

**TERMS OF REFERENCE
FOR
HIRING A CONSULTANT TO CONDUCT AN END OF PROJECT EVALUATION ASSESSMENT
Northern Bahr el Ghazal, SOUTH SUDAN**

16th June 2017

Samaritan's Purse is a nondenominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse (SP) has helped meet needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through His Son, Jesus Christ. The organization serves the church worldwide to promote the Gospel of the Lord Jesus Christ. Samaritan's Purse has been operational in South Sudan for over two decades, serving the most vulnerable populations in emergency and conflict settings.

A. Project Description

Since 2015, SP has been implementing a food security and livelihoods (FSL) assistance project with funding provided by Global Affairs Canada (GAC). The project is operational in Northern Bahr el Ghazal (NBeG), specifically Aweil North and Aweil East which supports Canada's South Sudan strategy to prevent widespread food insecurity and reduce the risk of hunger through food production and livelihoods protection.

The FSL Assistance Project in NBeG is a two-year initiative aimed at improving food security among populations affected by conflict. The initiative is targeting approximately 10,000 households (HHs) or 60,000 (31,200 females and 28,800 males) direct project participants in Aweil North and Aweil East counties of NBeG State, South Sudan.

The project started on June 15, 2015 with the signing of a Contribution Agreement between GAC (formerly the Department of Foreign Affairs, Trade and Development (DFATD)) and Samaritan's Purse Canada (SPC), and is slated to end on July 31, 2017.

The goal of this project is to improve FSL for project participants in NBeG. The intermediate outcomes of the project include:

- Increased and diversified food production and consumption among participant HHs
- Increased adoption of sustainable environmentally protective farming practices

Project activities included: seeds and tools distributions, Agricultural Training Groups (ATGs) for vegetable production, equipping and training fishermen, nutrition education for caregivers, kitchen gardens, tree planting, animal traction cultivation training, and Farmer Field Schools (FFS). These activities were undertaken within the context of building staff capacity in various aspects of implementation and cross-cutting themes, including gender.

Purpose of the Evaluation

Samaritan's Purse South Sudan (SPSS) intends to have an external evaluation conducted alongside internal endline assessments (which will be carried by SPSS concurrently) to assess the project implementation process and its effect on the men, women, boys, and girl participants of the project.

1. Praxis for Samaritan's Purse – South Sudan:

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 interventions relating to FSL.

2. Network learning on integrated FSL programming using FFS and other training approaches used in this project:

Samaritan's Purse seeks to clearly understand the effectiveness of the livelihoods approaches used in this project, including the Participatory Action methods used as training models. The aim is to contribute to the development and dissemination of best practices.

3. Accountability to GAC and other Donors:

The assessment of the quality and appropriateness of the implementation of this project, along with the results of the endline survey will help SP's efforts to demonstrate accountability to GAC, our Canadian supporters, and other donors that provided resources for project implementation.

Objectives

The Consultant will conduct a process evaluation assessment. This will address the overall intervention and will include a process evaluation which will assess the implementation of the activities including procurement for the project. The assessment will be conducted by someone outside of SP who will have prior experience conducting FSL and gender analysis evaluations. The evaluation will include qualitative assessments with SP providing quantitative data as required.

Specific Objectives:

- Analyze the effectiveness and efficiency of the implementation process
- Analyze the effectiveness and efficiency of the development process
- Analyze the project's effects on the lives of men, women, boys, and girls
- Extract 'best practices' and lessons learned

Evaluation questions:

1. Was the implementation process conducive to the effective and efficient achievement of the project's immediate and intermediate outcomes?
 - a. What went well (best practices)?
 - b. What did not go well (challenges) and how were these challenges overcome?
 - c. What are the lessons learned from the implementation process?

