

Terms of Reference (ToR)

End-of-the Project Evaluation Consultancy

Enhancing Sustainable Peace and Intercommunal reconciliation in Boma State

Introduction

The purpose of this Terms of Reference is to provide a framework for planning and conducting the project end evaluation for **Enhancing Sustainable peace and Intercommunal reconciliation in Boma State, South Sudan**. The Final Evaluation will use diverse research methods including qualitative analysis to ascertain the impact of the project. It will also assess what factors enhanced and limited the achievement of project targets as well as documentation of the results achieved and lessons learned for future programming.

Background and description of the project.

Enhancing Sustainable Peace and Intercommunal Reconciliation in Boma State, funded by the Ministry of Foreign Affairs Office of Finland (MFA Finland) and has since January 2016 been working on enhancing the capacity of the target communities to resist violence and promote intercommunal reconciliation in the state. The project has been implemented directly by Finn Church Aid (FCA), South Sudan Office in Boma State.

The overall goal of the project is to contribute to achieving sustainable peace and stability in Boma state; with specific objectives to support holistic conflict transformation processes and initiatives and to facilitate the establishment and strengthening of local conflict resolution and peacebuilding mechanisms. The project has been working on creating inclusive and non-violent spaces for dialogue and strengthening community-level peace support structures in Boma state.

Over the past three years, the project aimed to achieve the above objectives through;

1. Facilitating intra and inter-communal dialogues and stakeholders consultations on peace and conflict issues in the target locations.
2. Facilitating the engagement of youth, women, traditional chiefs and Interchurch committee members in peace processes.
3. Strengthening/ establishment of community peace support structures.
4. The project has been providing need-based capacity strengthening support to community-based partners and institutions.

The project is designed to address one of the worst conflict contexts in South Sudan at Boma state. During the intervention of the project, the state has been characterized as one of the worst conflict context in South Sudan. The area has been the scene of some of the most horrific cycles of violence that South Sudan has experienced, and deep-rooted political, ethnic, social and geographical divides have emerged between and within communities. Violent deaths, conflict-related injuries, sexual and gender-based violence, child abductions, cattle raiding, looting and security threats are key issues to the people living in towns and villages of the area.

To address these complex problems, FCA has been assisting the target communities, through this project, to work together in finding inclusive ways to address the roots causes of the conflict and seek sustainable solutions to ending the cycles of violence. Also, the project has been ensuring the broad adaptation of non-violent forms of conflict resolution, as well as supporting and capacitating the individuals and communities to take a more active and structural role and become agents of positive change in their state. To this effect, the project targeted the primary stakeholders (traditional chiefs, youth, and women) and duty bearers as crucial owners of the problem and solutions.

As a measure of quality programming embraced in the FCA's County Programme strategic framework, the need for end of project evaluation is crucial to inform the stakeholders and documentation of the project contribution, outcome, and impact. The end of project evaluation is forward-looking and will capture project design, scope and provide information on the nature, extent and where possible the potential impact and sustainability of the project. It will collate and analyze lessons learned, challenges faced and best practices obtained during implementation which will inform the programming strategy in the next programming phase in response to the peacebuilding and conflict transformation priorities of FCA in South Sudan.

Scope and focus of the evaluation.

The end of project evaluation is in-built in the project implementation framework. The evaluation cover from January 2016-December 2018 focusing on Boma state, and it will assess the effectiveness of the implementation strategy and the outcomes of the project. This will include the implementation modalities, the right holders and duty bearers' participation, replication and sustainability of the project.

The evaluation will assess the effectiveness of the project design, approaches, and assumptions made at the beginning of the project development process, project management including the implementation strategies, and project activities in achieving the peacebuilding and social coexistence objectives. It will also assess the extent to which the project results have been achieved, and cross-cutting issues of mainstreaming gender, protection, and human rights have been addressed. It will also assess whether the project implementation strategy has been optimum and recommend areas for improvement and learning.

