**TERMS OF REFERENCE**

**FOR**

**CONSULTANCY TO CONDUCT AN END OF PROJECT EVALUATION (EXTERNAL PROJECT REVIEW)**

**Back ground**

Islamic Relief Worldwide (IRW)-South Sudan (SS) is an international humanitarian organization that has been working 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, seasonal programmes, Food and Non-Food Items.

With funding from GAC through IR Canada, IRW South Sudan has been implementing an emergency project that is Lifesaving support to Conflict and Drought affected Population in South Sudan (LiCDaP) in Wau and Kapoeta respectively. Of these Islamic Relief supported approximately/ more than 32,900 people with emergency supplies including WASH services, Capacity buildings and awareness creation; Health and Nutrition services since the Start date of the project September 1st,2017 to end date of August 31stst 2018.

***The project outcomes included;***

• 10,500 disaster affected people have increased access to basic and gender sensitive WASH and Hygiene sanitation services (disaggregated by gender with 4,200 Male and 6,300 Female)

• 11,000 conflict and drought affected people including women and girls have access to Primary Health Care through access to gender sensitive medical support. (5,000 male and 6,000 female)

• 10,400 under 5, PLW and Elderly have improved nutrition recovery. Disaggregated by gender (3,400 Male and 7,000 female)

**Purpose of the Evaluation**

IRW South Sudan (IRW-SS) intends to have an external evaluation to assess the project implementation process and its effects to the severed population in Wau and Kapoeta East. The primary purpose of this consultancy is to develop a thorough understanding of the effectiveness of the project, 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 GAC that provided resources for the project implementation.

**Objectives**

The Consultant will conduct an end project evaluation, as an external review assessment; this will address the overall intervention, the impact of the project in the lives of the affected communities, he/she will measure these impacts against the three project outcomes highlighted above. 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 a) Relevance – the extent to which the objectives were consistent with beneficiaries’ needs and priorities; b) Effectiveness – the extent to which the targeted project objectives were achieved (or are expected to be achieved); c.) Efficiency – how economically resources/inputs were converted into results; d) Sustainability – the extent to which the benefits are likely to continue after the project.
* Analyze the project’s effects on the lives of conflict affected population (outputs, outcomes and Impact) – where possible, the long-term effects produced by the project (directly, indirectly, intended, unintended, positive and negative).
* Extract ‘best practices’ and lessons learned.

**Scope of Evaluation**

* The evaluation assessment will be conducted in Eastern Equatoria- Kapoeta and Wau state (Wau), South Sudan.
* The evaluation assessment will be conducted from 31st of August 2018 after the end of project and the evaluation report will be written, completed and submitted no later than 15th/September/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 and Focus Group Discussions: Including IRSS staff and community leaders, beneficiaries and non-beneficiaries 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:

1. Evaluation methodology.
2. Evaluation Framework.
3. Data collection and analysis tools.
4. Reporting.
5. Work Scheduling.
6. Detailed Evaluation Budget in USD.

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

1. Executive Summary
2. Background and Context
3. Objectives
4. Methodology
5. Results
6. Discussion
7. Recommendations
8. Conclusions
9. References
10. 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.

**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 IRW 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;

1. A cost analysis bid broken out by cost per line item in USD.
2. Technical 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.

These must be submitted no later than 26th August. 2018 to IR South Sudan office along Unity road, Hai Cinema-Juba South Sudan, near ACTED offices or send an email to: **IRSS.Recruitment@islamic-relief.or.ke**