



**SOS CHILDREN'S
VILLAGES**

**Terms of Reference (ToR) To Conduct Needs
Assessment in Marodijeh and Awdal Regions of
Somaliland.**

SOS CHILDREN'S VILLAGES

HARGEISA – SOMALILAND

October, 2021



TABLE OF CONTENTS

Table of Contents.....	2
1 Context and rationale	3
1.1 About SOS Children's Villages Somaliland.....	3
1.2 Description of Context.....	3
1.3 Rationale and overall objective of the needs assessment.....	4
1.1 Rationale and overall objective of the needs assessment.....	Error! Bookmark not defined.
2 General information on request for proposals	5
2.1 Process of Submission of Bids	5
2.2 Documents to submit.....	5
2.3 Deadline for submission	6
2.4 Modification and withdrawal of Proposals	6
2.5 Signing of the contract.....	6
2.6 Rights of SOS Children's Villages:.....	6
2.7 Evaluation of proposals	6
3. Need Assessment	7
3.1 Prepare needs assessment	7
4. Data Collection.....	7
4.1. Data collection and analysis.....	7
5. Share results:.....	7
6. Expected deliverables:.....	7
7. Qualification of the researcher / research team	7
8. Logistical arrangements.....	7
9. Duration of the contract and terms of payment	8
10. Notice of Delay	8
11. Copyright and other propriety rights.....	8
12. Termination	8
13. Annex.....	9
13.1.SOS Children's Villages child protection policy and code of conduct.....	9
13.2.Bid submission / identification form	10
13.3.Previous experience form	11
13.4.Price schedule form.....	12
13.5.Technical proposal (guideline).....	13
13.6.Structure for needs assessment report	14



1 Context and rationale

1.1 About SOS Children's Villages Somaliland

SOS Children's Villages is a global federation of 136 national SOS Children's Villages associations, working in more than 2000 programme locations worldwide. We work together with a single vision: every child belongs to a family and grows with love, respect and security.

SOS Children's Villages Somaliland is part of SOS Children's Villages International, the umbrella organization to which all SOS Children's Villages including SOS Children's Villages Somaliland Association is affiliated. SOS Somaliland is a Non-Governmental Organization (NGO) that is not for profit, non-sectarian and non-partisan and which has been in existence since 1999.

SOS Somaliland is committed to the welfare of children who lost parental care or at risk of losing parental care – often ensuring that children grow up in a loving family environment, and to strengthening families and communities as a preventive measure in the fight against child abandonment and social neglect, and upholds child protection policy as part of their commitment to the protection of children and youth from abuse. Uniquely, we provide long-term, family-like care for children who have lost parental care (alternative care service), and we work with vulnerable families and communities to help strengthen them and prevent family separation (family strengthening service, FS). SOS alternative care is usually organised in the form of a cluster of SOS families, where each SOS parent cares for small group of children.

SOS Children's Villages was established in Somaliland in 1999 and it started first operations in Sahil region. Currently, SOS Children's Villages Somaliland implements programs ranging from child care, child protection, youth empowerment and participation, education and emergency interventions. SOS Children's Villages Somaliland is operational in three regions of Somaliland: Awdal, Marodijeh and Sahil, and it had a good relationship with many stakeholders, including government institutions, local authorities at national, regional and district levels, INGOs, LNGOs and local communities, as well as other CSOs who are in and out of the operational area.

1.2 Description of Context

Somaliland is one of the world's poorest countries, with a high proportion of socially and economically marginalized and excluded communities. The OVCs are among the most vulnerable populations, with the majority of them suffering economically, socially, and mentally.

Somaliland has faced consecutive droughts in the past 5 years and the cyclone that hit in mid-2018 affected severely the livelihoods of the people living in the coastal area of Sahil and Awdal regions. With this protracted draughts as well as the effects of the cyclone, pastoralist and agro-pastoralist families lost their livestock, agricultural plots and shelter, and as a result of this, moved to urban areas. In addition, children under 5 years represent more than one-quarter of all those affected and are the most at risk of malnutrition and water and sanitation hygiene (WASH) related illnesses and other childhood diseases.

