TERMS OF REFERENCE & APPLICATION GUIDELINES

2027 CONSULTANT & FIELD PROFESSIONAL ROSTER

Reference	SIIS/EOI/2027/01	**Issue Date**	23 November 2026
Deadline	23 December 2026, 11:59 pm WAT	**Roster Period**	January to December 2027

Nigeria | Sierra Leone | Liberia | Ghana | Other African Countries

1. INTRODUCTION

Applications close on **Wednesday 23 December 2026 at 11:59 pm West Africa Time (WAT)**. The confirmed roster will be in place by mid-February 2027 for assignments through December 2027.

Issued by	Sunshine Ideas Investment & Services Limited (SIIS)
Purpose	Update the SIIS consultant and field-professional roster for 2027 research, evaluation and assessment assignments
Countries	Nigeria, Sierra Leone, Liberia, Ghana and other African countries
Roster period	January to December 2027, reviewed annually
Required of every applicant	Strong communication and public speaking skills; willingness and availability to travel
Closing date	**Wednesday 23 December 2026, 11:59 pm WAT**
How to apply	One email to hr@sunshineideasafrica.com, subject "2027 Roster EOI – [Category] – [Full Name]" (section 7)
Enquiries	hr@sunshineideasafrica.com, until Wednesday 16 December 2026

2. BACKGROUND

Sunshine Ideas Investment & Services Limited (SIIS) is a Nigerian-based research firm that uses advanced and innovative research, evaluation and statistical methods to gather high-quality data and generate strong evidence for impact and improved policy decisions. Our work has resulted in increased use of data for programme design, programme redesign and policy actions. We support both local and international organisations, businesses, government ministries and agencies, and non-profits globally.

Sunshine Ideas is updating its consultant roster so that every 2027 proposal is staffed by experts who are qualified, available and able to present their work to clients.

Development partners now judge proposals on more than CVs. They check that the experts named in a bid are the ones who deliver the work, and they test those experts in capability presentations, inception meetings and validation workshops. The 2027 roster is built around three tests: **technical quality, proven communication and public speaking ability, and firm availability, including readiness to travel.**

3. PURPOSE AND SCOPE

The roster gives Sunshine Ideas a pre-screened pool of experts, with at least one qualified alternate for every key role, ready to be named in 2027 proposals and deployed at short notice.

Objectives

- Identify qualified consultants in the twelve categories listed in section 5.
- Confirm each consultant's availability, travel readiness, daily rate and referees before any bid.
- Assess communication and presentation ability for every client-facing role.
- Name at least one alternate for every key role, so that no proposal depends on a single person.

Types of assignment: baseline, midline and endline studies; performance and impact evaluations; labour-market, skills and employer assessments; value-chain and market-systems analysis; livelihood and enterprise-development assignments; feasibility studies; gender, disability and protection assessments; training; and MEAL support.

Sectors: agriculture and food security, youth employment and livelihoods, health and nutrition, WASH, education, social protection, humanitarian response, climate resilience and peacebuilding.

Geography: Nigeria (all geopolitical zones), Sierra Leone, Liberia, Ghana and other African countries.

Roster tiers

Tier	Who	How they are used
Tier 1: Key experts	Team Leaders and senior specialists (10+ years)	Named as key personnel in proposals; present to clients; lead methodology and deliverables
Tier 2: Technical specialists	Mid-level specialists (5+ years), data and qualitative leads, Country Coordinators and Field Managers	Lead workstreams, analysis and country operations; support client presentations
Tier 3: Field and research support	Field supervisors, enumerators, community researchers, translators, transcribers and research support staff	Collect, translate and document data under Sunshine Ideas supervision and quality assurance

4. CORE REQUIREMENTS FOR ALL APPLICANTS

Every applicant, in every category, must show **strong communication and public speaking skills** and be **willing and available to travel**. Applications that do not address both will not be shortlisted.

