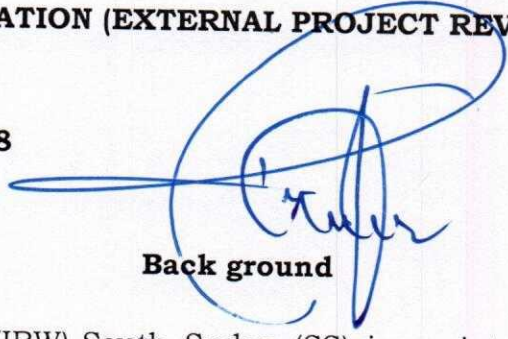


TERMS OF REFERENCE
FOR
PROJECT END EVALUATION (EXTERNAL PROJECT REVIEW) CONSULTANCY

REF: IRSS-IRUSA/2/2018



Back ground

Islamic Relief Worldwide (IRW)-South Sudan (SS) is an international humanitarian organization that has been working with vulnerable and conflict affected communities in South Sudan since 2004. IRW-SS focuses on providing services that bring relief and change by reducing the levels of vulnerability and sufferings on the affected population in terms of Health, Nutrition, WASH, Food and Non-Food Items.

With funding from Islamic Relief (IR) Partners, IR SS has been implementing an emergency project to displaced people affected by the conflict that erupted in June and July 2016 in Wau and Juba respectively. Which resulted to displacement of people in Wau town; camping in UNMISS and churches compounds. On the other side, in Juba the main displacement has affected people who have sought refuge at various IDPs sites. Of these Islamic Relief supported 12,500 most vulnerable IDPs with emergency supplies including WASH services, NFIs and food for eight months.

Purpose of the Evaluation

Islamic Relief South Sudan (IR-SS) intends to have an external evaluation to assess the project implementation process and its effects on displaced people in Wau and Juba. The primary purpose of this consultancy is to develop a thorough understanding of the effectiveness of the implementation process, including the reasons for, and any barriers to the successful implementation of this project, and to provide recommendations for future intervention related into integrated project like this.

The assessment of the quality and appropriateness of the implementation of this project will help Islamic Relief South Sudan efforts to demonstrate accountability to IR-USA that provided resources for project implementation.

Objectives

The Consultant will conduct a process evaluation and external review assessment, this will address the overall intervention and evaluation process to assess the

implementation of the activities including procurements for the project. The evaluation will include qualitative assessments with IRSS providing quantitative data as required.

Specific Objectives:

- Analyze the groundwork that was put in place for implementation of project including needs assessments, recruitment of project staff and procurement of project activity supplies and materials.
- Analyze the effectiveness and efficiency of the activities implementation process.
- Analyze the project's effects on the lives of conflict affected population (outputs and outcomes) in project locations in Wau and Juba.
- Extract 'best practices' and lessons learned.

Scope of Evaluation

- The evaluation assessment will be conducted in Jubek (Juba-Mangatein IDPs site) and Wau state (Wau), South Sudan.
- The evaluation assessment will be conducted from 1st of March 2018 after official end of project and the evaluation report will be written, completed and submitted no later than 25th/03/2018.

Methods of Evaluation

The Consultant will collect qualitative data through participatory and non-participatory observations, Key Informant Interviews (KIIs), Focus Group Discussions (FGDs) and undertake a document review of secondary information. IRSS will provide the Consultant with quantitative data collected from baseline, need assessments, monthly reports and project final report.

At minimum, data collection will include the following:

- Key Informant Interviews: Including IRSS staff and community leaders, as well as other stakeholders who can provide information about the project.
- Document Review: The Consultant will conduct a document review including proposal document, monthly reports, budget reports, and need assessments. The document review should commence prior to the field site visit and before any field evaluation assessments are conducted as the document review will help inform the creation of the key informants.

Deliverables

The Consultant will be expected to provide a written evaluation work plan along with data collection and analysis tools prior to the start of the evaluation. Upon completion, a final evaluation report will be written and submitted along with data sets. All documents are to be written in English.