In Somaliland, there are a significant number of socially and economically vulnerable and excluded populations. Among the most disadvantaged groups are the large numbers of OVCs, most of whom are affected economically, socially and psychologically. Generally, children in Somaliland face many challenges including lack of parental care, poverty, lack of clean water, recurrent diseases, and lack of protection including their basic rights to quality education, health, nutrition, participation and proper shelter.



1.3 Rationale and overall objective of the needs assessment

The aim of the study is to provide an objective analysis of the vulnerable children/young people and communities living in the study areas (Hargeisa, Gabiley, Salahley, Borama, Dila, Lughaya and Saylac,) to enhance future program planning and relevance. And to identify most needed/affected locations based on the assessment findings

This study is expected to meet the following objectives: -

- To provide a detailed overview of the current humanitarian needs and gaps of population affected by Socio-economic Problems and natural hazards in study regions.
- To understand the severity of needs of the assessed population, including poverty levels, protection and living standard gaps, and effects of droughts, cyclone, desert locust, and COVID-19 impact in the study regions.
- To Provide information on the socioeconomic status of the study population (poverty rates and demographic data like population, # of children and youth population, livelihood sources, protection concerns, literacy levels, health and WASH related issues).
- To identify variations in need amongst population groups e.g. different genders, children, women, PLWs, youth etc., and geographical areas in order to inform response prioritization and strategic planning by SOS Children's villages in Somaliland.

Key questions to be addressed:

- What are the current situation (economic, social, cultural and political) of OVCs and young people and identify their priority needs, in particular focusing on protection and Care?
- In study areas, what are the factors that cause separation of children from their families?
- What are the underlying risk factors that can put children at risk of losing parental care or without parental care?
- What are the capacity of existing child care centres (No of child care centres, no of children per centre, quality of care, available facilities for child care, human and financial resources, and governance) and gaps related to the welfare of children that need interventions in the study regions.
- What are the existing local responses and mitigations on child abandonment, family separation, youth and family empowerment in study regions?
- What are possible interventions that can bring durable solutions to the population affected by natural hazards? What do their survival, emergency, and livelihood problems consist of?
- What is the level of household access to essential services? Are any groups excluded from accessing essential services? If excluded, why?
- Which population groups are the most vulnerable? Which are the main factors exacerbating or mitigating their needs?
- What are the protection concerns currently affecting people in the two regions? How do they intersect with other needs?
- What are the barriers to women, men and young people's achievement to self-reliance,
- What are the existing challenges faced by young people, services available to them and appropriate interventions/solutions to address.
- What knowledge, attitudes, and practices surrounding COVID-19 are currently held by population groups in Awdal and Maroodi jeex regions? How it has effected the livelihood and wellbeing of the population in the study areas?
- What is the level of disaster Risk Reduction initiatives and community coping strategies] existing in the communities?



- What are the External shocks faced by the communities and their impact to their livelihoods (e.g. harvest, livestock, pasture)?
- What livelihood has been affected most by the Poverty, Drought, Desert Locust and COVID-19
- How many children of the community fall into one of the following target group sub-types:
 - Children are living without a caregiver. There is an absence of quality care. The children's well-being and development is at serious risk.
 - Children are living with a caregiver, but there are shortfalls in quality care. The children's well-being and development is at serious risk and/or there is a high risk of separation.
 - Children are living with an alternative caregiver, receiving consistent quality care, but there may be a more suitable care setting.
- What are their typical living arrangements, relationships to caregivers (if any) and critical risk factors they are dealing with?
- Critical reflection: are there sufficient children within the above listed target group categories in the study locations?
- Who face critical risk factors that justify further analysis? Preliminary target group analysis sheet to be submitted to support.
 - How families and communities react
 - Governmental efforts in prevention
- Identify relevant stakeholders with their respective power, attitude and interest (stakeholder analysis sheet)
- Critically reflect whether SOS Children's Village is the best placed stakeholder to address the identified needs
- Map the likeminded structures/organisations working in the targeted areas and the services they provide

2 General information on request for proposals

The bidders are welcome to submit their proposal for a needs assessment in Awdal, and Marodijeh regions of Somaliland. This bid is open to all national and international suppliers (independent consultants or companies) who are legally constituted and can provide the requested services. The bidder shall bear all costs of the bid; costs of a proposal cannot be included as a direct cost of the assignment. The proposal and all supplementary documents have to be submitted in English and Financial bid needs to be stated in USD.