2. Do the project intermediate outcomes make a significant contribution to the ultimate outcome?
 - a. What were the most significant contributions toward the ultimate outcome, and why?
 - b. How could the link between intermediate and ultimate outcomes have been strengthened? (Or how could the intermediate outcomes have made a more significant contribution to the ultimate outcome?)
3. How did the implementation take into account the different needs of men, women, boys, and girls?
 - a. To what extent did the project respond to the local gender context?
 - b. What went well (best practices)?
 - c. What did not go well (challenges) and how were these challenges overcome?
 - d. What are the lessons learned regarding gender-sensitive implementation?
4. How have the immediate and intermediate outcomes affected the lives of men, women, boys, and girls?
 - a. Effect on gender roles
 - b. Effect on gender power dynamics
 - c. Effect on Knowledge Attitudes and Practices (KAP) of participants and broader community
5. Has this project led to a sustainable self-reliant development process among project participants?
 - a. Why? / Why not?
 - b. What are the lessons learned regarding the promotion of sustainable self-reliant development processes?

B. Scope of Evaluation

The assessment will be conducted in NBeG, Aweil North and Aweil East States, South Sudan.

The assessment will be conducted in August/September 2017 after the project has officially closed and the evaluation report will be written and completed by **20th October 2017**.

Both men and women should be represented within the assessment as the project has a significant gender strategy component. Target groups should include direct beneficiaries of the project, implementing SP staff, community leaders, key informants of other organizations, government stakeholders, among others.

Samaritan's Purse is currently operational in the counties mentioned. Despite ongoing conflict in other areas of the country, these counties have been relatively stable in the last few years. However, should there be insecurity the assessment will only be carried out in areas that are relatively safe and accessible.

C. Methods

The Consultant will collect qualitative data through the form of participatory and non-participatory observations, Key Informant Interviews (KIIs), Focus Group Discussions (FGDs) and undertake a document review of secondary information. Samaritan's Purse will provide the Consultant with quantitative data collected from baseline, mid-term, and endline assessments. Further quantitative data collection will be at the discretion of the Consultant.

Aside from the verification of data from internal assessments as part of the document review, the evaluator will primarily rely on the collection and analysis of qualitative information including KIIs, FGDs, and a staff debriefing workshop. Samaritan's Purse will provide the evaluator with relevant documentation, including project proposal, baseline data, mid-term, and endline assessments. The exact methods used, and information collected will be finalized as negotiated with the Consultants workplan. At minimum, data collection will include the following:

Key Informant Interviews: Including SP staff and community leaders, government stakeholders as well as others who can provide information about the project.

Focus Group Discussions: The Consultant will convene and interview groups of individuals who have been involved in the project, and should including the following groups: mothers trained in nutrition, fishermen, FFS, ATGs, and men and women who have received gender sensitization training. These groups will be able to provide information of the project activities. Other FGDs can be conducted at the discretion of the Consultant.

Document Review: The Consultant will conduct a document review including monthly, semi-annual and annual reports, budget reports, baseline, mid-term and endline assessments. The Consultant will also review other relevant documentation available for the area such as other evaluation reports and newspaper articles. The document review should commence prior to the field site visit and before any field assessments are conducted as the document review will help inform the creation of the key KII and FGD questions.

Lead one lesson learning session: The Consultant will also be asked to conduct a lesson learning session with the SP staff. This would be a way for the Consultant to obtain feedback firsthand from the staff regarding what they have learnt during the life of the project, such as what worked well and what did not work well. This will assist the Consultant in making an evaluation of the achieved objectives as well as recommendations for future interventions.

As part of the evaluation, the Consultant will be expected to do a thorough review of the gender strategy which has been a significant part of the project, determining to what extent gender mainstreaming has been considered and incorporated into different aspects of the program. Furthermore, the Consultant will be expected to align to ethical standards ensuring that consent is sought from all interviewees, and that the guarantees of confidentiality and the assurance of protection are communicated.

D. Deliverables

The Consultant will be expected to provide a written evaluation work plan along with data collection and analysis tools prior to the commencement 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:
 - i. Expectations of evaluation
 - ii. Evaluation methods
 - iii. Evaluation Framework
 - iv. Data collection and analysis tools

- v. Reporting
 - vi. Work Scheduling
 - vii. Detailed Evaluation Budget
2. An evaluation assessment report is required and should include the following information:
- i. Acknowledgements
 - ii. List of Abbreviations and Acronyms
 - iii. Executive Summary
 - iv. Background and Context
 - v. Aim
 - vi. Objectives
 - vii. Methodology
 - viii. Limitations
 - ix. Results
 - x. Discussion
 - xi. Recommendations
 - xii. Conclusions
 - xiii. References
 - xiv. Annexes
 - a. Data collection tools
 - b. Consent form
3. All collected quantitative and qualitative data should be submitted along with the report, as well as raw data that has been analysed.

