



TERMS OF REFERENCE FOR A RESEARCH CONSULTANT

I. Background

The African Centre for Justice and Peace Studies (ACJPS) is a non-profit, non-governmental organization working to monitor and promote respect for human rights and legal reform in Sudan. ACJPS is dedicated to creating a Sudan committed to all human rights, the rule of law, and peace, in which the rights and freedoms of the individual are honored and where all persons and groups are granted their rights to non-discrimination, equality, and justice.

In July 2024, ACJPS received funding from Freedom House to implement a project aimed at “*advocating for justice and accountability for human rights crimes*”. The project’s area of focus is to raise awareness and advocate for accountability on specific human rights violations in Sudan building on existing human rights documentation efforts. Its three main objectives are to **1)** increase the visibility of human rights crimes through the publication of evidence-based materials; **2)** improve access to justice for victims of human rights crimes through strategic litigation before regional and international human rights mechanisms and **3)** advocate for accountability for human rights crimes in Sudan before regional and international human rights mechanisms.

One of the main activities to achieve the objectives is to research the ongoing human rights violations against Sudanese with a special focus on the enforced disappearance of women, girls, and children in Sudan. In this regard, we are seeking the services of a consultant to conduct the above-mentioned research. The data collected will be from both primary and secondary sources.

II. Description of assignment/task

- Contribute to research topic planning and coordination;
- Lead in the research design and methodology, including risk assessment and safeguarding;
- Facilitate and attend weekly research coordination meetings.
- Lead data collection, analysis, and verification;
- Contribute to the analysis of both fieldwork and open-source data;
- Lead the drafting of the research report, including creating visual aids and data visualizations;
- Lead on the final review of the draft before publication.

III. Copyright and Intellectual Property Rights:

The consultant may not use, reproduce, or otherwise disseminate or authorize others to use, reproduce, or disseminate such works without prior consent from the ACJPS.

IV. Confidentiality

The consultant is responsible for maintaining the confidentiality of ACJPS documents that are shared with her/him during the assignment and must not take reference to those documents and



information in any other task. The consultant must also ensure the confidentiality of beneficiaries at all times.

V. Timing and deliverables

The assignment is expected to take six months starting from 22nd July 2024. This period includes contracting, consultations/meetings with the project team, designing, and submission of reports. It also includes weekends.

The consultant is expected to deliver the following:

- A draft copy of the research report.
- The final copy of the research report.

VI. Consultancy fees

The remuneration is competitive.

VII. Reporting

The consultant will work closely with and report to the Executive Director. However, the Senior Program Officer will also provide oversight of the retainer's work.

VIII. Qualifications:

- The service provider should have a minimum of 5 years of professional experience in research.
- Demonstrated ability to research and analyze information to a high-quality standard.
- A good understanding of the human rights context of Sudan will be an added advantage.
- Strong ability to write and edit. Ability to express clearly and concisely ideas in written materials and presentations.
- Advanced critical thinking, analysis, and synthesis skills are required to conclude from several sources of information and data.
- Proven skills in interpersonal communication and networking.
- Good understanding of the regional and international human rights system.



IX. Proposal Evaluation Criteria

Key Areas for Proposal Evaluation	Weightage
<p>Technical Proposal:</p> <ul style="list-style-type: none"> • Understanding of the ToR and delivery approach (20 points) • Demonstrated at least five years of expert experience in research. (30 points) • Demonstrated the capacity to carry out the research. (35 points) • Evidence of customer/client satisfaction in terms of related research provided in past (15 points) 	

X. Submission of proposals

Interested consultants should submit:

- A proposal and a letter of availability and an explanation of how their professional experience matches the skills and qualifications listed. The proposal should demonstrate sound knowledge, technical skills, and capability as required by the nature of the work and understanding of the requisite tasks outlined in the terms of reference;
- At least two positive references/recommendations from past employers must be submitted.

All proposals must be submitted to recruitment@acjps.org with the subject line “Research Consultant” by **21 July 2024**.