**World Vision Sudan**

**Multi-Sectoral Humanitarian Needs Assessment in South Kordofan**

**Terms of Reference (ToR)**

**November 2022**

**1.0 Background**

World Vision (WV) Sudan has worked with the children of Sudan, their families and communities since 2004 through a variety of emergency and rehabilitative programming to address the emergency needs of the communities while addressing some of the underlying causes of vulnerability in those same communities. The strategic aim of WV Sudan is to develop and implement high-quality projects that address the emergency, rehabilitation and development needs in a demand-driven and responsive manner. The overall goal of WV Sudan is to contribute to the well-being of 2.1 million most vulnerable children in Sudan by 2025. Currently, WV Sudan is implementing projects across South Darfur, East Darfur, the Blue Nile and South Kordofan States-with different interventions, including; food assistance, health and nutrition, water sanitation and hygiene, protection, food security and livelihoods. In the long run, the program aims to tackle the three tracks of development, in a holistic manner that is transformational development; disaster/emergency relief and advocacy, considering child well-being issues.

However, the aftermath of the political transition in Sudan has continued to be characterized by worsening humanitarian needs. Localized armed clashes, intercommunal violence, displacements, climatic shocks and hazards, disease outbreaks that disrupted the vulnerable household livelihoods and aggravated food insecurity, malnutrition and protection risks have continued to exacerbate the situation. In addition, the country is facing a deepening economic crisis due to the socio-economic impacts of the COVID-19 pandemic and political instability. Therefore, WV Sudan has planned to conduct a multi-sectoral humanitarian needs assessment in the South Kordofan State to understand the current humanitarian situation better. The assessment results will identify the specific needs and priorities of the communities. Moreover, the results will be used to design new projects informed by the ongoing operational analysis.

**1.1 Specific objectives**

The specific objectives of the assessment include.

1. To identify the priority needs of the affected communities in relation to health and nutrition, water sanitation and hygiene, food security and livelihoods and protection, among others.
2. To identify possible risks (e.g., environmental risks, etc.) associated with the communities by addressing the needs or risks associated with not providing the needs during this crisis.
3. To assess the existing opportunities, capacity among the communities and functioning of the local market in the targeted locations.

**1.2 Scope of assessment**

The multi-sectoral humanitarian needs assessment shall cover 4 localities in South Kordofan (Table 1). The key thematic areas of the assessment shall include; health and nutrition, water sanitation and hygiene, food security, education, gender and protection and livelihoods, among others. Besides, a rapid assessment of markets will also be conducted.

**Table 1: Target assessment of localities**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| State | Locality | Village/camp | Community type | Households | Population |
| South Kordofan | Kadiguli  | Tafary, Garalhajar, Kulba, Algardod, Alsama (IDPs) | Vulnerable host community, IDPs, Refugees  | 26,374 | 158,245 |
| Dilling | Alnela, Alfersaia, Nuralhuda(IDPs & HC), Altokma, Eldein (IDPs & HC), Dilling Kanyar (IDPs) | Vulnerable host communities and IDPs | 38,564 | 231,387 |
| Abu Jubihia | Algardod, Alkor, Kunjara, Almadares, Alrahmania | Vulnerable host community, IDPs, Refugees and Returnees  | 33,666 | 201,992 |
| Abukershola | Alfaid, Umbrimbita, Umbir, Abukershola town (IDPs)  | Vulnerable host communities and IDPs | 18,145 | 108,869 |

**2.0 Methodology**

A cross-sectional mixed method design shall be used during the multi-sectoral needs assessment. Both quantitative and qualitative primary and secondary data will be collected. Quantitative data collection will be collected using a household questionnaire administered to a sample of households and the Health and Nutrition structures involved including PHCs. Qualitative data will be collected using structured key informant interviews, focus group discussions and review of secondary sources of data. The collection tools (household survey questionnaire, Services availability, and readiness assessment, focus group discussion and key informant interview guides) have been developed (Annex 1). WV Sudan will deploy the questionnaires on smartphones with the GPS function to support the geo-referencing of the survey locations and spatial analysis.

**2.1 Sampling strategy**

Probabilistic and non-probabilistic sampling methods will be used to determine the sample size. The two-stage cluster sampling technique shall be adopted in quantitative data collection. In contrast, the purposive sampling technique shall be used in the case of key informant interviews and focus group discussions.

