



**Cordaid – Sierra Leone**

**71 A Bishop Drive, Smart Farm  
Off Wilkinson Road, Freetown.**

**TERM OF REFERENCE  
(TOR)**

**BASELINE/NEEDS ASSESSMENT FOR COMMUNITY BASED DISPUTE RESOLUTION SERVICE PROVIDERS.**

**FOR**

**INCLUSIVE CONFLICT PREVENTION AND PEACEBUILDING PROJECT**

## **Cordaid in Brief**

CORDAID believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion divide societies, we connect people and communities. We stand for professionalism, expertise and solidarity across borders. We make a difference where it is most needed.

We do that where natural disasters strike, where conflicts tear up communities and where under development keep families in extreme poverty and ill health. In the Netherlands we are known as CORDAID Memisa, CORDAID Menes in Nood, CORDAID Kinderstem and CORDAID Microkrediet. In Sierra Leone, we focus on two key areas of support – Health System Strengthening and Private Sector Development.

## **Cordaid Sierra Leone Country Office**

CORDAID Sierra Leone Country Office was established in October 2015, following official registration as an International Non-Governmental Organization (INGO) in August 2015, a satellite office under the purview of Cordaid Sierra Leone was opened in Liberia in 2017. Although Cordaid has been working in both Sierra Leone and Liberia for over 20 years, this is the first time there has been an official country office in place – previous work was carried out on a donor or project basis.

### **Background:**

Sierra Leone's national peacebuilding approach is fragmented across multiple strategies and plans. The Inclusive Conflict Prevention and Peace Building project funded by the **UN Peacebuilding Fund (UNPBF)** is consistent with the findings and recommendations of the TRC, especially those articles relevant to youth participation and gender equality. The project will also support achievement of the Medium-Term National Development Plan 2019-23, especially cluster four on governance and accountability for results, and cluster five on empowering women, children, and adolescents. The successful implementation of this project will contribute to Sierra Leone's efforts to meet its obligations under UN Security Council Resolutions 1325 and 2250 and is in line with ongoing efforts to establish the Peace and National Cohesion Commission which will serve as premier infrastructure for peace in Sierra Leone.

This project strategically fits to key priorities by working across existing plans, policies and decentralized structures and using them as the frame of reference to enhance delivery effectiveness impacts. The project will support Sierra Leone to realize its commitments related to the 2030 Agenda, especially SDGs 16 and 5. Sierra Leone is prioritizing SDG16, most visibly as a pioneering member of the Pathfinders for Peaceful, Just, and Inclusive Societies, a global platform working on three transformative strategies (violence prevention, institutional renewal, and increasing inclusivity) and subsidiary areas of catalytic action to implement SDG16 and related goals ("SDG16+"). Our project is closely aligned with the targets and indicators of SDG16+.

With this project Cordaid and Youth Partnership for Peace and Development will complement the work of youth-led CSOs and CBOs through direct engagement with the most important providers of Community Based Dispute Resolution (CBDR) in rural and peri-urban Sierra Leone, specifically: customary authorities, Local Police Partnership Boards (LPPBs), and District Security Committees (DISECs). This engagement will take two main forms: facilitated dialogues between youth and CBDR providers, will enable youth and external experts to engage change-minded CBDR providers around

basic rights norms and standards, procedural safeguards, coordination, and inclusion of young women and men, and foster progress toward specific performance pledges by CBDRs that initiate development of RAPs, or take the form of dialogues on specific instances of injustice in the informal sector; and technical advice and training to support CBDR providers to establish codes of conduct, standard operating procedures, and protocols that entrench basic rights norms and standards, respect for jurisdictional boundaries and coordination, conflict-sensitivity, procedural safeguards, restorative justice principles (including non-financial reparation), effective record-keeping.

### **Description of the project focus and approach:**

The Inclusive Conflict Prevention and Peace Building Project responds directly to root causes of conflict in Sierra Leone identified in the conflict analysis, specifically: **(1) the general systematic exclusion of rural and peri-urban youth; and (2) the specific exclusion of rural and peri-urban youth from opportunities to defend their rights and resolve conflicts through existing CBDR mechanisms, and to contribute to conflict prevention at national level.** The project builds on the premise of UNSCR 2250 that recognizes the positive role young people play in contributing to solutions for peace; and applies a people-centered, bottom-up approach that will be further adapted to the contexts of each of 3 intervention sites.

Despite constituting a majority of Sierra Leone's population, young women and men struggle to claim rights, address grievances, and resolve conflicts through the most widely used CBDR mechanisms at local level, especially in rural and peri-urban areas. The continued exclusion of young women and men from CBDR has an adverse impact not only on security and justice outcomes for youth themselves, but also on Sierra Leone's prospects for stability.