In order to achieve these objectives; the evaluation will focus on the key areas below (evaluation questions).

The evaluation questions

Relevance (access design and focus of the project)

1. To what extent did the project approach and objectives address the issues relevant for the beneficiaries (women, youth, traditional leaders, and duty bearers) in Boma state?
2. Was the project relevant to the target groups identified needs and did it respond to those needs?
3. Were there continuous collection of feedback / discussions with the target groups, and was feedback addressed?

Effectiveness (whether activities, outputs, and outcomes have been achieved?);

1. To what extent did the project achieve its overall objectives? What and how much progress has been made towards achieving the overall outputs, and outcomes of the project (including contributing factors and constraints)?
2. Were the inputs and strategies used effective, realistic, appropriate and adequate to achieve the peacebuilding results?
3. To what extent did the project's M&E mechanism contribute in meeting project results?
4. How effective were the strategies and approaches used in the implementation of the project?
5. What are the recommendations in terms of effectiveness for future similar interventions?
6. How satisfied are the communities with the project interventions and its results?
7. What have gender-specific issues been observed and addressed through the project?

Efficiency (were inputs (staff, time, money, equipment) used in the best possible way to achieve outputs; could implementation have been improved/was there a better way of doing things?)

1. Was the process of achieving results efficient? Specifically did the actual or expected results (outputs and outcomes) justify the costs incurred?
2. Were the resources effectively utilized?
3. What factors contributed to implementation efficiency?

4. Did the project activities overlap and duplicate other similar interventions (funded nationally and/ or by other donors)?
5. How efficient were the management and accountability structures of the project?

Impact (the consultant/evaluator will assess the positive and negative changes produced by the project interventions, directly or indirectly, intended or unintended.

1. What positive and negative changes are observed in the lives of the target group because of the implementation of the project?
2. Did the response produce resilience against future vulnerabilities to violence among the target communities?
3. What impact did the project have on groups such as women and youth who often face distinct barriers to their participation and influence stemming from age and gender?
4. Is there an improvement in peaceful coexistence of the target communities?
5. What lessons were learnt and recommendations for future project design?

Sustainability

1. What is the likelihood of continuation and sustainability of project outcomes and benefits after the end of the project? Would the project outcomes, peaceful coexistence of the communities and nonviolent resolutions of conflicts continue after the project is phased out?
2. Are there exist strategies in place? How effective were they, and approaches to phase out assistance provided by the project including contributing factors and constraints?
3. What are the key factors that will require attention in order to improve prospects of sustainability of project outcomes and the potential for replication of the approach?

The proposed evaluation methodology.

The end of project evaluation, as it is a summative one, involves qualitative and quantitative methods to evaluate the referenced project implementation and performance. It makes strategic recommendations for the next programming cycle of the peacebuilding work of FCA in South Sudan.

The data will be collected through (but not limited to) the following methods:

1. Desk study will be conducted including relevant literature related to South Sudan national policies related to (inclusive peace) at national / local levels and review of all relevant project documentation including project proposal, annual work-plans, project progress and annual reports.
2. In-depth interviews to gather primary data from key stakeholders using a structured methodology.
3. Focus Group Discussion (FGD) with project beneficiaries and other stakeholders.
4. Interviews with relevant key informants.
5. Observations (field visits using checklist).

Duration of the evaluation and schedule.

The evaluation is expected to start in December 15, 2019, for an estimated duration of 20 working days. This will include desk reviews, fieldwork - interviews, and report writing.

