DRC

Terms of Reference (TOR)

for

Building Resilience and Supporting Solutions to Displacement in Central Darfur

1. 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.

2. Purpose of the consultancy

The Danish Refugee Council based in Sudan seeks proposals from a consultant to assessment of Housing, Land and Property (HLP) Issues and Civil Documentation Needs Affecting Durable Solutions in Central Darfur, with a Focus on Reintegration and Access to Secure Housing for Vulnerable Populations in Nertiti, Golo and Um Dukhun Localities

3. Background

Danish Refugee Council (DRC), Save the Children (SC), and Mercy Corps (MC) are jointly implementing the Second phase of Building Resilience and Supporting Solutions to Displacement in Central Darfur project in Nertiti, Golo and Um Dukhun localities, Central Darfur, Sudan, with funding from Sida and SDC, implemented from 1 January 2024 to 31 December 2027. The project is implemented in a consortium led by DRC and Mercy Corps and Save the Children as implementing partners. The second phase builds on the achievements and learning of Phase I (2024–2025), continuing efforts to strengthen resilience, address priority needs, reduce aid dependency, promote early recovery and create pathways towards durable solutions for people affected by displacement.

In Central Darfur, the pursuit of durable solutions takes place against a backdrop of decades of conflict and accumulated economic, social and institutional vulnerabilities, compounded by the October 2021 political crisis and the outbreak of conflict in April 2023. Continued insecurity, displacement and population mobility have further constrained access to stable livelihoods, public services and natural resources, while complex land and property issues remain difficult to resolve. In this context, comprehensive and sustainable durable solutions cannot be achieved immediately in many locations. The project therefore adopts an **early solutions and resilience-building approach**, addressing practical and legal barriers and strengthening the capacities, assets and relationships that can contribute to longer-term solutions as conditions evolve.

The project brings together three interconnected components. First, **ongoing analysis, monitoring and learning** inform adaptive and conflict-sensitive programming, including solutions analysis to identify realistic pathways towards durable solutions in the evolving Sudanese context. Second, **participatory needs assessment and community-led planning** enable communities to define priorities and shape interventions. Third, **integrated implementation** addresses barriers to accessing services and natural resources, including land and water; strengthens livelihood opportunities and early recovery; improves the protective environment and community safety; and enhances community capacity for peacebuilding, social cohesion and conflict resolution.

4. Objective of the consultancy

The purpose of this consultancy is to The purpose of the consultancy is to conduct a comprehensive assessment of the existing formal legal and customary institutions, systems, and processes governing Housing, Land and Property (HLP) issues—including access modalities and tenure arrangements, dispute resolution mechanisms, and inheritance—as well as civil documentation requirements in Nertiti, Golo, and Um Dukhun localities, Central Darfur, Sudan. The assessment will seek to:

a) understand the current HLP and civil documentation landscape,

b) identify how existing frameworks and practices enable or hinder durable solutions, including reintegration and secure tenure over housing and land for vulnerable populations, and

c) provide practical, evidence-based recommendations to inform DRC's programming and strengthen HLP-related interventions in support of durable solutions.

The assignment will be composed of one assessment which will identify the key national, traditional and international actors and stakeholders, current capacities of legal and customary systems and perceptions of legitimate HLP rights and civil documentation requirement to support durable solutions, the main issues and challenges being faced by the affected community and the main opportunities and constraints, including protection risks, for HLP and legal programming and assistance.

The consultancy will develop a roadmap and plan for appropriate HLP and civil documentation programming within targeted localities, in order to provide both short and long term solutions to some of the key challenges that are prohibiting durable solutions, adopting a conflict sensitive and protection-focused approach.

The HLP and civil documentation assessments in targeted localities will identify gaps in the national and international response and needs in the access to civil documentation challenges, HLP intervention and will provide recommendations and guidance for further activities on civil documentation, HLP rights in Nertiti, Golo and Um Dukhun localities and other humanitarian actors. Building on DRC's ongoing LAAF (Legal Aid Analytical Framework), the assessment will identify of legal and customary frameworks in Nertiti, Golo and Um Dukhun localities; specific support on access to land tenure for

women. The Assessment will also include practical steps on what needs to be addressed for women to fully participate on an equal basis in the HLP and civil documentation process and claim their rights. The assessments also will include questions around access to arable land in Nertiti, Golo and Um Dukhun localities for the local community and for the internally displaced population (IDP).

