**Terms of Reference**

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| Title of the assignment | Market assessment and skills gap analysis in Um-Rakoba Camp and Surrounding Villages. |
| Country | Sudan – Gadaref State |
| Duration | December – January 2021/2022 |

1. **Consultancy Assignment Background**

The Norwegian Refugee Council (NRC) is an independent, humanitarian, non-profit, non-governmental organization that provides assistance, protection and durable solutions to refugees and internally displaced persons worldwide. NRC is seeking for services of consultancy to conduct a market assessment of identified livelihoods sub-sectors and an analysis of the most relevant skills needed in Um-Rakoba camp and its three surrounding villages (Rachid, Dhoka and Um Rakoba village) for the identified sectors.

NRC is implementing the EU funded project with the aim to ‘’promote peaceful co-existence of refuges and host communities in Eastern Sudan through peaceful resolution of disputes over land and natural resources and providing youth with education, legal and livelihood support’’. NRC, started the implementation of this grant in September 2021 with its Education, Livelihoods and ICLA team based in Gadaref.

The education and livelihoods component of this action are implemented through integrated programming approach, in adherence with the NRC’s youth programming. The Education and Livelihoods team are, therefore cooperating in the achievement of three main project outputs’:

**Output 1**: Refugees and host community youth receive soft and technical skills fostering their entrepreneurship and self-reliance;

**Output 2**: Youth groups are created among refugees and host community members (70% refugees 30% host communities);

**Output 3**: Youth groups received asset transfers to launch their small business project (asset transfer are cash or in-kind grants given to beneficiaries to start fund their business ideas).

1. **Objective and Scope of Work**

**Objectives**

The main purpose of the consultancy is:

To provide a detailed analysis of the markets surrounding the Um Rakoba camp (including the neighboring villages), with specific focus on sub-sectors of interest for youth, identified by the conducted focus group discussions. The analysis of the sub-sectors will include a detailed mapping of the existing business in the area, a sub-sector skill gap analysis and the identification of opportunities and challenges for future business establishment.

The NRC Livelihoods and Food Security team during the conducted focus group discussion identified four main livelihoods sub-sectors of interest for youth and with potential for further expansion:

* Technical maintenance (e.g. motorbikes, tuk tuk, small appliances, cell phones..);
* Energy sector (installation and maintenance of small solar powered stations for charging points for cell phones and appliances, production and fuel efficient stoves);
* Livestock husbandry sector (poultry);
* Food processing and food marketing (e.g. mills, bakeries).

**Scope**

The Consultant will be required to go through existing literature as well conduct primary data collection from host communities as well from refugees; engage with local stakeholders as well as government key departments, the Commissioner for Refugees, Humanitarian Aid Commission (HAC), whenever needed.

The exercise will cover a total period of 30 working days, for desk review, primary data collection, analysis, draft reporting, feedback and final report submission as payment.

Geographical coverage: Galabat Ash-shargiah locality, Gadaref State. Um Rakoba refugee camp and surrounding villages Rachid, Dhoka and Um Rakoba village.

Key analytical questions:

1. What potential alternative energy sources can be promoted to reduce fuelwood consumption in Um Rakoba Camps and its surroundings.
2. What capacities exist to promote adoption of the alternative sources of energy and what are existing institutions in Gadarif and Khartoum(policy level) to promote these technologies.
3. What are the possible livelihoods diversification options for the host communities and refugees to reduce negative coping strategy in meeting basic needs?
4. What local institutions exist and or accessible to promote sustainable livelihood options in Gadarif for partnerships?
5. What is the status of the indicated sub-sectors in the markets in Um-RaKuba and neighboring villages? How many business are already operative in the indicated sub-sectors?
6. What are the most demanded skills in the indicated sub-sectors? Is there any particular skills that could be anticipated as needed in the future for the indicated sub-sectors?
7. Are the identified sub-sectors efficiently operative in the markets? How they could become more efficient and sustainable?
8. **Methodology**

To ensure that all segment of the target population are reached, NRC propose used of both primary and secondary data to capture previous related assessment as well get on time relevant information from communities, leaders, government and other NGOs. Below are some of the suggestions for consideration

* + Desk review of existing data and or information: Assessment reports, existing market assessments;
  + Primary data collection: Key informant interviews and Focus group discussions with target groups and stakeholders;
  + Workshops, meetings, brainstorming sessions with the Livelihood and Food Security and Education, ICLA teams and relevant support functions;

The consultant will capitalize on their long experience and make necessary suggestion and inclusion of additional data collection tools to add value to this project.

1. **Management of The Assessment**

NRC M&E unit will technically support supervise the consultant to ensure validity of the tools; this will be done through pretest and adjustment of the tools before field data collection. All enumerators will be taken through tool administration and interpretation of question to ensure accuracy of data. Necessary step will be taken to ensure participation of all segments of the population through cultural sensitivity and alignment to participants’ cultural practices. The voluntary participation is a control measure for information accuracy however probing and assessment team will use other facilitation skills. The technical proposal will outline additional data quality control will be implemented and how data will be processed.

The main contact point for the consultant is the East Area Manager (AM), supported by the Education PM and the LFS Coordinator. The Area programme team (AM, Education PM and LFS Coordinator) and M&E department will support the consultant in the process of review of tools, selection of data enumerators, mobilization of population, and arranging logistics considering the presence in the area.

1. **Data Protection and Confidentiality**

NRC is compliance to data protection policy (GDPR), this will be adhered to through training of the research assistant on research ethic and professional administration of data collection tool. Every respondent will have informed consent before engagement, participation is voluntary, and all respondents anonymized. Data will be collected and recorded in an electronic system ODK secured in NRC cloud system. For KII and FGD, information recorded in hard copy, necessary steps will be taken to anonymize respondent, and response, names and any personal data, which may compromise protection of participant will not be documented. No pictures will be taken of children/minors during this exercise.