**2.2 Data collection**

The two-stage cluster sampling technique shall be used to determine the sample size. Typically, cluster sampling at the first stage uses a sample size of interviews from each catchment area (CA) which is an equivalent of a village/community. This assessment will collect data from 4 localities in the state. At the second stage, proportionate random sampling technique will be employed to identify the households to participate in the assessment from every community according to their population size. This is aimed at ensuring that each household has an equal chance of being included in the sample

**Table 2: Sample distribution**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| State | Locality | Village/camp | Households | Sample HH Survey | Focus group discussion | Key informants |
| South Kordofan | Kadguli  | Kadiguli  | Tafary, Alsama (IDPs) North | 90 | Community and faith leaders, women groups, youth groups | Experts from line ministries  |
| Dilling | Dilling | Altokma, Dilling Kanyar (IDPs) | 90 | Community and faith leaders, women groups, youth groups | Experts from line ministries  |
| Abu Jubihia | Abujubihia | Algardod, Alkor, Almadares,  | 90 | Community and faith leaders, women groups, youth groups | Experts from line ministries  |
| Abukershola | Abukershola | Alfaid, Abukershola town (IDPs)  | 90 | Community and faith leaders, women groups, youth groups | Experts from line ministries  |
| Overall |  | 360 HHs |  |  |

**2.3 Data collection**

The following are key data collection methods that will be employed;

**2.3.1 Quantitative data collection**

A team of enumerators shall administer a semi-structured survey questionnaire. The data collection tools have been designed with technical input from the Sector Managers. The tools will be pre-tested before the actual data collection. Pre-testing will facilitate fine-tuning the tools to ensure relevance, consistency, completeness and coherency of all the questions in the tool.

**2.3.2 Qualitative data collection**

**Document review:** Document reviews will be done to collect secondary data. The key reports to be reviewed include; WFP food security situation reports, IPC classifications, market monitoring reports and any relevant situational reports from secondary sources.

**Focus group discussions:** At least 8 focus group discussions will be conducted. This will help to authenticate the quantitative data on the key thematic areas. The purposive sampling technique will be used to identify the focus group discussion participants. This will be based on the fact that the target groups will provide in-depth information on the subject matter. Each focus group discussion will not constitute more than 12 participants for ease of moderation and management and in compliance with COVID-19 standard operating procedures.

**Key informant interviews:** The key informant interview guides will be used to get in-depth information from partners and state officials identified in the assessment locations.

**2.4 Data collection team**

WV Sudan will recruit a team of 12 enumerators to undertake the assessment data collection. The enumerators will conduct both household surveys and focus group discussions for 5 days. The WV Sudan MEAL staff will support the key informant interviews. The enumerators will undergo 1 or 2 days of training focusing on data collection techniques, mastery of data collection tools. In addition, the enumerators will be briefed about the objectives of the assessment, how to identify the appropriate respondents. Emphasis will be put on research ethics, accuracy, completeness, building rapport and observance of the appropriate COVID-19 standard operating procedures in data collection.

**2.5 Data analysis and presentation**

The survey data will be downloaded from Kobo mobile data collection server in Comma Separated Value (CSV) format. Data processing and analysis will be undertaken using the Statistical Package for Social Scientists (SPSS) and ArcGIS software. In particular, descriptive statistical analysis will be conducted for the quantitative data. The thematic and contextual analysis will be used to establish relationships in the case of qualitative data obtained from key informant interviews, focus group discussions and unstructured interviews. In addition, Geographical Information Systems (GIS) solution using ArcGIS software will be applied to perform spatial analysis and spatial visualization of the key findings. Data will be presented in the form of graphs, tables and maps.

**2.6 Quality assurance control**

**Quality assurance:** To ensure quality, all questionnaires will be cross-checked by the interviewers before leaving the interview sites; the MEAL team will conduct a second-level review of sampled questionnaires. The final review will be conducted daily on the data downloaded from the Kobo server. Appropriate checks will be put in place to ensure that respondents provide all information on different information needs; thus, data collection tools will be designed to pick data from respondents on the key thematic areas.

**Quality check and validation:** Data quality check will be done at four levels: designing of tools, sampling, data collection and data analysis. Mobile phones have functions that help control any wrongly entered information, e.g., skip patterns, expected information for expected age groups, coordinates, etc. Refining the study instruments, including questionnaires, checklists and any other guides, will be conducted. The enumerators will be trained on data collection tools and the methodological approach to be adopted. The use of smartphones for data collection will significantly improve the efficiency of data collection.