4.1 Communication and public speaking (required)

Tier	What we expect	How we assess it
Tier 1: Key experts	Present methodology, findings and work plans to client panels; answer technical questions on the spot; lead inception and validation workshops; write clear, well-structured reports	Presentation record; 10-minute presentation and Q&A at interview; referee check

Tier	What we expect	How we assess it
Tier 2: Technical specialists	Present your workstream to the team and the client; facilitate trainings, FGDs and KIIs; brief government and community stakeholders	Presentation record; 10-minute presentation and Q&A at interview
Tier 3: Field and research support	Explain the study and informed consent clearly to respondents; brief community leaders and local officials; communicate fluently in the local language	Interview with a consent role-play in the local language

4.2 Travel (required)

- Willing to travel within Nigeria and to other countries where assignments take place, for inception meetings, training, fieldwork supervision, validation workshops and client meetings.
- Able to travel at short notice, sometimes within two weeks of contract signature.
- Willing to work in rural, hard-to-reach and security-sensitive locations, under Sunshine Ideas security protocols and clearances.
- For Tier 1 and Tier 2 applicants seeking multi-country work: a valid international passport, or the ability to obtain one before deployment.
- State any travel restrictions honestly in your cover note. A restriction does not automatically rule you out, but it decides which assignments you are considered for.

4.3 Availability and commitment

- Confirm your availability in writing before Sunshine Ideas names you in any proposal.
- Once named, attend the related client presentations, interviews and inception meetings, in person or online.
- Sign the Availability and Commitment Declaration (Annex B) with your application.

4.4 Other requirements

- A relevant degree; a Master's or higher for Tier 1 and specialist roles.
- Verifiable experience in your category, confirmed by named referees.
- Strong written and spoken English. French or local languages (for example Hausa, Yoruba, Igbo, Fulfulde, Kanuri, Krio, Temne, Mende or Liberian languages) are an advantage.
- Working knowledge of research ethics, informed consent, data protection and safeguarding, and willingness to sign the Sunshine Ideas Code of Conduct and safeguarding policy.
- Comfort working online (video calls, shared documents, email); for field roles, tablet or smartphone data collection.

5. ROSTER CATEGORIES AND MINIMUM REQUIREMENTS

Applicants may apply under up to two categories, and each category must be supported by the CV. **Senior** means at least 10 years of relevant experience; **mid-level** means at least 5.

Category	Tier	Minimum qualification	Minimum experience	Specific skills sought
Team Leaders, Research Directors & Senior Evaluators	1	Master's or PhD in economics, agriculture, statistics, social science, public health or a related field	10 years; led at least three multi-site baselines, evaluations or assessments for development partners	Evaluation design (OECD-DAC criteria), mixed methods, team leadership, client engagement, report writing, presenting findings
Agricultural Economists, Value-Chain & Market-Systems Specialists	1 or 2	Master's in agricultural economics, agribusiness or a related field	10 years (senior); 5 years (mid)	Value-chain and market-systems analysis, enterprise budgets and gross margins, off-taker analysis, technology adoption, climate-smart agriculture
Livelihoods, Enterprise Development, VSLA & TVET Specialists	1 or 2	Master's in economics, development studies, business, education or a related field	10 years (senior); 5 years (mid)	Youth livelihoods, enterprise and MSME development, VSLA and financial inclusion, TVET, apprenticeship and employment pathways
Labour-Market, Skills & Employment Specialists	1 or 2	Master's in labour economics, economics, development studies, education or a related field	10 years (senior); 5 years (mid)	Employer and establishment surveys, labour-demand and skills-gap analysis, ISCO and ISIC coding, job quality, placement pathways
Statisticians, Econometricians & Survey Methodologists	1 or 2	Master's in statistics, biostatistics, econometrics or a related field	10 years (senior); 5 years (mid)	Multi-stage sampling, power calculations, weighting and design effects, impact evaluation designs, econometric analysis in Stata or R
Monitoring, Evaluation, Data & MIS Specialists	1 or 2	Degree in statistics, computer science, M&E or a related field; Master's for senior roles	10 years (senior); 5 years (mid)	KoboToolbox, SurveyCTO or ODK programming; Stata, R or Python; Power BI and GIS; QA/QC and DQA; MEL system design; data protection
GESI, Disability Inclusion, Safeguarding & Protection Specialists	1 or 2	Master's in gender, development, social policy, law or a related field	10 years (senior); 5 years (mid)	Gender analysis, Washington Group questions, displacement and protection, PSEA, child safeguarding, do-no-harm

