

Request for Proposals

South Sudan Country Consultant (Individual or Firm): In-Country Consultations and Key Informant Interviews for a Case Study on Health Financing and Service Delivery

October 2026

Assignment	South Sudan Country Consultant (individual or firm), in-country consultations and key informant interviews
Contracting organization	Results for Development (R4D)
Reports to	R4D Project Director, with day-to-day coordination through the Research Coordinator and Principal Investigator
Period	Anticipated 6 weeks in duration from start date

1. Background

Health services in fragile and conflict-affected settings depend on financing that can strengthen government systems over time while keeping open the channels that global health initiatives such as Gavi and the Global Fund, UN agencies, humanitarian organizations and NGOs use to reach people the state cannot yet reliably serve. R4D is leading a project, funded by the Gates Foundation, on how these different sources of financing can be better connected to support health service delivery, with a focus on reaching zero-dose and under-immunized children. South Sudan is the first country case study.

In South Sudan, the Health Sector Transformation Project (HSTP) replaced the Health Pooled Fund in July 2024. HSTP is led by the Ministry of Health, financed by the World Bank and a multi-donor trust fund (with contributions from Gavi, the Global Fund, Canada, the UK and others), and implemented through UNICEF, WHO and several NGO partners. Gavi and other partners also fund services outside HSTP, and humanitarian organizations run facilities that HSTP does not cover.

The case study will look at how financing, contracting, procurement, data and accountability arrangements work in practice, what they achieve, and what options exist for Gavi and partners. The R4D team will carry out the analysis and writing. R4D is seeking a South Sudan-based individual consultant or firm to secure the permissions and access needed for the fieldwork, and to arrange and conduct consultations and key informant interviews (KIIs). R4D will design and approve the interview guides and questionnaires, set the timeline, and determine and approve all travel.

2. Objective

To help R4D gather in-country information for the South Sudan case study by making the right connections, obtaining any permissions needed, and arranging and conducting consultations and key informant interviews.

3. Responsibilities

3.1 Preparation

- Join a briefing with the R4D team on the study, the R4D-designed interview guides and questionnaires, and the consent procedure.
- Propose criteria for selecting key informants which will help ensure KIIs represent a diversity of perspectives and experiences.
- Identify key informants to interview across government ministries, departments and agencies at national, state and county level; within organizations receiving funds to implement services under the Health Sector Transformation Project or via Gavi and Global Fund financing or from and humanitarian organizations. Suggest priorities and how to reach each person.
- Contact informants, explain the objectives of the interview and secure a meeting.
- Secure a letter of support from the Ministry of Health and any other administrative permissions or introductions needed to conduct the consultations and interviews at national, state and county level. The fieldwork is not human subjects research, and ethics committee review is not expected.
- Identify documents and data held in-country that the team does not yet have, and send requests to the relevant offices.
- Advise R4D on security and logistics for any travel outside Juba. R4D will determine and approve all travel.

3.2 In-country data collection

- Conduct consultations and an estimated 15-20 key informant interviews in Juba and, where safe and approved by R4D, in selected states, using the interview guides and questionnaires designed and approved by R4D. Remote interviews may be used where travel is not possible.
- Follow the consent procedure for every interview and record interviews only with permission.
- Type up interview notes using the R4D template and send them to the team within 48 hours of each interview.
- Keep an interview tracker showing the institution type, date, interview mode, consent status and whether notes have been submitted.
- Collect documents and data (for example budget reports, programme reports, transfer guidelines, facility lists and immunization data) and keep a document log showing the source, date and any limits on use.
- Ask each informant for other people to speak to and documents to share, and follow up on these leads.
- Send a short written update to R4D at the end of each week covering interviews completed, documents collected, problems encountered and plans for the following week.

3.3 Reporting

- Complete and submit any outstanding interview notes, the final interview tracker and the full document package.
- Take part in a debrief call with the R4D team to share observations from the field.

- Submit a short fieldwork report describing who was interviewed, what documents were collected, main observations, gaps and access problems, and contacts or sources for follow-up.
- Answer questions from the R4D team about the interview notes and documents.

3.4 General responsibilities

- Keep all notes, recordings and documents confidential and store them only on devices and folders approved by R4D.
- Follow R4D's safeguarding policy and code of conduct, and inform the Principal Investigator within 24 hours if a participant raises concerns about abuse, exploitation or a risk to someone's safety.
- Follow the R4D security plan and travel outside Juba only with prior written approval.
- Declare any actual or potential conflicts of interest.
- Join weekly check-in calls with the R4D team.

4. Deliverables and timeline

No.	Deliverable
1	Work plan with list of proposed informants, interview schedule and document request list
2	Confirmation of Ministry of Health letter of support and other permissions; confirmed interview schedule for the first week
3	Weekly field updates
4	Interview transcripts and notes (within 48 hours of each interview) and interview tracker for all interviews conducted
5	Document package and document log
6	Fieldwork report and debrief call

Schedule

Week	Main activities
1	Briefing; list of informants; work plan; document requests
2	Permissions; contacting informants; scheduling interviews
3	Interviews and document collection (Juba)
4	Interviews and document collection (Juba and states)
5	Remaining interviews; follow-up on documents and leads
6	Final notes, document package, fieldwork report and debrief

5. Qualifications and experience

Required

- At least 7 years of experience (for firms, held by the proposed lead consultant) in South Sudan's health sector, working with the Ministry of Health, UN agencies, donors or NGOs.
- Good knowledge of how health services are financed and delivered in South Sudan, including HSTP and the immunization programme.
- Experience conducting interviews with senior officials and writing clear notes in English.
- Strong professional network across government and development partners in Juba.
- Fluent English

Preferred

- Experience with qualitative research or evaluations in fragile or humanitarian settings.
- Training in research ethics and data protection.

Conflict of interest

Applicants (and, for firms, all proposed personnel) must declare any current or recent (last 24 months) contracts with the HSTP project management unit, UNICEF, WHO, the World Bank or HSTP implementing partners. R4D will decide whether any declared interest can be managed.

6. Ethics, confidentiality and data

- Obtain informed consent from every participant and do not interview anyone who declines or appears to be under pressure to take part.
- All notes, data and documents collected belong to R4D and may not be shared or used for other purposes without written permission.

7. How to apply

- For individuals: CV (maximum 4 pages) with three references. For firms: a short firm profile, CVs (maximum 4 pages each) for all proposed personnel, and three references for the firm.
- Cover letter (maximum 2 pages) describing relevant experience and professional networks, your approach to securing the Ministry of Health letter of support and other permissions, and your availability for the dates above.
- Declaration of any conflicts of interest.
- Fixed firm price proposal, as described below.

Pricing: R4D will award a fixed firm price contract. Applicants should propose a single, all-inclusive price in US dollars for the full scope of work and deliverables in this Terms of Reference, with a brief breakdown by cost category (for example fees, communications, local transport and travel outside Juba) and the assumptions used. R4D will determine and approve any travel outside Juba. The agreed price will not change based on the number of days actually worked. Payment will be made in installments linked to R4D's acceptance of the deliverables in Section 4, on a schedule to be agreed at contracting.

If there are any issues in submitting your application, please reach out to Sara Shapleigh, Program Operations Officer, at sshapleigh@r4d.org.