**Terms of Reference**

**Field assessments, proposal design and preparing technical specifications for productive and / or infrastructure related works**

**Country: South Sudan**

1. **Background**
   1. Save the Children International (SCI) is a charitable child rights organisation working to secure a world where the rights of all children are recognised and respected. SC has had a working association with South Sudan since its creation as a new state.
   2. SCI has made a substantial contribution to raising the quality of education, health, nutrition and FSL in South Sudan including education for children affected by the conflict.
   3. SCI is seeking the services of an experienced consultant to do general construction need assessment, proposal write up for design and specifications.
2. **Objectives of the consultancy**

The overall objective of this consultancy is to develop a project proposal that focus primarily on construction and productive infrastructures related works.

The specific objectives are to:

* Conduct rapid contextual analysis and needs assessments for IDPs and returnees
* Prepare technical designs of various construction works with productive and /or social infrastructures appropriate for IDPs and returnees in urban and peri-urban areas
* Develop project proposal informed by the need assessments

1. **Scope of the assignment**

* The consultant will be responsible for co-ordinating rapid contextual analysis and need assessment, proposal write up and design with BOQs as outlined in this ToR
* Save the Children will support the process of organizing consultations with the relevant stakeholders, provide input to the draft and final proposal writing

1. **Deliverables**

* Contextual analysis and need assessment
* Draft Project Proposal
* Final Project Proposal

The submission of the final Project Proposal

1. A maximum of 10 pages as per SCI template (in MS Office and PDF)
2. Power Point presentation of preliminary need assessment report
3. **Timeframe**

* The overall task will take than 35 calendar days. The start date of the consultancy work is March 1st 2019. There could be possibility for extension of contract upon getting acceptance of the project proposal for full proposal development.

1. **Management and Technical Guidance**

* The consultant will work under the overall supervision of PDQ Director
* Responsibilities of Save the Children in facilitating this analysis are the following:
  + Provide access to all necessary documents and manuals
  + Provide access to any other relevant information

1. **Qualifications and Experience required**

* At least 3 years’ experience in the design of technical proposal, implementation and reporting on design and monitoring of construction related works in conflict situations
* Must have minimum 8 years of experience in design and development of construction projects, project management, onsite supervision and managing contractors
* Experience in working in a humanitarian / development context.
* Excellent planner and ability to work independently, initiative, multi-tasking and strong facilitation skills in an ever changing and dynamic environment
* Demonstrable track record in the delivery of construction projects in developing world contexts including the management and quality assurance of contractor performance.
* Excellent team builder. Ability to coach others and work in a team environment
* Excellent interpersonal skills and ability to work effectively in insecure environments is critical.
* Commitment and understanding of Save the Children’s aims, values and principles.
* A high level of computer literacy (word, excel, ppt etc) and proficiency in AutoCAD or similar drafting software.
* Fluency in spoken and written English, good report writer.

1. **Terms and conditions**

* Professional fee: Though applicants are expected to provide a budget for the exercise, Save the Children will consider proposals that are within the approved rates as per its policy on professional fees.
* Tax and insurance: The consultant shall be responsible for his/her income tax and/or medical insurance during the assignment

**10. Guiding principles and values**

* The consultant is expected to adhere to Save the Children’s Code of conduct, Child Safeguarding Policy and practices and confidentiality when interviewing children. Gender mainstreaming is key to Save the Children and the donor; therefore, the consultant will have to ensure that the research team on the ground is gender balanced, ensuring that females are available to interact with female beneficiaries and vice versa. The consultant will also take into account principles of impartiality, independence, objectivity, participation, collaboration, transparency, reliability, privacy and utility throughout the process.

1. **Selection Process**

* Save the Children will use its internal guidance, checklists and an interview process to select the successful consultant.

1. **Submission of the Application**

Along with their CV interested candidates should submit

* A technical proposal explaining their comprehension of the ToR, and how they would approach this assignment, summarising the methodologies and approaches they plan to use, including a timeline.
* Two samples of similar previous assignments
* Their availability
* **A separate financial proposal outlining their expected fees, noting that Save the Children will cover costs of Accommodation in Juba and Field, all operation and field logistics costs. Save the Children will not cover meals, return flights, and visas. In their proposal, candidates should consider that, the budget, will cover approximately 15 calendar days.**

Applications should, be submitted to, **juba.procurement@savethechildren.org and to Wondimagegn Negash at** [**wondimagegn.negash@savethechildren.org**](mailto:wondimagegn.negash@savethechildren.org)no later than February 26th, **2019 until 05:00 PM Juba time**. Due to the urgency of the post, shortlisting of submissions and interviews may take place prior to the deadline.