**TERMS OF REFERENCE FOR Consultancy for**

**Conducting of Rapid Needs Assessment**

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| **Organization** | Plan International Sudan |
| **Consultancy Title** | Conduction of Needs Assessment for ECHO proposal |
| **Location** | Khartoum, North Darfur and Kassala States |
| **Task Type** | Rapid Needs Assessment |
| **Task duration** | 7 days after signing the contract |
| **Local Partners engages in the project** | **Authorities:**   * In targeted states   **Civil Society Organization – CSOs:**   1. Plan International Sudan- Program Area 2. HAC 3. Local NGO 4. CBOs |

1. **Introduction to Plan International Sudan**

Plan International is an independent development and humanitarian organization that advances children's rights and equality for girls. In Sudan, Plan International has been working for more than 40 years, building powerful partnerships with and for children in over 300 communities in White Nile, Kassala, North Kordofan and North Darfur. In South Kordofan, Gedarif, East and West Darfur, projects are implemented through partner organizations.

Plan International Sudan is implementing its new Country Strategy which covers the five-year period from June 2018 to May 2022. The strategy will guide Plan’s work for the 5 years in line with the government of Sudan’s development, the Sustainable Development Goals, and the child rights agenda with specific focus on the rights of girls and excluded groups. Our overarching ***goal*** is to ensure that “Vulnerable children and youth are able to realize their full potential within protective and resilient communities which respect and promote girls’ equality”. This will be achieved through five strategic

1. Vulnerable Children 6-14 years particularly girls and young women complete quality gender responsive and inclusive formal and non-formal basic education to succeed in life.
2. Vulnerable Young people particularly young women (15-35 years old) are able to decide on their lives and lead in economic, social and civic life of their communities.
3. Vulnerable children particularly girls and young women live in communities free from all forms of violence, traditional harmful practices and gender discrimination and are able to take decisions on their lives.
4. Vulnerable children particularly girls 0- 5 years grow up equally valued and cared for to thrive in communities and societies that respect child rights and equality.
5. Vulnerable children, especially girls, live in resilient communities and have free and safe access to life-saving services during and after natural disasters and conflicts.

The objectives are utilizing the community and individual level mobilization to promote the attitudinal and behavioral changes which are required to support transformational change for the improvement in the child rights and gender equality situation in Sudan.

We aim to strengthen the capacity of communities, children and youth to lead their own development, and to this end we will support civil society and local organizations to monitor and support the implementation of policies and laws that create a conducive environment for the attainment of child rights, particularly those that pertain to girls and young women.

1. **Background and overview**

Now a days, Sudan face a different types of humanitarian needs, in the second quarter of 2020 people suffered from large-scale floods that caused on new displacement, a large scale of displacement happened for more than 2,55 million IDPs from conflict in Darfur. ” UNOCHA”.

According to UNHCR, the number of Ethiopian refugees streaming into eastern Sudan has now surpassed 40,000 since the crisis began, with more than 5,000 women, children and men fleeing the ongoing fighting in the Tigray region over the weekend.

Based on the ECHO information, regarding nutrition and FSL, 16% of children under 5 suffer from Global Acute Malnutrition - Severe Acute Malnutrition rate is 4.4% and 9,6 million people acutely food

insecure in 2020, moreover, many epidemics happened such as Covid-19, malaria, polio, chikungunya, RVF, VHF.

1. **Overview of the Baseline survey:**

**Objective of the Assessment**

The objectives of the Rapid Needs Assessment-

1. To establish good understanding of gaps in social services (nutrition, FSL, Protection WASH, shelter) and current urgent needs.
2. Protection Risks facing beneficiaries (especially girls, boys, young people and women).
3. Recommendations on urgent current needs that could be prioritized.

**Scope of the Study**

The Rapid Needs Assessment Study shall cover all targeted states and localities in Khartoum, North Darfur and Kassala States The data collection should be obtained from girls and boys at different ages, Women & Men, young people and from other related stakeholders including government, NGOs and UN agencies.

**Approach and Methodology**

The consultant must outline clearly on how the rapid needs assessment be conducted. What assessment tools will be used and what stakeholders will consulted/involved. The consultant must demonstrate capacity to use diverse and participatory tools including but not limited to desk review, interviews, key informant interviews, focus group discussion.

The consultant should be committed to ensuring that the rights of those participating in data collection or analysis are respected and protected, in accordance with Ethical MERL Framework and Plan International Global Policy on Safeguarding Children and Young People.

Plan International Sudan retains intellectual property rights to the data and materials produced under this assignment and the consultant will do everything necessary to give effect to this assignment.

The consult should factor-in the various sections embodied in Plan International Rapid Onset Emergency Assessment Form to designed assessment tool.

**Timelines**

During the whole period of the assignment, follow up meetings will be held between the consultant firm and Plan International Sudan focal points to tackle any field problems anticipated in order addressed it beforehand. The proposed detailed workplan to undertake this assessment is based on below tentative schedule:-

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| **Issue** | **Timeframe** |
| An inception report highlighting operational methodology, templates for assessment, teams, **detailed cost** for assessment etc plus detailed work plan. Completion of contract. | 2days |
| Data collection and field work | 5 days after inception report approval |
| Final Rapid Aassessment Report | 3 days |
| Total | **10 days** |

**Plan International Sudan provisions to the consultant:**

* Provision of documents related to the assessment that are requested by the consultant.
* Provide linkages to relevant resources and information available.
* Facilitate Any necessary approval of the assessment with relevant local authorities in the state.
* Provide financial support to the consultant on time based on signed contract agreement.
* Ensure the consultant and the working team understand the safeguarding policy and code of conduct.
* Ensure consent forms are available and used by the working teams.
* Ensure the MERL ethics guidelines are in place and considered by the working team.