Category	Tier	Minimum qualification	Minimum experience	Specific skills sought
Qualitative Researchers, PEA & Governance Specialists	1 or 2	Degree in social science, political science or public policy; Master's for senior roles	10 years (senior); 5 years (mid)	FGDs, KIIs and participatory methods; political economy and institutional analysis; coding in NVivo, Atlas.ti or Dedoose
Sector Specialists	1 or 2	Master's in the relevant discipline, for example public health, nutrition, WASH engineering or education	10 years (senior); 5 years (mid)	Sector indicators, standards and evaluation experience in food security, health and nutrition, WASH, education, social protection, humanitarian response, climate resilience or peacebuilding
Country Coordinators & Field Managers	2	Degree; Master's preferred	5 years of field management, including at least three surveys managed	Enumerator recruitment and training, logistics, permits and community entry, security management, supervision
Field Supervisors, Enumerators & Community Researchers	3	Secondary school certificate for enumerators; OND, HND or degree for supervisors	Enumerators: two CAPI surveys; supervisors: three surveys, including supervision	Tablet-based interviewing, household listing, qualitative fieldwork, informed consent, local languages; back-checks for supervisors
Translators, Transcribers & Research Support Personnel	3	Secondary school certificate; OND, HND or degree preferred	Two research assignments in translation, transcription or research support	Accurate translation between English and local languages, verbatim transcription, note-taking, research administration, confidentiality

Sector experience in agriculture and food security, youth employment and livelihoods, health and nutrition, WASH, education, social protection, humanitarian response, climate resilience or peacebuilding is an advantage in every category.

6. OBLIGATIONS OF ROSTER MEMBERS AND CONDITIONS OF ENGAGEMENT

Roster membership is a two-way commitment. Sunshine Ideas considers you for suitable 2027 assignments, and you keep your availability commitments whenever you are named in a bid.

6.1 Obligations

1. **Confirm availability in writing** before your CV is submitted with any proposal, and tell Sunshine Ideas within 48 hours if your availability changes.

2. **Attend client engagements** linked to the bid, including capability presentations, interviews and inception meetings, in person or online, unless Sunshine Ideas agrees otherwise in writing in advance.
3. **Prepare and rehearse:** Know the proposal sections you lead, and take part in at least one rehearsal before any client presentation.
4. **Travel** as the assignment requires.
5. **Disclose competing bids:** Do not allow your CV to be submitted by another firm for the same tender without first informing Sunshine Ideas. Many clients reject or penalise a CV submitted by more than one bidder.
6. **Deliver** inputs and deliverables to agreed timelines, and accept Sunshine Ideas quality-assurance review.
7. **Keep confidential** all bid documents, client information and research data.
8. **Comply** with the Sunshine Ideas Code of Conduct, safeguarding and PSEA policy, research ethics standards, and anti-fraud and anti-corruption rules.
9. **Keep your profile current:** Update your CV and availability at least every six months, or when asked.

6.2 Conditions of engagement

- Inclusion on the roster does not guarantee an assignment. Each assignment is covered by a separate contract setting out the terms of reference, deliverables, level of effort and fees.
- Fees are agreed per assignment within the client's approved budget. The daily rate in your application is a starting point for discussion, not a commitment by either side.
- Travel, accommodation and per diem are paid according to the assignment budget and the Sunshine Ideas travel policy.
- Payment is made against accepted deliverables, as set out in each contract.
- Consultants are responsible for their own taxes. Sunshine Ideas deducts withholding tax where the law requires it.
- The roster is valid until 31 December 2027. Renewal depends on a performance review.
- Sunshine Ideas may remove a consultant from the roster for failing to honour a written availability commitment without good reason, misrepresentation in the application, breach of confidentiality, or misconduct, including any safeguarding breach.