**2.7 Ethical considerations**

Participation in the assessment shall be voluntary and verbal consent will be sought from all respondents before they are interviewed. Also, signed consent forms will be sought for the use of respondent’s photos that are deemed useful to form part of the report. Although respondents will be encouraged to participate, they will be free to turn down the invitation if they so wish. All information collected will be treated as confidential and will be for use for its intended purpose only. Each respondent’s interview will be conducted comfortably where they can speak openly and honestly. Interviews will thus be conducted in the respondent’s home and in a private area or done at another location of the interviewee’s preference.

**Time Duration**

The consultant is expected to complete the work within 16 days starting from the date the contract is signed between World Vision Sudan and the consultant. The actual dates for the multi-sectoral assessment will be determined at the time of signing the contract.

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| --- | --- | --- |
| **Responsible**  | **Activity** | **Time line** |
| * State Lead and MEAL Coordinator to identify suitable enumerators
 | Identification of enumeratorsWVS will identify a group of graduate casual wage workers to conduct the MSNA in the field.  | 24th – 27th Nov 2022 |
| * Consultant, MEAL Manager and MEAL Coordinator ensures training is done
 | Training of enumerators and Inception report WV responsible for sharing all relevant documents and arranging for meetings with key staff and stakeholdersConsultant prepare interview schedule plan and inception report production | 28th to 29th Nov 2022 |
| * Consultant
 | Data collection WV responsible for logistic and arranging for meetings with beneficiaries and stakeholdersConsultant should lead data collection process in the state | 30th Nov to 5th Dec 2022 |
| * Consultant Works on SPSS for Analysis
 | Data Entering and analysis   | 6th – 8th  Dec 2022 |
| * Consultant to submit the first draft of report
 | Report writing and Submission of draft report to WVI WVI to revise and send comments on the report to be considered and incorporated by consultant and send a clean report after 2 days of receiving the comment | 9th - 13th Dec 2022 |

## **Proposed Timeline**

The final report should be submitted to WV by 15th December 2022. Any delays in delivery should be communicated with WV as soon as possible, as WV has obligations to meet in terms of timely programming and donor reporting.

**Phase 1: Planning and Inception**

The consultant will be expected to conduct a desk review of relevant program documents and secondary data in order to provide a detailed study plan in the form of an inception report. Additionally, they will be expected to use data collection tools in line with the project documents

**Phase 2: Data Collection, Management and Cleaning**

Upon agreement of the study plan and tools, WV will initiate selection of enumerators and consultant will provide training for enumerators and field testing or piloting of the tools. They will manage the data collection process, including processes to ensure data quality, and any issues that arise during data collection, which may include data quality or methodological concerns, logistical challenges, etc. The consultant will be expected to provide WV with updates on the data collection process upon request. The data collection process is expected to be completed by 5th Dec 2022.

**Phase 3: Data Analysis, Report Writing and Review**

Upon the completion of data collection, the consultant will clean and analyse the data. The draft report will be submitted to WV for review by 13th Dec 2022. The consultant will incorporate feedback and present an updated final report after 2 days of receiving comments.

**QUALIFICATIONS**

1. A consultant/consultancy firm/group with at least 3-5 years of experience in the research and/or evaluation field, including experience in quantitative and qualitative data collection, analyzing quantitative and qualitative data, and reporting.
2. Extensive experience managing and designing evaluation studies in diverse contexts (e.g., East Africa context, with children and young people, in Sudan, etc.).
3. Experience using participatory evaluation methodologies and following OECD-DAC principles for evaluation and measurement.
4. A relevant degree in social sciences, international development, statistical sciences, or another related field.
5. Excellent skills in, and experience with, data analysis using statistical computing tools (Excel, SPSS, STATA, NVIVO).
6. Proficiency in Arabic and in English.
7. Experience conducting online studies is desirable, though not required.

## **Deliverables**

The consultant will provide the following deliverables:

* **Inception Report** (including detailed sampling calculations, data collection logistics, analysis plan, detailed timeline, detailed budget, etc.). The consultant may choose to present the inception report as a power point presentation or in report format.
* **Data Collection Tools** (including all questionnaires, interview guides, focus group discussion guides, etc.) the existed Tools are expected to be checked and finalized after WV review and piloting and submission of the raw data.
* **Facilitation of Training Event(s)** including enumerator training on tool use and ethics including **child** protection and informed consent.
* **Draft Report** submit draft report and present findings at WV Sudan to key staff
* **Final Report** incorporating WV feedback. The final report should be provided in English.