The report will be used to highlight SP achievements in the area as well as for internal learning and projects in the future.

The proposed activity schedule is:

Activity Schedule	Date where applicable
<i>Submission of application of bid.</i>	1st July 2017
<i>Consultant to submit evaluation methodology plan and assessment tools to be reviewed by the Monitoring & Evaluation (M&E) Program Manager and international headquarters (IHQ) technical staff before contract signature and commencement of the Assessment.</i>	
<i>Assessment to be conducted.</i>	August/September 2017 <i>(exact dates TBC)</i>
<i>The Consultant will meet with the M&E Manager in Juba before the assessment commences at field level in NBeG. During implementation, the Consultant will keep in regular contact and will meet with the M&E Manager once the preliminary results have been shared.</i>	
<i>Data sets and a preliminary report must be submitted and presented to SP within two weeks of assessment completion. All recommendations, comments, and questions from SP must be addressed for the final report and data set to be considered finalized.</i>	

<i>The Consultant will respond to questions/comments on the preliminary results from the M&E Manager.</i>	
<i>The final report and the complete data set should be submitted electronically to the M&E Manager.</i>	
<i>The SP IHQ staff will be involved in review and approval of all documents including the survey methodology produced by the Consultant. In addition, IHQ will provide technical guidance and final approval of the Consultant hired. All recommendations, comments, and questions from SP must be addressed for the final report and data set to be considered finalized.</i>	
<i>The Final Report and full data set must be submitted to SP.</i>	20th October 2017

E. Evaluator Qualifications and Competencies

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

- Prior field implementation and project management experience
- Track record in developing and conducting project evaluations including qualitative and quantitative data collection for international NGOs
- Experience in conducting FSL and gender analysis assessments; preferably in a complex conflict environment
- Expertise in quality human development process and qualitative research methods with a strong gender orientation
- 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

F. Payment Schedule

The Consultant will need to submit a clear bid in USD (\$) indicating the costs for the assessment. The budget should include ALL related expenses and costs that the Consultant should incur including consultant fee, and any other support staff/ enumerators required. Any international flights in and out of South Sudan, visa and registration fees required should also be included as well as transport and accommodation for duration of stay in Juba.

The table below provides some figures as a guide.

Single entry Visa	100 USD
Registration fee (required for non-South Sudanese)	10 USD
Hotel (B&B) per night	150 USD
Meals in Juba (approximate cost per meal)	10–15 USD
Basic Enumerator	5-10 USD per day

Items that will be covered by SP that do not need to be included in the budget:

- Food and lodging at the SP base in Akuem

- Transport in field locations
- Internal flights to and from Juba to Aweil

In the bid proposal, the Consultant must clearly itemize the relevant costs so it is clear how the total cost/budget has been determined. Once an agreement has been made, any additional costs that the Consultant should incur above and beyond what was stipulated in the bid will need to be covered by the Consultant.

G. Agreement of Terms

Samaritan's Purse 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 SP 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 SP
- 50% after field data is collected and the consistency and quality in the dataset is verified by SP
- 25% upon submission of final report once it has been approved by SP IHQ

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 a resident or not. Therefore, SP will deduct 20% from each payment made to the contractor.

H. Data Ownership and Confidentiality

All datasets and documents passed to the Consultant remain the property of SP 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 SP Director of Program Development.

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. These must be submitted to SP ¹ no later than **1st July 2017** and are to include the following:

- 1) A cost analysis bid broken out by cost per line item
- 2) A short 1-2 page proposal that briefly outlines methodology, logistics plan, and work schedule at a high level
- 3) An example of the Consultant's past work, such as a written evaluation report
- 4) A minimum of two written references

¹ Please send submission documents to: SouthSudanSealedBid@Samaritan.org