Therefore, Cordaid and YPPD will implement this project to produce **an enabling environment for young women and men, working intergenerationally, to encourage active citizenship and collectively influence conflict prevention practices at local and national levels, contributing to a more inclusive and peaceful society for all Sierra Leoneans.** This headline goal will be achieved through delivery of 3 inter-related project elements:

- (1) equipping and mobilizing young people to identify and act on key drivers of conflict, insecurity, and injustice in their communities.
- (2) supporting and influencing CBDR mechanisms to adopt more inclusive, gender-sensitive, and conflict-sensitive practices, with specific focus on addressing needs of young women.
- (3) enabling young people, working intergenerationally, to advocate for evidence-based conflict prevention policy and practice, and build trust with key conflict prevention stakeholders.

The young women and men that have been involved in community-based research or engagement with CBDR providers at local level and will be supported to advocate for application of their insights and perspectives in national-level conflict prevention policy and build trust with key conflict prevention institutions. Advocacy and dialogue actions will build on established links with national conflict prevention stakeholders, especially NCPC, ONS, and SLP, ensuring lessons learned in rural and peri-urban areas are translated into Sierra Leone-wide policies and plans, such as ONS and SLP conflict early warning mechanisms (including those set-ups to prevent electoral violence). This component of the program will also include 2 national knowledge-sharing activities: the youth conflict prevention summit; ensuring that

youth-led CSOs and CBOs involved in the project link-up with the broader Sierra Leonean youth movement (as well as the National Youth Commission and All Political Parties Youth and Women Associations); and the national youth palaver (towards project conclusion) nurturing dialogue around CBDR and conflict prevention with key institutional stakeholders (ONS, SLP, NCPC and LAB, plus relevant ministries, MPs, independent oversight institutions such as HRCSL, electoral institutions like the National Electoral Commission and Political Parties Registration Commission, and others).

#### Project Theory:

It is expected that project interventions will lead to changes in the conflict factors identified in the conflict analysis based on the following Theory of Change (TOC):

- ✓ If young women and men are organized through youth led CSOs and CBOs that provide them with a platform for collective action **(assumption 1)**.
- ✓ If young women and men are aware of their rights and able to generate locally grounded insights on conflict, insecurity, and injustice **(assumption 2)**.
- ✓ if knowledge and insights are used constructively by advocacy-capable youth-led CSOs and CBOs, working in solidarity with older women and men, to influence the behavior of CBDR providers at local level **(assumption 3)**.
- ✓ Then more inclusive, gender-sensitive and conflict-sensitive CBDR practices will become the norm in rural and peri-urban Sierra Leone **(assumption 4)**.
- ✓ And if this progress is linked to national advocacy, influencing national policymakers to adopt and scale-up the practices of more responsive and accountable local-level CBDR mechanisms, thereby ensuring that these become a sound basis for national conflict prevention policies **(assumption 5)**.
- ✓ Then young women and men, working intergenerationally, will be able to collectively shape an environment for conflict prevention at all levels that is more conducive to their participation and responsive to their needs **(assumption 6)**.

Because change in the behavior of duty-bearers and powerholders at both local and national levels results from the combination of public demand (advocacy) informed by the presentation of evidence, and public accountability (monitoring)

#### Scope of work:

Cordaid-SL is hiring a consultant to undertake a baseline assessment to identify the gaps around key areas within the operation of local Community Based Dispute Resolution service providers including their codes of conduct, standard operating procedures, and protocols that entrench basic rights, norms and standards, respect for jurisdictional boundaries and coordination, conflict-sensitivity, procedural safeguards, restorative justice principles (including non-financial reparation) and effective record- keeping through the Inclusive Conflict Prevention and Peace Building Project. The Baseline will target both district and community level service providers in Pujehun, Tonkolili and Western Area Rural District. The consultant will work with both Cordaid and YPPD team in developing a gender sensitive needs assessment tool which will further guide the conduct of the study and analyzing the current operations of the various

community-based dispute resolution (CBDR) service providers available in the three operational districts. In addition, the study will help to ascertain the CBDR approaches that are more commonly used by people to claim rights and addressing grievances in their communities, and measures needed to be adopted in supporting and influencing some of these CBDR mechanisms and structures to adopt more inclusive, gender-sensitive, and conflict-sensitive practices, with specific focus on addressing needs of young women and youth.

### **Objectives:**

The overall objective of this study is to assess the current operational procedures and gaps within Community Based Dispute Resolution (CBDR) service providers which prevents them from adopting more inclusive, gender-sensitive and conflict-sensitive practices at district and community level.