7. HOW TO APPLY

Send one email with the six required attachments by **11:59 pm WAT on Wednesday 23 December 2026**.

Application email	hr@sunshineideasafrica.com
Email subject	2027 Roster EOI – [Category] – [Full Name]
Deadline	**Wednesday, 23 December 2026, 11:59 pm WAT**
File format	PDF; 10 MB in total at most
Engagement basis	Assignment-specific consultancy or field engagement

Required attachments

1. **CV,** no more than four pages, in the format in Annex C.
2. **Cover note,** one page: your roster category or categories, countries and languages, availability in 2027, and travel availability, including whether you hold a valid international passport and any restrictions.

3. **Presentation record,** half a page: up to three presentations, trainings or workshops you have delivered in the last three years, with the audience, topic and your role. A link to a recorded presentation is welcome but optional.
4. **Referees:** names, positions, phone numbers and email addresses of three professional referees. At least one should have seen you present to a client or stakeholder audience.
5. **Daily rate expectation** in your local currency or US dollars.
6. **Signed Availability and Commitment Declaration** (Annex B).

Optional for senior and specialist roles: links to, or titles of, up to two relevant reports, studies or publications, where shareable.

Please note

- Name your files Surname_Category_Document, for example Surname_Statistician_CV.pdf.
- If you apply under two categories, name both in the subject line and send one email only.
- Incomplete applications will not be considered.
- Applications received after the deadline will be kept for later roster updates, not the January 2027 review.
- Send questions to hr@sunshineideasafrica.com by Wednesday 16 December 2026.

8. SELECTION PROCESS AND EVALUATION CRITERIA

Applications are screened, scored out of 100, and the strongest are interviewed online. Tier 1 and Tier 2 candidates also give a 10-minute presentation, because client-facing roles must be able to present and defend their work.

8.1 Stages

1. **Screening (pass or fail):** all six required documents received; minimum qualification and experience met; communication and travel addressed in the application.
2. **Application scoring (100 points):** see 8.2. Applicants scoring 60 or more are shortlisted.
3. **Interview and presentation (100 points, online):** see 8.3.
4. **Reference and document checks:** at least two referees contacted; certificates verified.
5. **Roster decision:** each successful applicant is placed as Approved: key expert, Approved: alternate, or Reserve.

Final score: 40% application score plus 60% interview score. A final score of 70 or more is needed for approval.

8.2 Application scoring

Criterion	Points	What earns high marks
Relevant experience	30	Years in the category; comparable assignments; development-partner clients; multi-country work; roles held
Communication and public speaking	20	Presentations, trainings and workshops led; clarity of the cover note; referee evidence
Qualifications	15	Level and relevance of degrees and certifications
Availability and travel	15	Availability in 2027; readiness to travel at short notice; passport held

Criterion	Points	What earns high marks
Technical skills for the category	15	The tools and methods listed for the category in section 5
Languages and country knowledge	5	Local languages; work in Sunshine Ideas operating areas
Total	**100**	

8.3 Interview and presentation

Element	Tier 1 and Tier 2 (points)	Tier 3 (points)
Presentation: structure and clarity	25	Not applicable
Presentation: technical accuracy	25	Not applicable
Handling questions	25	Not applicable
Consent role-play in the local language	Not applicable	50
Local-language fluency	Not applicable	25
Commitment, availability and travel	25	25
Total	**100**	**100**

Presentation format: a 10-minute presentation on a topic sent 48 hours ahead, followed by 10 minutes of questions and a 15-minute interview. Example topics:

9. INDICATIVE TIMELINE

Applications close on **Wednesday 23 December 2026**, and the confirmed roster is in place by **Friday 12 February 2027**. Review starts after the holiday break, on 4 January 2027.

Milestone	Date	Format
Call open	23 November to 23 December 2026	Email applications
Enquiries close	Wednesday 16 December 2026	Email
Applications close	Wednesday 23 December 2026, 11:59 pm WAT	Email
Screening and scoring	4 to 15 January 2027	Desk review
Interviews and presentations (shortlisted applicants)	18 to 29 January 2027	Online
Reference and document checks	1 to 5 February 2027	Phone and email
Roster confirmed; shortlisted applicants notified	Friday 12 February 2027	Email
Orientation for roster members	22 to 26 February 2027	Online

Dates after the closing date are indicative and will be confirmed to shortlisted applicants.