1. **Deliverables and Outputs:**

Below are the expected deliverables by the consultant based on close consultation with the Project Manager:

* An inception report highlighting methodology, detailed work plan, templates for assessment, assessment teams, etc as well as the **budget** to be **reviewed and approved** by Plan International Sudan in dialogue with Plan international Spain.
* Conduct a desk review of key relevant documents and literature (both internal and external) to have clear understanding of the contextual framework.
* Provide final version of data collection tools, methodology and analysis.
* Carry out and administer data collection and analysis for reporting
* A draft report in English with rounds of feedbacks with from Plan International Sudan should be expected.
* Final assessment report should also be submitted in electronic version incorporating the main benchmarks, recommendations and finding on existing programs.
* Provide a copy of the row data either soft or hard for documentation or further analysis if needed.

1. **Expertise and Experience of the Consultant**

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

* Track-record of previous high-quality assessments and mappings experience, including using participatory approaches particular in the areas of protection and social norms.
* Familiar with participatory approaches and having strong participatory methodology and experience,
* Experience in carrying out similar assessment/research.
* Have a minimum of a BSC degree in the fields of Social Sciences or any other related fields,
* Know how to undertake desk reviews, as well as rapid assessments, qualitative and quantitative data collection & or evaluations,
* Technical competence in child protection and community development**,**
* Have solid understanding of the situation of the country, local context and the ongoing changes.
* Aware of gender equality, gender transformations and responsive programming
* Excellent communication skills (written and oral) in English and Arabic/local language.
* Proven ability to publish concise, focused, and easily understandable research/studies and assessment reports.

1. **Application Process & Requirements**

Interested Consultant must submit the following documents:

1. **Cover Letter,**
2. **CV of the firm and the survey team members** that will be involved in the assessment.
3. Sample of previous work in similar consultancy work (assessment/survey/baseline assessment). It can be a part of the CV,
4. **Technical proposal** to conduct the assessment which reflects on the following:-

* 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),
* 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,
* How assessment tools will be developed.
* Final report.

1. **Tentative financial proposal (budget) containing:**

* consultancy fees/costs,
* field data collection expenses broken down by team members, number of days, fees per team member according to the level of involvement and number of days required from each,
* travel, communication (internet, mobile credit) and administrative expenses,
* any other related costs and required for the proper conduction of the survey,
* Plan will cover the cost of meeting for presentation and validation of the results.
* In case of institution paying VAT you should include it in financial budget.

**Applications**

Applications to be submitted together with the proposal including your financial proposal and documents in a sealed envelope on or **before 4:30 pm of Thursday January 3rd 2021** to operations Department at: Plan International Sudan, The Nile Tower, Fourth Floor/ Block 10, Building #20, Street 63/, Alimtedad, East Khartoum/ The envelop must be marked with the title of the assignment. So, you can submit your detailed proposal to Ahmed Mohamed Ibrahim – Procurement Specialist via his email [Ahmed.Ibrahim@plan-international.org](mailto:Ahmed.Ibrahim@plan-international.org)​ with copy to Osman Adam Abdelkarim, Program Lead – Child Protection in his email: [osman.abdelkarim@plan-international.org](mailto:osman.abdelkarim@plan-international.org). Kindly note that the closing date of submission above and please.

1. **Ethical Considerations**

* The study objectives should be clearly explained to all the respondents of the study before gathering data from them.
* No one will be forced to provide information for the study.
* The Study team will be abstained from collecting data from those who will deny or show any kind of disinterest in providing information.
* As a minimum, the interviewer should sign that consent has been provided before collecting data and oral/verbal consent of the respondents would be considered.
* The study team will be highly committed to the respondents to keep the privacy of their information and source of data and put heartiest endeavor to be unbiased in collecting data.
* The study report will not reveal the identity of the respondents.
* The collection and analysis should be in line with the Framework for ethical Monitoring, Evaluation, Research and learning (MERL) guidelines.

1. **Safeguarding Children and Young People Policy (SCYPP)**

The firm/individual shall sign and comply with Plan’s Safeguarding children and Young People Policy of and any violation /deviation in complying with Plan’s SCYPP will not only result-in termination of the agreement but also Plan will initiate appropriate action in order to make good the damages/losses caused due to non-compliance to the policy.

1. **Bindings**

All documents, papers and data produced during the assessment are to be treated as Plan’s property and restricted for public use. The contracted agency/consultant will submit all original documents, materials and data to Plan International Sudan in the Country office.

1. **Disclaimer**

Plan International Sudan reserves the right to accept or reject any or all proposals without assigning any reason what so ever.

**Annexes to be given to successful candidate:**

1. Plan International’s Safeguarding Children and Youth People Policy – for adherence
2. Plan International’s Research Policy and Standards – as guidance