The documents are expected to contain the following:

1. An evaluation work plan:

- A. Evaluation methodology.
- B. Evaluation Framework.
- C. Data collection and analysis tools.
- D. Reporting.
- E. Work Scheduling.
- F. Detailed Evaluation Budget.

2. An evaluation report is required and should include the following information:

- A. Executive Summary
- B. Background and Context
- C. Objectives
- D. Methodology
- E. Results
- F. Discussion
- G. Recommendations
- H. Conclusions
- I. References
- J. Annexes

3. All collected quantitative and qualitative data should be submitted along with the report, as well as raw data that has been analyzed.

Evaluator Qualifications and Competencies

The Consultant will be required to demonstrate the following qualifications and competencies:

- Relevant academic documents.
- Prior field implementation and project management experience in South Sudan.
- Track record in developing and conducting project evaluations including qualitative and quantitative data collection for international NGOs working in South Sudan.
- Strong cross cultural communication skills with previous experience of working in a cross-cultural setting with an ability to respond to comments and questions in a timely, appropriate manner.

Terms, Conditions and Payment Schedule

The Consultant will need to submit a clear bid in USD (\$) indicating all the costs for the evaluation and related expenses and costs that the Consultant should incur including consultant fee, and any other support staff/ enumerators required.

IR South Sudan reserves the right to terminate the agreement at any point based on lack of access due to insecurity or non-performance of contract, in which IR SS would

reimburse for the services provided to date. Compensation for the deliverables outlined in this TOR will be paid on the following schedule:

- 25% upon signing of contract once work plan, methodology and tools have been approved by IRSS management.
- 75% upon submission of final report once it has been approved by IRSS Head of Mission.

According to South Sudan's Taxation Amendment Act 2016, the South Sudan government requires outside contractors of an institution to undergo tax at a rate of 20% for each payment made regardless of whether they are national, a resident foreigner or not. Therefore, IRSS will deduct 20% from each payment made to the contractor.

Data Ownership and Confidentiality

All datasets and documents passed to the Consultant remain the property of IRSS and are under the strictest confidence. The data sets and documents must not, under any circumstance, be shared with a third party without the prior agreement of the IR South Sudan Head of Mission.

Employment of Minors

The consultant shall not employ children in executing the contract. The Consultant shall observe International conventions relating to child labor namely the UN Convention No.182 on worst forms of child labor and convention No. 138 on the minimum age for admission to employment.

Criminal Act

The consultant undertakes to comply with all applicable laws and to ensure that engage in any kind of criminal activity including but not limited to bribery, fraud, corruption, terrorism and to maintain ethical business practices as well as not to commit any Prohibited Acts defined as:-

- i) To offer, promise or give any person a financial or other advantage;
- ii) To request, agree to receive or accept any financial or other advantage not expressly provided for as an inducement or a reward for the performance of any function or activity in connection with this Agreement;

And/or

Provided for as an inducement or a reward for the performance of any function or activity in connection with this Agreement;

Summary

This is an open and competitive selection process. The successful candidate will be selected following the review of each bidding Consultant's proposal documents which shall include the following;

- A. A cost analysis bid broken out by cost per line item.
- B. 2 page proposal that briefly outlines methodology, logistics plan, and work schedule at a high level.
- C. An example of the Consultant's past work, such as a written evaluation report
- D. A minimum of two written references.

These must be submitted not later than 27th Feb. 2018 to IR South Sudan office along Unity road, Hai Cinema-Juba South Sudan, near Solidarities international office or send an email to:

Should you be interested and have the capacity to provide the service above, IRSS request you to collect the Terms of reference (ToR) documents from the following address: IRSS Office, Hai Cinema, 2nd class, Plot no 54, Block B-XVI, and Juba. Or visit our Website link <http://www.islamicreliefsouthsudan.org> South Sudan.

The sealed envelopes should be dropped at IRSS Office Tender Box before the deadline for submission of bids i.e. 27th Feb. 2018 at 4.00 pm or send to IRSS.Tender@islamic-relief.or.ke.

IRW- SOUTH.SUDAN

PROCUREMENT COMMITTEE

JUBA SOUTH SUDAN