10. EQUAL OPPORTUNITY, SAFEGUARDING AND DATA PROTECTION

Equal opportunity: Sunshine Ideas is a Humanitarian development firm and an equal opportunity organisation. We particularly encourage applications from women, persons with disabilities and qualified professionals from the communities where we work. If you need a reasonable adjustment for the interview, such as extra time or an accessible format, say so in your cover note.

Safeguarding: We have zero tolerance for sexual exploitation and abuse, child abuse and harassment. Every roster member signs the Sunshine Ideas Code of Conduct and safeguarding policy. Reference checks include a safeguarding question, and background checks may apply where a client requires them.

Data protection: Your personal data is used only for roster management and bid preparation, and is stored securely in line with the Nigeria Data Protection Act 2023. We share your CV with a client only for a named bid and with your written consent. You may ask us at any time to update or delete your data.

Enquiries: Send questions to hr@sunshineideasafrica.com by Wednesday 16 December 2026.

Sunshine Ideas never charges any fee at any stage of roster recruitment, shortlisting or consultant engagement. Any request for payment in connection with this call is fraudulent; report it to hr@sunshineideasafrica.com

11. ANNEXES

Annex A: Application checklist

- CV, no more than four pages, in the Annex C format (PDF)
- Cover note, one page: categories, countries, languages, 2027 availability, travel availability and passport status
- Presentation record, half a page
- Three referees, at least one who has seen you present
- Daily rate expectation
- Signed Availability and Commitment Declaration (Annex B)
- Files named Surname_Category_Document; subject line “2027 Roster EOI – [Category] – [Full Name]”
- Sent to hr@sunshineideasafrica.com by 11:59 pm WAT on Wednesday 23 December 2026

Annex B: Availability and Commitment Declaration

Copy this text, complete it, sign it and attach it as a PDF.

I, **[full name]**, apply to join the Sunshine Ideas Investment & Services Limited consultant roster for 2027 under the category or categories **[category]**. I confirm that:

1. The information in my CV and application is true and complete, and I authorise Sunshine Ideas to verify it with my referees and the institutions named.
2. I am able and willing to present my work to clients, in person or online, and to answer questions on it.
3. I am willing and available to travel for assignments within [country] and to other countries, subject only to these restrictions: [none, or details].
4. Before Sunshine Ideas names me in any proposal, I will confirm my availability in writing. Once named, I will attend the related client presentations, interviews and inception meetings unless Sunshine Ideas agrees otherwise in advance.
5. I will tell Sunshine Ideas within 48 hours if my availability changes, and I will not allow my CV to be submitted by another bidder for the same tender without first informing Sunshine Ideas.
6. I will comply with the Sunshine Ideas Code of Conduct, safeguarding and PSEA policy, research ethics standards and confidentiality requirements.
7. I understand that inclusion on the roster does not guarantee an assignment, and that failing to honour these commitments may lead to my removal from the roster.

Name: _____ **Signature:** _____

Date: _____ **Phone:** _____ **Email:** _____

Annex C: CV format

Use this order, keep to four pages, and leave out photographs, age and marital status.

1. **Personal details:** name, nationality, country of residence, phone, email, and languages with level (fluent, working, basic).
2. **Profile:** no more than five lines on your expertise and the roles you are applying for.
3. **Education and certifications:** degree, institution and year.
4. **Key assignments, most recent first:** assignment title, client or donor, country, dates (month and year), your role, your days or months of input, methods used and outputs.
5. **Presentations, trainings and workshops led** in the last three years.
6. **Software and tools.**
7. **Employment history.**
8. **Referees:** three, with positions, phone numbers and email addresses.

APPLICATION DEADLINE: WEDNESDAY 23 DECEMBER 2026, 11:59 PM WAT