ***Durable Solutions Chief of Party***
  + [***henry.aleko@drc.ngo***](mailto:henry.aleko@drc.ngo)

# Location and support

The Consultant will provide her/his own computer and mobile telephone

# Travel

Consultancy will be base in Darfur, The Consultant will therefore be expected to arrange transportation, accommodation, insurance, food and to make adequate provision in the Financial Proposal, this is going to be a central Darfur based task/consultancy!

# Submission process

Refer to the RFP RFP-SDN-KRT-2023-002 -– Provision of Consultancy service form a consultant to conduct conflict sensitivity analysis. Clause IV. Submission of bids

# Evaluation of bids

Please refer to RFP-SDN-KRT-2023-002 – Provision of Consultancy service form a consultant to conduct conflict sensitivity analysis clause III

Only those shortlisted will be contacted for an interview with the panel to ensure their understanding of the consultancy services.