



Terms of Reference (ToR):
Finalization of the Monitoring and Evaluation Framework and Data Collection
Tools Development

Project Title: South Sudan Action Plan for Peace (APP).

1. Overview of the Project

The South Sudan Council of Churches (SSCC) is an ecumenical body for the churches in South Sudan including membership of the Episcopal Church of South Sudan, the Sudan Interior Church, Catholic Church, the Presbyterian Church of South Sudan, the Africa Inland Church, Sudan Pentecostal Church, South Sudan Presbyterian Evangelical Church and Coptic Orthodox Church. The ecumenical South Sudan Council of Churches (SSCC) has developed a framework to resolve conflict, build peace, and reconcile the people of South Sudan, known as the multi-year Action Plan for Peace (APP). The APP was formally launched in September 2015, with work focused around 4 pillars. The Advocacy pillar provides a means to influence opinions and policies towards peacefully resolving conflict, at all levels from high-level to grassroots. The Neutral Forum pillar provides a safe space for stakeholders to discuss the root causes of conflict and envisage a peaceful future. Reconciliation under the third pillar is focused on restoring and healing relationships within the nation while the fourth pillar is about building strong institutional capacity. The 4 pillars interlink and reinforce each other.

National level structures have been established and activities have begun in line with the strategies for each of the four pillars of the APP. At this stage, shoring up local-level capacity and ownership of the APP is a priority to take the APP further. The building of strong local-level forums will enable the connection and coordination across multiple layers – local, regional, national, international. This requires strengthening the capacity of the SSCC local level bodies - the Inter-Church Committees (ICCs). ICCs provide an ecumenical forum for enhancing peace and reconciliation at the local level and have a presence across the country, giving the APP huge potential reach. Information management and capturing evidence and learning has been identified by SSCC and partners as a current gap and critical need that will enhance the effectiveness of the APP implementation.

In order to effectively fulfil its mandate, SSCC wants to develop a Monitoring and Evaluation Framework and Tools to track the implementation and impact of the 2018-2022 Action Plan for Peace (APP) strategy. Currently a number of partners are supporting the SSCC in the effort to implement the APP.

2. Objectives of the Consultancy

General/ Overall Objective:

The overall objective of the assignment is to finalize the development of the monitoring and evaluation framework and tools for the Action Plan for Peace (APP) strategy. Preliminary M&E framework has already been developed for the Reconciliation and Neutral Forum Pillars; however, this need to be reviewed as part of the finalization of the M&E framework for the APP strategy. The purpose is to provide the SSCC Secretariat and partners with a framework and tools to effectively monitor progress and achievement against outcomes as indicated in the APP.

Specific Objectives:

- Review the APP strategy theory of change and results framework.
- Review the draft M&E framework for the Reconciliation and Neutral Forum Pillars.
- Develop an M&E framework for all the APP pillars.
- Develop an APP Performance Monitoring Plan
- Develop an APP Indicator Performance Targets.
- Develop Indicator Monitoring Tools based on the M&E Plan for all the APP pillars.
- Develop Performance Indicator Reference sheet for all the Indicators

3. Methodology and Scope of work

Scope of work: In order to ensure consistence to the development of the M&E framework the following tasks are recommended to guide the consultant.

1. **Document review:** Review SSCC's Action Plan for Peace strategy, Draft M&E framework, programme documents and other strategic documents available to support the work of SSCC.
2. **Consultations:** Consult with SSCC's management, program staff, SSCC Regional Facilitators and partners staff to gather information which will inform the development of M&E framework and tools.
3. **Develop:** Monitoring and Evaluation Framework, Monitoring plan, targets, tools and indicator reference sheet.
4. **Workshop:** Conduct a one-day workshop with SSCC staff and relevant partners, to test and discuss the framework. Plan, targets, tools and indicator reference sheet.

4. Expected Outputs/ Deliverables

The following deliverables are expected from this assignment:

1. Approved Final Monitoring and Evaluation Framework
2. Approved Final Monitoring and Evaluation plan
3. Approved Final Indicator Performance targets
4. Approved Final Indicator Monitoring Tools
5. Approved Final Performance Indicator Reference sheet

5. Duration/ Activity scheduling

It is expected that the work will take up to approximately 12 working days, as outlined in the following schedule:

Task	Max working days	Date (tbc)
1. Document review	2 days	
2. Develop M&E framework, plan, targets, tools and indicator reference sheet	10 days	
3. Conduct a validation workshop	1 day	
4. Finalization of M&E framework, plan, targets, tools and indicator reference sheet	2 days	

6. Consultants Profile/ Experience.

- At least eight years' experience working in designing and developing of M&E systems, conducting Monitoring and Evaluations, and program management.
- Master's degree in Peacebuilding, Governance, International Development, Statistics, Economics, Monitoring & Evaluation, social sciences or related field.

- Demonstrable experience in developing monitoring and evaluation frameworks and log-frames.
- Excellent Knowledge and Understanding of Research methodologies and processes
- Good presentation, coordination and organizational skills
- Excellent oral and written communication skills
- Experience working with Faith Based Organizations
- Must be a South Sudanese consultant or local South Sudan research firm.

7. Lines of Communication

The consultant will report to CA Programme Manager who will supervise this assignment with support from SSCC's Head of Programs. The Monitoring and Evaluation Framework, plan, targets, tools and all reports/guidance associated with this assignment are to be written in clear, plain English and be edited and presented to a high standard, acceptable to SSCC. The consultant will provide electronic versions of all reports.

8. Protection of beneficiaries and other programme participants

Christian Aid has a Safeguarding Framework that includes Staff Code of Conduct and a Child Protection Policy which have been developed to ensure the maximum protection of programme participants and to clarify the responsibilities of CA staff, consultants, visitors to the programme and partner organization, and the standards of behavior expected of them. In this regard, it is the responsibility of the consultant to demonstrate commitment to strictly adhere to Christian Aid's Code of Conduct and Child Protection Policy. The consultant has the responsibility to ensure that any persons hired, used or consulted during the process are made familiar with the policies and commit to abide by them during execution of this work. Any candidate offered a contract with Christian Aid will be expected to sign Code of Conduct and Child Protection Policy as an appendix to their contract. By doing so, candidates acknowledge that they have understood the contents of policies and agree to conduct themselves in accordance with the provisions of these two documents

9. How to Apply

Applicants should submit Technical (in Pdf format) and Financial proposals including CVs, three referees and copies similar reports for previous work conducted by consultant from similar assignments to: JubaProcurement@christian-aid.org before 25th May 2019.

In your submission, include the '**Development of Monitoring and Evaluation Framework and Data Collection Tools**'.

The assignment is expected to take place in May 2019 and will take 15 days for its entire completion.

The monitoring and evaluation framework and tools are expected to be submitted to the SSCC and Christian Aid by **26th June 2019**, and the final related documents, submitted be due no later than **28th June 2019**

The estimated budget for the assignment should include:

- Professional Fees
- Travel expenses in Juba, South Sudan (estimated)
- Tax and any other relevant cost related to and required for the proper conducting of the assignment as per all the objectives and requirements detailed in the present ToR.