### **Activities and Deliverables:**

- ✓ To provide a deeper insight and understanding of how local CBDR structures support the needs of young women and men at the District, chiefdom, and community level.
- ✓ To conduct an in-depth analysis on the structural barriers that prevents the participation of young women and men in Community Based Dispute Resolution mechanisms and conflict prevention and the dynamics of conflict, insecurity and injustice in their own districts, chiefdoms, and communities.
- ✓ To review and understand the strengths and weaknesses of the current standard operating procedures within the various CBDR service providers at the district, chiefdom, and community levels.
- ✓ To recommend approaches to enhance the increased participation of young women and youth in Community Based Dispute Resolution mechanisms.
- ✓ To outline capacity building approaches to enhance the effective performance of Community Based Dispute Resolution service provides.

### **Work Profile:**

- ✓ Conduct a desk review of documents on women and young people participation in CBDR mechanisms, local conflict prevention structures and the dynamics of conflict, insecurity, and injustice within the Sierra Leone context.
- ✓ Prepare assessment tools to understand current operational procedures and gaps of CBDR structures.
- ✓ Organize meetings with project stakeholders (Cordaid, YPPD, MOGCA and WANEP).
- ✓ Facilitate orientation with enumerators, Cordaid and YPPD staff to review and finalize the assessment tools.
- ✓ Collect, review, and analyze all the necessary qualitative and quantitative data (primary and secondary) in relation to the conduct of the assessment in the three sites.

- ✓ Develop a draft assessment report for further dialogue with the partners.
- ✓ Review and submit final baseline report including baseline values.

### Work Schedule:

Date Covered	Tasks/Activities	Persons in charge
1 Working days	Conduct a desk review of documents on youth (women and men) participation in CBDR mechanisms, local conflict prevention structures and the dynamics of conflict, insecurity, and injustice within the Sierra Leone context.	Consultant
1 Working day	Organize meetings with project stakeholders (Cordaid, YPPD, WANEP and MOGCA).  Develop assessment tool	Consultant
1 Working day	Facilitate orientation with enumerators, Cordaid and YPPD staff to review and finalize the assessment tools.	Consultant
8 Working days	Collect, review, and analyze all the necessary qualitative and quantitative data (primary and secondary) in relation to the conduct of the assessment in the three sites.	Consultant Cordaid YPPD
3 working days	Develop draft assessment report.	Consultant
2 Working days	Review and submit final report of the assessment Report	Consultant

### Consultant qualification and experience:

- ✓ 8+ years of professional experience on research, data collection (qualitative and quantitative), gender sensitive analysis and mainstream, youth work, conflict prevention, local governance, mediation/ADR, or other relevant topics in the Sierra Leonean context.
- ✓ Knowledge of and preferably experience with conflict dynamics and structural barriers to youth participation in CBDR mechanisms.
- ✓ Strong knowledge of governance arrangements in rural Sierra Leone, and established relationships with key factors such as customary authorities, a significant asset
- ✓ An established network of information sources across different sectors, groups, and locations within Sierra Leone.
- ✓ Superior diplomatic and verbal communication skills in English and relevant Sierra Leonean languages, and proven ability to navigate effectively and work with multi-stakeholder partnerships involving grassroots and other stakeholders within CBDR service provision.
- ✓ Academic qualification in a relevant discipline (gender studies, development studies, political science, peace and

- conflict studies), ideally at graduate level
- ✓ Experience with participatory needs assessment methodologies
  - ✓ Experience with facilitation of a diverse groups of stakeholders/service providers.
  - ✓ Good listening and report writing skills.
  - ✓ Experience in setting up and working with ICT based data collection tools an asset.

## SUBMISSION CRITERIA

The following documents **must** accompany the application.

- A technical proposal not exceeding 5 pages containing.
  - A demonstration of a clear understanding and interpretation of the TOR as presented.
  - Methodology to be used in undertaking the assignment.
  - Timeline and activity schedule.
- A financial proposal not exceeding 1 page Consultant's daily rates/ professional fees in SLL (perhaps states the equivalent in Euro).
- Curriculum vitae of the lead consultants to undertake the assignment.
- Evidence of relevant experience and samples of products related to the assignment.

## How to apply?

All Proposals must be submitted on or before the **deadline 17<sup>th</sup> May 2021**,  
at the Cordaid Office situated at 71A Bishop Drive, Smart Farm off Wilkinson Road. By mail to [procurementsierraleone@cordaid.org](mailto:procurementsierraleone@cordaid.org).