The assessment will include comprehensive suggestions outlining the aforementioned factors and setting clear operational guidelines/next steps for the suggested DRC HLP and legal programmes in targeted locations.

The close cooperation between the consultant and the implementing partners and their Protection and legal staff (and other sectors involved in supporting livelihoods, HDP or shelter) will increase the knowledge of key consortium staff in Central Darfur, inform programming and possibly contribute to and influence discussions around HLP. Moreover, a final post-fieldwork workshop presenting and discussing the preliminary findings and recommendations of the report, and an in-person training for the consortium staff will improve the capacity of contextual understanding of the main HLP and civil documentation obstacles to durable solutions.

5. Scope of work and Methodology

The consultancy will focus on the desk and field assessment and data collection for the actor mapping, and HLP and Civil documentation mechanisms analysis in Nertiti, Golo and Um Dukhun localities to address institutional/process analysis, practice analysis and protection analysis pertaining to locality-level formal systems; customary/traditional HLP mechanisms; community-level dispute resolution; state/local authorities; humanitarian/legal actors; and linkages between these systems.

The deliverables of the assignment consist of an assessment report identifying Housing, land, property (HLP), and civil documentation barriers and programming options to support durable solutions, including reintegration and access to housing and land with secure tenure for vulnerable populations. It is anticipated that this would involve around 21 days of consultancy time (indicative- depending on the technical proposal and work plan submitted as part of the application process from the consultancy) and expected to be finalized by December 2026.

Key tasks

a) Develop inception report for the assessment, including the civil documentation and HLP/legal analysis/actor mapping methodology.

b) Conduct desk review and identify gaps in available assessments

Under the technical supervision of the DRC Country Protection Manager, the consultant will coordinate closely with the ongoing LAAF (Legal Aid Analysis Framework) consultancy, building on its findings and outputs where relevant. The consultant will engage with relevant stakeholders and develop an inception report, ensuring clear complementarity between the two processes and avoiding duplication or overlap. The two consultancies should be implemented in close coordination to maximize synergies and ensure consistency in analysis, recommendations, and deliverables.

c) HLP and personal documentation field data collection

For this purpose, the selected consultant/group of consultants is expected to:

- Develop a research protocol , including engagement with communities, implementing agencies, and other key stakeholders. Ensure all key stakeholders' perspectives are taken into consideration through multiple FGDs, KIIs, and other tools.

- Work closely with the consortium and DRC teams, particularly with the Area Manager, Consortium Manager, Protection Manager, and Safety and access manager, and other sector leads such as EcRecc, CCM and HDP on methodology and implementation of the assessment, as well as consult the Head of Programmes, MEAL Coordinator, and Country Protection Manager.

d) Compile and analyze field assessment data in a clear manner and format.

e) Provide a one day training workshop for DRC, MC and SC staff

Provide a online one day capacity building workshop to consortium partner field staff on identified HLP concerns, legal and customary structures, and processes in place, and conflict-sensitive approaches to HLP (notably HLP due diligence) and legal programming. This should be in the form of capacity building session on issues and concerns identified by the assessment.

Reporting

a) DRC Durable Solution Consortium Manager will lead coordination to present preliminary findings to key DRC, MC, Save the Children staff (presentation of findings through validation session/workshop)

b) Share draft assessment report with DRC and the relevant consortium partner staff

c) Incorporate the partners feedback into the final reports.

Submit final assessment report that should include: i) provision of prioritization elements with input from consultant's experience/recommendations, good practices, programme guidelines outlining opportunities and constraints, ii) roadmap and plan for appropriate HLP and civil documentation programming within targeted localities, in order to provide both short and long term solutions to some of the key challenges that are prohibiting durable solutions, adopting a conflict sensitive and protection-focused approach.

