

Terms of Reference (TOR)

Consultancy Title: Database Development Consultant for the Women, Peace and Security (WPS) Agenda in South Sudan

Project: Resourcing Change: Strengthening Civil Society in the Localisation of the Women, Peace and Security Agenda in South Sudan (iWPS)

Implementing Partners: Root of Generations (ROG)

Consultancy Period: 2-6 weeks, with specific dates for in-country work

Duty Station: Juba, South Sudan.

Application Deadline: 6 March 2026; however, the applications will be reviewed on a rolling basis.

1.0 Background and Rationale

Root of Generations, in partnership with Safer World, is implementing a project to strengthen grassroots Women-Led Organisations (WLOs) in Budi, Kapoeta East, and Torit counties of Eastern Equatoria State, South Sudan. A core component of this project is to ensure the availability of data for the implementation of the Women, Peace, and Security (WPS) agenda in South Sudan. This data will be used by the citizens, government, and civil society stakeholders, especially the Ministry of Gender, Children, social welfare. This helps the ministry to track the milestones in the implementation of UNSCR1325 (WPS) pillars.

As outlined in the project proposal, the development of an internal database on WPS indicators is critical for:

- i. **Monitoring and sharing information** among WLOs and other WPS stakeholders.
- ii. **Informing evidence-based advocacy** at state, national and regional levels.
- iii. **Tracking key metrics** such as the percentage of women in key decision-making positions.
- iv. **Contributing to the broader project objective** of ensuring civil society and governmental stakeholders incorporate local perspectives into the WPS agenda.

To achieve this, a consulting company is required to design, develop, and deploy a user-friendly, secure, and functional WPS database. This will be handed over to the Ministry of gender and Social Welfare as the custodian to ensure that the WROs activities are fast-tracked, which contribute to the agenda.



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2.0 Objectives of the Consultancy

The primary objective of this consultancy is to develop and deliver a robust digital database system that will enable the Ministry of gender and Social Welfare to systematically collect, store, manage, analyse, track and report on data related to the WPS agenda in South Sudan.

The specific objectives are to:

- i. Design a database structure that aligns with the WPS agenda
- ii. Develop a user-friendly interface that is accessible.
- iii. Ensure the database supports the generation of reports, dashboards, and data visualizations for advocacy and decision-making.
- iv. Provide comprehensive training and documentation to ensure the system can be used and maintained effectively by Ministry of gender and Social Welfare and the partner organizations.
- v. Ensure it is verified and uploaded online for easy reach.
- vi. Ensure to integrate 3 other existing database components of the WPS into this database.
- vii. API Integration of the WPS Database with the Ministry of Gender GBV Info SYS, to allow for information exchange between the two platforms.
- viii. Ensure its both accessible on website and phone.

3.0 Scope of Work and Key Deliverables

The consultant will be responsible for the following key deliverables:

PHASE	DELIVERABLE	DESCRIPTION
Phase 1: Inception & Design	1. Inception Report	A detailed work plan, including methodology, timeline, and proposed database architecture based on a review of project documents and existing databases at the Ministry of gender and Social Welfare
	2. Database Design Document	A technical specification document outlining the database structure, data fields, user roles, and reporting functionalities as well as incorporating some of the information from the existing Gender barometer 1. Key data categories must include, but are not limited to: <ol style="list-style-type: none"> i. Stakeholders/Implementing partners working on WPS ii. Participation iii. Prevention iv. Protection v. Relief and Recovery vi. Conflict Related Sexual Violence (CRSV) vii. Participation of Women in the Transformation of War (PWTW)
Phase 2: Development & Testing	3. Functional Database System	A fully developed and configured database, hosted on a mutually agreed, secure, and accessible platform. The system should be available



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		in both online and potential offline/low-bandwidth modes suitable for the South Sudan context.
	4. Testing and Feedback Report	A report documenting the system testing process, including User Acceptance Testing (UAT) with ROG, Saferworld staff, National Ministry of Gender child and social welfare and a summary of feedback incorporated.
Phase 3: Deployment & Capacity Building	5. Training Workshops & Materials	<ol style="list-style-type: none"> I. Consultant will design and deliver comprehensive, hands-on training to build user and administrator capacity in data entry, data management, data protection, system safety, and routine updates. II. The Consultant will develop and provide tailored training manuals, step-by-step user guides, administrator guides, and practical reference materials aligned to the deployed system, as well as produce structured video tutorials to support ongoing learning and future onboarding.
	6. Final Deliverables Package	<p>The Consultant will submit a comprehensive Final Deliverables Package comprising of:</p> <ol style="list-style-type: none"> i. a fully functional, tested, and deployed database system, with verified performance, security configurations, and formally transferred administrator access credentials. T ii. a complete source code repository and comprehensive technical documentation, including system architecture diagrams, database schema and entity-relationship designs, data dictionary, user and administrator manuals, installation and configuration guides, backup and recovery procedures, and system maintenance instructions. iii. a detailed final consultancy report outlining the implementation methodology, deployment activities, testing and validation results, key challenges encountered and mitigation measures applied, lessons learned, and practical recommendations to support the long-term sustainability, security, governance, and ongoing maintenance of the database system.

4.0 Key Technical Requirements

The proposed database should:

- i. Be highly **user-friendly** with an intuitive interface in English (consideration for local languages is a plus).
- ii. Be **secure**, with role-based access control (e.g., Admin, Data Entry, Viewer) to protect sensitive information.
- iii. Be **scalable and flexible** to allow for future modifications and addition of new data fields.
- iv. Have strong **data visualization and reporting capabilities** (e.g., automated charts, graphs, and exportable reports in PDF/Excel).



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- v. Be designed with **low-bandwidth environments** in mind, potentially with an offline data collection and sync capability.
- vi. Comply with data protection regulations and best practices.

5.0 Qualifications and Experience

- i. Advanced degree in Computer Science, Information Technology, Data Management, or a related field.
- ii. Intensive understanding of UNSCR 1325 (WPS) agenda
- iii. Proven experience (**minimum 5 years**) in designing and developing custom databases for the development/humanitarian sector, preferably on themes related to gender, peacebuilding, or governance.
- iv. Strong technical skills in database management systems (e.g., **MySQL, PostgreSQL**) and web development frameworks.
- v. Demonstrable experience in creating user-centric design and providing training to non-technical users.
- vi. Excellent communication and facilitation skills.
- vii. Experience working in Fragile and Conflict-Affected States (FCAS), particularly in East Africa or South Sudan, is a distinct advantage.
- viii. Fluency in English is required.

6.0 Reporting and Management

The consultant will report directly to the Head of Programmes (ROG).

7.0 Proposal Submission

Interested consulting firms should submit:

1. A technical proposal (max. 5 pages) outlining their understanding of the TOR, proposed methodology, and work plan.
2. A financial proposal detailing all costs (consultancy fees, taxes, etc.).
3. CV(s) of the lead consultant(s) and any team members.
4. Registration documents that the company is legally registered in South Sudan, having a physical office in Juba, South Sudan will be an added advantage.
5. Examples of at least two similar database systems previously developed.

Submit proposals to: root.generations@gmail.com

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