2.1 Process of Submission of Bids

To facilitate the submission of proposals, the submission can be done electronically in PDF format and sent to hr@sos-somaliland.org The titles of submitted documents should clearly state – **“Proposal to Conduct Multi-Cluster Needs Assessment in Marodijeh and Awdal regions, Somaliland”** For any clarification, please contact Suleiman.ismail@sos-somaliland.org or Ayan.handule@sos-somaliland.org

2.2 Documents to submit

- Bid submission / identification form
- Previous experience format
- Price schedule form
- Technical proposal
- CVs of the research team member(s) including current geographical location(s)
- Three references
- An example of a recent/relevant evaluation report (if available for public use)



2.3 Deadline for submission

The proposal has to be received by latest on **30.10.2021**, by the end of the day. Proposals received after the deadline will be not be considered.

2.4 Modification and withdrawal of Proposals

Proposals may be withdrawn on written request prior to the closing date of this invitation. Any corrections or changes must be received prior to the closing date. Changes must be clearly stated in comparison with the original proposal. Failure to do so will be at bidder's own risk and disadvantage.

2.5 Signing of the contract

SOS Children's Villages Somaliland will inform the successful bidder electronically and will send the contract form within 2 weeks after closure of the bid submission deadline. The successful bidder shall sign and date the contract, and return it to SOS Children's Villages Somaliland within seven calendar days of receipt of the contract. After the contract is signed by two parties, the successful bidder shall deliver the services in accordance with the delivery schedule outlined in the bid. The selected bidder is expected to submit inception report within one week after the contract signature.

2.6 Rights of SOS Children's Villages:

- contact any or all references supplied by the bidder(s);
- request additional supporting or supplementary data (from the bidder(s));
- arrange interviews with the bidder(s);
- reject any or all proposals submitted;
- accept any proposals in whole or in part;
- negotiate with the service provider(s) who has/have attained the best rating/ranking, i.e. the one(s) providing the overall best value proposal(s);
- contract any number of candidates as required to achieve the overall evaluation objectives

2.7 Evaluation of proposals

After the opening, each proposal will be assessed first on its technical quality and compliance and subsequently on its price. The proposal with the best overall value, composed of technical merit and price, will be considered for approval. The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR). Bidders may additionally be requested to provide additional information (virtual presentation or phone interview) to SOS Children's Villages Somaliland on the proposed services.

The criteria for selection are:

Method: The proposed method for evaluating the programme is suitable

Timetable/work plan: The timetable/work plan is realistic and meet the needs of the programme

Cost: The cost of the proposal is reasonable and feasible, given the other aspects of the proposal

Experience: The training and experience of the consultants in evaluations and recommendations from organisations for which the consultant(s) has previously worked



3. Need Assessment

3.1 Prepare needs assessment

Undertake all required preparations for the field evaluation: propose detailed methodology, conduct desk research, identify key informants, plan data collection process, organisation & logistics, and prepare field visit schedule. **Submit and secure approval for the refined evaluation design and methodology in an inception report: document (i) proposed methodological set-up, (ii) locally adapted and proposed data collection tools.** Preparation of checklists, participant lists and other management/organisational information for data collection.

4. Data Collection

4.1. Data collection and analysis

The data collection process is to be proposed by the consultant and should include e.g.: interviews with stakeholders like representatives of the target group, community leaders and representatives of the municipality, NGOs (including SOS) and other key stakeholders; various sources for desk research such as available internal and external reports; analysis of statistics and key facts on the locations and the country. The technical proposal is expected to include a short section on proposed methodology. After signing of contract, an inception report is expected in order to agree on the detailed methodology.