METHODOLOGY

The methodology should include an initial desk review of key literature available combined with qualitative interviews with key informants and House hold level interviews and FGDS Attention should also be given to ensure perspectives from women and from marginalized groups are taken into account, and confidentiality procedures should be in place to ensure the safety of informants. Care will be taken to ensure that the different stakeholders are free to express their views without interference or concerns of reprisals.

The precise methodology will be agreed upon between the consultant and DRC before assessment activities commence, with the methodological outline provided by the consultant as per this tender at

on the Inception Report. However, a mixed method methodology is preferred for this type of assessment.

The partners will provide copies of relevant internal documentation deemed essential for effective assessment. The methodology shall include a review of other civil documentation and HLP initiatives around the country, to ensure that the methodology and terminology used are in line with ongoing Protection cluster and Shelter, Land and Site Coordination cluster efforts, analysis and recommendations in relation to civil documentaiton and HLP concerns in Sudan.

6. Deliverables

The Consultant will submit the following deliverables as mentioned below:

Phase	Expected deliverables	Indicative description tasks	Maximum expected timeframe
Phase 1 **Review**	**Inception Report (assessment Methodology and Assessment Plan)**	Provide a desk review of available information provided by DRC, including a review of the assessment methodology. Provide a detailed overview of the assessment process including but not limited to: 1. Introduction (context/ background) 2. Objective of the assessment and Scope of Work, including assessment Questions 3. Assessment Approach and Data Collection Methods 4. Deliverables and Work Plan	**5 working days**
Phase 2 Preparation	**Assessment Methodology Design**	The consultant is expected to prepare draft questionnaires ready for DRC approval	**5 working days**
Phase 3 Implementation	**Data Collection**	Implementation of data collection based on the agreed methodology and tools	**15 working days**
Phase 4 Analysis	**Raw Data & Clean Database**	The consultant is expected to clean the database and provide both raw and clean data. This is an opportunity to share and discuss outliers with the DRC team	**4 working days**
Phase 5 Reporting	**Final Assessment Report, Assessment**	Prepare first draft report	**10 working days**

	Presentation, and Infographics	Feedback from DRC and Sida to be incorporated prior to submission of the final report Preparation of the presentation and infographics	
Phase 6 Presentation	**Oral Presentations**	Present findings and recommendations to DRC staff and Sida representatives (and other relevant stakeholders as agreed), allowing space for discussion and clarification.	**1 day**

7. Duration, timeline, and payment

The total expected duration to complete the assignment will be no more than 35 days. The consultant shall be prepared to complete the assignment no later **than a date to be agreed upon in Feb 2027**

The payments will be in two instalments, 30% after submission of Inception report, and 70% after the completion of the task and submission of final acceptable report to DRC

8. Proposed Composition of Team

The following is a recommended structure subject to amendment and negotiation upon realisation of the consultant's existing team structure:

- Analysist/ Reporting
- Enumerators (either through third party or inhouse)

9. Eligibility, qualification, and experience required

Examination Criteria

Bidder qualification criteria

Bidders must meet the Essential Criteria below for this tender. Failure to comply with the criteria will result in the disqualification of the bid. Submitted offers will be reviewed on "Pass" or "Fail" basis to determine compliance with the below formal criteria/ requirement:

Essential	
#	**Requirements**

1	The consultant must possess authorization to work in Sudan and/or have the necessary permissions for travel and data collection within Sudan and/or have access to an authorized third party with permission to collect data and operate in Sudan.
2	The designated Project Manager / Lead Consultant must possess a master's degree in international development or related social sciences.
3	The consultant(s) or consultancy firm must have a minimum of 5 years of research and/or academic work with experience in conducting research within the fields of displacement and durable solutions as well as in difficult contexts.

Technical Assessment Criteria

To be technically acceptable, the bid shall meet or exceed the stipulated requirements and specifications in the RFP. A Bid is deemed to meet the criteria if it confirms that it meets the conditions, procedures and specifications in the RFP without substantially departing from or attaching restrictions with them. If a Bid does not technically comply with the RFP, it will be rejected.