1. **Deliverables**

The expected deliverables are:

* Detailed work plan with clear key milestones;
  + - Precise English report in both hard and soft copies. The report must be maximum of 15 pages with clear recommendation based on assessment information and appendices;
    - A power point presentation for the findings with clear and detailed recommendations;
    - Incorporate the outcomes of experts meeting in the final report.

Notes (on report design and quality)

* Use visuals to highlight key messages including but not limited to; charts, infographics, maps. Example: <https://www.nrc.no/globalassets/pdf/reports/ukraine/food-security-and-livelihoods-assessment-may-2020/lfs-infographic-english-version.pdf>;
* Apply a standard design and consistently using it through the report such as; charts types and coloring scheme. Example: [https://www.nrc.no/globalassets/pdf/reports/make-or-break--the-implications-of-covid-19-for-crisis financing/nrc\_make\_or\_break\_implications\_covid19\_crisis\_financing\_ov.pdf](https://www.nrc.no/globalassets/pdf/reports/make-or-break--the-implications-of-covid-19-for-crisis%20financing/nrc_make_or_break_implications_covid19_crisis_financing_ov.pdf);
* Format charts, tables and graphs to be attractive and easy to understand. Example:  
  <https://www.nrc.no/globalassets/pdf/reports/myanmar-youth-led-assessment-overview/myanmar-yla-overview-2020.pdf>
* Use negative space and images when possible. Example:  
  <https://www.nrc.no/globalassets/pdf/reports/nrc_downward-spiral_covid-19_report.pdf>
* Generate maps using modern design. Example: <https://www.nrc.no/news/2020/april/more-than-50-million-people-displaced-within-their-own-country/>
* Pay attention to charts and maps size, so that it is readable.
* Follow NRC design guidelines included [he HYPERLINK "https://1drv.ms/w/s!Al5xEZUMI3LmhJg5XNVgHJwtK1dHYg?e=EwO1aB"r HYPERLINK "https://1drv.ms/w/s!Al5xEZUMI3LmhJg5XNVgHJwtK1dHYg?e=EwO1aB"e](https://1drv.ms/w/s!Al5xEZUMI3LmhJg5XNVgHJwtK1dHYg?e=EwO1aB) **and** mentioned examples above.

1. **Tentative implementation schedule**

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| Deliverables | | Days | Responsible |
| Orientation meeting | | 1 | NRC and consultants |
| Inception report and review of methodology | | 1 | Consultants |
| Desk Review and briefings with relevant NRC staff and other national stakeholders all through assessment period | | 4 | Consultants |
| Field work – data collection | Organizing local authorities and community leadership appointments | 2 | Consultants |
| Training of data collectors and pre-testing | 1 | Consultants and NRC |
| Data quality review | 1 | Consultants and NRC |
| Data collection | 5 | Consultants |
| Data analysis | | 3 | Consultants |
| Debriefing with NRC | | 1 | Consultants and NRC |
| Draft Report Writing | | 3 | Consultants |
| Draft Report Review | | 3 | NRC |
| Final report | | 5 | Consultants |
| Total Days | | 30 |  |

1. **Qualification of the consultancy company**

The consultant will be responsible for all phases in the implementation of the consultancy, including the design, collection and analysis of qualitative and quantitative data, writing reports, presenting the findings and recommendations to NRC in a workshop, and producing the report. The consultant will also supervise and provide guidance to the enumerators ensuring qualitative data collection.

Mandatory requirements for the consultant or consultancy company

* Minimum 5 years of proven experience in conducting market assessments, livelihoods sub sectors analysis, value chain analysis in emergency/humanitarian or development contexts for livelihood programs;
* Experience of quantitative and qualitative data collection methods and strong analysis capacity. Proven experience in using participatory data collection methodologies;
* In-depth knowledge in economic analysis of humanitarian/development projects;
* Excellent communication and demonstrable team leadership experience;
* An in-depth knowledge and understanding of the political dynamics of the Sudan and its history of relations between tribes, governments, and political organs. Knowledge of the East Sudan and particularly of Gadaref context is desirable;
* Fluency in written and spoken English for all team members;
* Fluency in written and spoken Arabic are mandatory for the data collection team deployed on for the field data collection;
* Experience in integrating conflict sensitivity strategies while carry data collection and analysis;
* Practical application of cross cutting themes like age, gender and diversity and protection mainstreaming;
* Excellent computer skills (word processing, spreadsheets, statistical analysis software application, internet research, etc.);

1. **Application process and requirements**

The deadline for the application is: 16/12/2021

The title of the email should be “[SD.procurement@nrc.no](mailto:SD.procurement@nrc.no) ”.

Applications shall include the following:

* 1 technical offer detailing the proposed assessment framework, methods, and the assessment team (max. 3 pages);
* 1 financial offer (Excel) detailing the costs of the assignment (including transport costs, enumerators costs etc.);
* CV of the of team leader demonstrating relevant experience / knowledge and alignment with the specification above (max 4 pages);
* 2 references from recognized organisations, which will be consulted for information about the consultant prior experience in the relevant field of study;
* Please include feasible start date and mention where you found this posting. Preference will be given to applicants who include at least an executive summary or abstract of a similar work conducted;
* Female candidates are strongly encouraged to apply.

1. **Intellectual Property**

All information pertaining to this project (documentary, audio, project documents, etc.), which the firm may come into contact within the performance of its duties under this consultancy, shall remain as the property of NRC who has exclusive rights over their use. Except for the purposes of this assignment, the information shall not be disclosed to the public nor be used without written permission of NRC. National and international copyright laws will be applicable.