5. Share results:

Provide recommendations in needs assessment report (draft report first, final report), based on study objectives and the most important conclusions. Provide a draft report first.

The following steps are expected:

- Preparation of a draft report in English
- Presentation of the findings to the management of SOS Children's Villages in Somaliland
- After having received feedback – finalise the report and submit it in English.

6. Expected deliverables:

1. Documentation of activities (e.g. interviews) carried out
2. Refinement of needs assessment design and methodology in an inception report
3. First draft of the final report in English
4. Presentation of preliminary results to SOS Children's Villages Somaliland management (face-to-face)
5. Final report

7. Qualification of the researcher / research team

The researcher / team of researchers must have:

- a) proven competency (record of previous experiences) in project/programme evaluations, including formative programme evaluations / needs assessments
- b) a good understanding of development work in Somaliland
- c) a good understanding of child rights and issues affecting vulnerable children and their families
- d) good facilitation, organisational and interpersonal skills
- e) proven experience in participatory processes and data collection methods (including age and gender, appropriate data collection methods)
- f) strong analytical and conceptual skills
- g) excellent written communication skills

8. Logistical arrangements

National or location level staff (SOS Children's Villages staff) will be available to help organizing the interviews including contacting and linking to community duty bearers and national authorities if required. Besides, the logistical costs of the assignment must be included in to the price proposal.



9. Duration of the contract and terms of payment

Payment will be made only upon SOS Children's Villages Somaliland acceptance of the work performed in accordance with the above described deliverables.

The consultant will be paid by SOS Children's Villages Somaliland as follows:

40% upon signing of contract.

60% on completion of final report and acceptance of SOS Children's Villages in Somaliland

10. Notice of Delay

Shall the successful bidder encounter delay in the performance of the contract which may be excusable under unavoidable circumstances; the contractor shall notify SOS Children's Villages in writing about the causes of any such delays within one (1) week from the beginning of the delay. After receipt of the Contractor's notice of delay, SOS Children's Villages shall analyse the facts and extent of delay, and extend time for performance when in its judgment the facts justify such an extension.

11. Copyright and other propriety rights

SOS Children's Villages shall be entitled to all intellectual property and other proprietary rights including, but not limited to, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for SOS Children's Villages under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract. The Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for SOS Children's Villages.

All materials: interviews, reports, recommendations, and all other data compiled by or received by the Contractor under the Contract shall be the property of SOS Children's Villages and shall be treated as confidential, and shall be delivered only to SOS Children's Villages authorized officials on completion of work under the Contract. The external consultant is obliged to hand over all raw data collected during the assessment to SOS Children's Villages.

12. Termination

SOS Children's Villages reserves the right to terminate without cause this Contract at any time upon forty-five (45) days prior written notice to the Contractor, in which case SOS Children's Villages shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

SOS Children's Villages reserves the right to terminate the contract without any financial obligations in case if the contractor is not meeting its obligations without any prior notice:

- agreed time schedule
- withdrawal or replacement of key personal without obtaining written consent from SOS Children's Villages
- The deliverables do not comply with requirements of ToR and research guide.



13. Annex

13.1. SOS Children's Villages child protection policy and code of conduct

SOS Children's Villages International has a child protection policy and code of conduct that all consultants will be expected to comply with and will be required to sign a statement of commitment to the policy. This will happen upon signing of contract, together with an orientation of consultants on internal child safeguarding processes and data protection regulations.

Before the actual start of data collection, a police check is to be provided, in case any direct contact with programme participants and/or any sensitive data is planned.

In addition to the above mentioned, the following key areas for ethical consideration need to be taken into account: **<http://childethics.com/ethical%20guidance/>**

Graham, A., Powell, M., Taylor, N., Anderson, D. & Fitzgerald, R. (2013). Ethical Research Involving Children. Florence: UNICEF Office of Research - Innocenti.