For all bids deemed technically compliant as per the specification stipulated in Annex – Terms of Reference (ToR), DRC will give a weighted combined technical and financial score. The weighted score will determine the contract award.

The technical criteria for this RFP and their weighting in the technical assessment are:

Technical criteria #	Technical criteria	Weighting in technical assessment[Total 50%]
1	**Qualification and Language proficiency of personnel dedicated to the consultancy**	**10%**
1.1	The consultant's qualifications and experience, including their academic background, research, and practical work in challenging displacement environments, are relevant and extensive. Experience in displacement and durable solutions work/research is desirable.	1-10 points
1.2	The consultants must be fluent in English, and the enumerators must be in fluent in Arabic	1-10 points
1.3	Suitability and qualifications of the suggested team, consisting of professions like Team Leader, Analyst/Reporting Specialist, Project Manager, Assistant Project Manager, and Enumerators.	1-10 points
2	**Proposed Methodology and Assessment**	**%20**

2.1	Development of an extensive mixed-method project assessment approach, complete with definitions, criteria, and assessment questions.	1-10 points
3	**Previous experience in similar context**	**15%**
3.1	Demonstrated experience in conducting large-scale external assessment within fragile/emergency contexts.	1-10 points
3.2	Detailed knowledge and practical experience in designing and implementing research cycles in the humanitarian sector, specifically for impact measurement.	1-10 points
3.3	Solid understanding of Sudan's cultural/economic context	1-10 points
4.1	Familiarity with durable solutions programming	1-10 points
4.2	Strong understanding of the difference between emergency support and development work	1-10 points
4	**References**	**5%**
4.1	Positive references from other institutions preferably from NGOs/INGOs related to similar scope of service	1-10 points

Please note that bids shall respond to all criteria, or their bid may be disqualified.

Bidders who pass the technical evaluation will be invited for an online panel interview. The interview will be evaluated per the following criteria:

Technical criteria #	Panel Interview criteria	Weighting in technical evaluation [Total 50%]
1	Previous experience in similar data collection, analysis and research projects	5%
2	Clarity of proposed process	20%
3	Demonstration of understanding of challenges and best practices across various contexts	20%
4	Spoken fluency in English	5%

Please note that bids shall respond to all criteria, or their bid may be disqualifie

10. Technical supervision

The selected consultant will work under the supervision of:

- Durable Solutions Consortium Manager / CMU (Lead) - Evans Agola Owino, evans.owino@drc.ngo
- Country Protection Manager - Blerta Mano blerta.mano@drc.ngo
- MEAL Manager (colead)
- PDQ Manager (Support)

11. Location and support

Address of Consultancy:
Danish Refugee Council, House No: 3/424 Block No. 1, Hay Amattar, Port Sudan

The Consultant will provide her/his own computer and mobile telephone, including required software for data collection, analysis, and reporting.

12. Travel

Travel within the country will be required to facilitate data collection and support teams. Presentation of the report can be online if required.

Consultant is solely responsible for the travel / permit and other related cost.

13. Submission process

Proposals should include:

- Curriculum vitae detailing previous experience on related assessment within humanitarian assistance projects/contexts; references of previous related assignments done, or samples of work accomplished;
- Technical proposal including the assessment design and methodology, data collection and analysis, activities (e.g., development of tools), as well as confirmed timeline considering contextual limitations and proposed team structure including enumerators` qualifications and language proficiency;
- Financial proposal for the assessment. All costs related to the assessment without exceptions should be figured into the financial plan of the proposal, including (but not limited to) consultancy fees, travel, accommodation, interpreters, enumerators, data entry, logistics, etc. Please, note that no per diem will be paid to the engaged personnel on top of the overall fee;
- Three references, of which two should be from previous surveying experience.

Please refer to Invitation letter for detailed instructions on the submission process for your proposal.

14. Evaluation of bids

Please refer to the related section of the RFP Invitation Letter.