## **Final Report**

* + Findings should be disaggregated by Sector locality
	+ Disaggregation of beneficiaries – Age, Male/Female, IDPs/Host community levels at a minimum.
	+ Needs and opportunities, should be clearly reflected in the report
	+ Recommendations need to be supported by a specific set of findings.
	+ Findings should be specific, concise and supported by strong quantitative or qualitative evidence. Findings should be presented in tables or graphs coupled with text that highlights information and the most relevant findings.

## **COVID-19 Measurements and consideration**

Based on the nature of this study which will require observation and face to face interviews the WVS will consider administrating the surveys in a face-to-face manner. However protective measures will be considered during the administration and data collection

this will include.

1. Proper orientation to the MEAL teams and enumerators regarding Covid-19 prevention measures at the field and office level e.g., social distance by the health specialist of each partner
2. Provision of masks and sanitizers during the administration of the surveys to the baseline teams and enumerators to protect them and participants of the survey
3. Daily temperature checks of the survey team to minimize the risk of exposure
4. Alternative ways of administering interviews will be considered if it is determined that the face-to-face surveys are too risky eg: interviews via phones

## **Data Collection Ethics**

**Voluntarism, confidentiality and anonymity of participants:** All participation in interviews must be voluntary, will not create harm to participants during or after the data gathering, and their anonymity and confidentiality will be protected. Voluntary involvement must be assured by a scripted verbal explanation of the survey being conducted. The script must inform respondents that they may choose to not respond to certain questions and may end the survey at any time.

**Do No Harm:** Project and evaluation themes must be screened for topics and questions that may cause distress to some interviewees. Mitigating approaches and referral options must be developed accordingly.

**Integrity:** Data from participants must be presented honestly and proportionately, such as the authoritativeness, extent-shared and intensity of opinions across the target population and aligning quotes with the evaluative themes intended by the informant. Unexpected or contentious findings should be triangulated with other forms of data to gauge significance.

**Participant perspective:** To the extent possible, given logistical limitations of each context, preliminary findings should be shared with a plenary of project stakeholders to invite their reactions and interpretations. These will be recorded and added to the final report.

**Personally Identifiable Information (PII):** Any technologies, digital platforms, or other methods employed should include sufficient data security and privacy protocols to ensure that PII is protected.

**Child Protection:** If children (under the age of 18) are to be interviewed, it will be in the presence of a responsible adult from the child’s family, or other implied guardian from the community. Children will not be exposed to questions of a highly personal, sensitive, potentially distressing or embarrassing nature.

If children are to be interviewed, child protection reporting protocols will be established and all.

# **APPLICATION PROCESS and REQUIREMENTS**

## **Qualifications**

The consultant must have proven expertise and experience in social research, (WASH, H&N, Agriculture and or Economic Recovery and Market Systems) in humanitarian emergency responses, and be able to implement the research in Sudan, Blue Nile, South and East Darfur states, following the required procedures. Proof of this is to be provided by submitting, together with the application:

* An overview of relevant work
* Working samples
* Contact details for references
* The proposed consultant’s/research team's CVs

**Requirements in detail:**

* Have excellent team leading skills, with the ability to work with a varied team
* Have expertise and experience in social science research, including mixed methods and notably quantitative and qualitative primary data collection methods
* Have expertise and experience in research, monitoring and evaluation in humanitarian emergency response contexts, preferably related to the (WASH, H&N, Agriculture and or Economic Recovery and Market Systems), issues, as well as related technical standards
* Have permission to work, travel and undertake primary data collection in the project target locations
* Have a good knowledge of data collection software (such as Kobo, SMAP) and statistical packages (such as SPSS)
* Have excellent report writing skills
* Have excellent written and spoken English
* Hold a minimum educational qualification equivalent to a master's degree in relevant field.

## **Proposal Contents**

Proposals from Consultants should include the following information (at a minimum)

* Technical Proposal with clear methodology, including types of data collection tools, sampling methodology and sample size calculation, and analysis plan
* CV of key consultant(s) attached to the technical proposal
* Proposed budget
* Proposed timeline
* Share samples of previous works/ reports
* The applicants have the right to request more clarifications.

## **How to Apply**

Please send applications to: ibrahim\_bakhit@wvi.org by 20th November 2022, 5pm.