The successful bidder is requested to obtain written consent from all participants of the evaluation process and/or their official guardians/representatives (when applicable).



13.2. Bid submission / identification form

This bid form must be completed, signed and returned to SOS Children's Villages. Bids have to reflect the instructions described in the Request for Proposal and Terms of Reference.

Any requests for information regarding this Request for Proposal shall be send to hr@sos-somaliland.org

The Undersigned, having read the complete Request for Proposals including all attachments, hereby offers to supply the services specified in the schedule at the price indicated in the Price Schedule Form, in accordance with the Terms of Reference included in this document.

Offering service for: [insert organization and name].

Company/Institution Name/Individual's Name _____

2. Address, Country: _____

3. Telephone: _____ Fax _____ Website _____

4. Date of establishment (for companies): _____

5. Name of Legal Representative (if applicable): _____

6. Contact Person: _____ Email: _____

7. Type of Company: Ltd. Other _____

8. Number of Staff: _____

9. Subsidiaries in the region:

Indicate name of subsidiaries and address

a) _____

b) _____

c) _____

Validity of Offer: valid until: _____

Date

Signature and stamp



13.3. Previous experience form

Description (services and products provided to the clients relevant to the current RFP)	Client	Contact person/phone, e- mail address	Date of assignment (from/to)



13.4. Price schedule form

The financial proposal needs to include all taxes.

	Activity	Staff involved	Number of people	Number of days	Daily rate	Total price per row	Percentage of total price
			A	B	C	D=AxBxC	E=D/F
1	Development of data collection methodology (Inception report)						
2	Module A: data collection and analysis						
3	OPTIONAL: Module B: data collection and analysis						
4	OPTIONAL: Module C: data collection and analysis						
5	First draft of the final report						
6	Final report						
	Total Price (F)						100%

Accommodation and local transportation to be covered by SOS, not to be included into price proposal.

This proposal should be authorized, signed and stamped

(Name of Organisation)

Name of representative

Address:

Telephone/Fax/Email:



13.5. Technical proposal (guideline)

Name of Organisation/Firm/Independent Consultant	
Name of contact person for this proposal (for organisation/firm)	
Address:	
Phone/Fax:	
E-mail:	

The technical bid should be concisely presented and structured in the following order to include, but not necessarily be limited to the following information listed below.

1. Quality and Relevance of Technical Proposal

- Describe all actions related to defining data collection methodology and conducting the needs assessment
- Realistic work plan with time lines in accordance with ToR
- Detailed quality assurance process for data collection and analysis

2. Qualification and expertise of or organisation/team of consultants/consultant submitting proposal

- Reputation of firm/organisation and staff and individual consultant/s (competence and reliability) in carrying out evaluations
- Relevance of:
 - Specialized knowledge
 - Proven expertise in carrying out formative evaluations
- CVs for key staff



13.6. Structure for needs assessment report

The final needs assessment report should be based on the proposed outline:

COVER PAGE (1 page)

[The cover page of the report must include the name of the programme, country, date, implementing agency of the evaluation, name of the authors.]

EXECUTIVE SUMMARY (1 page, main findings)

1. INTRODUCTION (1 page)

- 1.1 Overview on location and short description of national child rights situation
- 1.2 Description of key questions and objectives

2. METHODOLOGY (2 pages)

- 2.1 Description of the overall assessment process, research team, and methodology
- 2.2 Data collection methodology

3. NEEDS ASSESSMENT RESULTS (3 pages)

2.1 Target group analysis

[Include the target group analysis table and narrative summary that answers the critical reflection question]

2.2 Community assets and needs analysis

[Include the PESTLE analysis table and narrative summary that answers the critical reflection question]

2.3 Stakeholder analysis

[Include the stakeholder analysis table and narrative summary that recommends who may be best-placed]

3. NARRATIVE SUMMARY AND RECOMMENDATIONS (3-5 pages)

[Analyse the main findings and give recommendations on whether SOS should implement a programme in this location]