Activity	Deliverable	Time Allocated
Desk Review: Evaluation design, methodology, and detailed work plan.	Desk review and evaluation plan	3 days
Inception Meeting Initial briefing with selected consultant.	Inception Report	2 days

Field Visits and data collection.		7 days
Data analysis, debriefing, and presentation of draft Evaluation report	Draft Report	4 days
Draft report presentation and validation meeting with the lead consultant.		1 day
Finalization of evaluation report incorporating additions & comments and submission to FCA.	Final Evaluation Report	3 days
Total		20 days

Expected Deliverables:

An inception report: The consultant will prepare an inception report, which details the consultant and the FCA understanding of the evaluation and how the evaluation questions will be addressed. This is to ensure that consultant and FCA have a shared understanding of the evaluation. The inception report will include the evaluation matrix summarizing the evaluation design, methodology, evaluation questions, data sources, data collection and analysis tool for each data source and the measure by which each question will be evaluated. The report will include the scope of work, agreed work plan, agreed timeframe/ schedule of tasks, activities and deliverables, with clear responsibilities for each task or product.

The draft report: The draft report prepared by the consultant and submitted to FCA for review and comments. Comments from the FCA will be provided within 5 days after the reception of the draft report. The report will be reviewed to ensure that the evaluation meets the required quality criteria.

The final report: The final report (maximum 25-30 pages excluding annexes) will be submitted within 5 days after receiving comments and will incorporate the comments from FCA. The content and the structure of the final analytical report with finding, recommendations and lessons learned covering the scope of the evaluation should meet the requirements of the FCA M&E Policy and should include the following:

1. Executive summary
2. Introduction
3. Description of the evaluation methodology
4. Situational analysis about the outputs and outcome.
5. Analysis of opportunities to guide future programming
6. Key findings, including best practices and lessons learned
7. Conclusion and recommendations
8. Appendices: including charts, terms of reference, field visits, people interviewed, documents reviewed, etc.

Proposed Schedule of Payments.

The consultant shall be paid the consultancy fee upon completion of the following milestones.

1. 30 % after adoption of the inception report.
2. 30 % after presentation of the draft report.
3. 40 % after the approval of the final report.

The consultancy fee will be subjected to income tax in accordance to the South Sudan Financial ACT 2017/18, section 53 of the Taxation Amendment ACT 2016.

NOTE: The contract price will be fixed regardless of changes in the cost components.

Required expertise and qualification

The consultant must have the following expertise and qualifications:

1. Master's degree in Peace and Conflict studies, Monitoring & Evaluation, political science, international relations or related relevant field.
2. Knowledge of context (South Sudan or the region) and thematic expertise on inclusive / community based peacebuilding.
3. Expertise on gender and youth inclusion as well as inter-faith peacebuilding.
4. Extensive expertise, knowledge, and experience in the field of evaluation of peacebuilding programs.
5. Proven experience with research methods (including quantitative, qualitative and participatory information analysis and report writing).
6. Experience of programme design/ formulation, monitoring, and evaluation.
7. Fluency in English required.

Selection Criteria

The consultants will be evaluated by using the **Quality and Cost** approach (combined scoring method). Technical proposal will be evaluated on 70% score whereas the financial proposal will be evaluated on 30% score. The incumbent consultant is responsible for all personal logistics. FCA will arrange logistics in the target field locations for the consultant including organizing sessions for FGDs.

How to apply

Interested consultants and consultancy firms are required to complete the information in this link <https://ee.humanitarianresponse.info/::YzFE>. In addition, submit a technical and financial proposal marked "Technical and Financial Proposal for End of Project Evaluation Consultancy" based on the FCA standard Proposal Template (attached as an annex to this TOR) through email: Procurement.Ssuco@kua.fi and CC worku.aymelo@kua.fi by **5:00 pm** (East Africa Time) on **30 November 2018**.

For inquiries regarding the advert, please contact worku.aymelo@kua.fi

Incomplete and late submissions will not be considered.

Annex 1. Technical Proposal Template

To be filled-in by the candidates, in compliance with the following instructions

1. Rationale (max. 1 page)

Any comments on the Terms of Reference of importance for the successful execution of activities, in particular its objectives and expected results, thus demonstrating the degree of understanding of the contract. Any comments contradicting the Terms of Reference or falling outside their scope will not form part of the final contract.

An opinion on the key issues related to the achievement of the contract objectives and expected results

(Optional: An explanation of the risks and assumptions affecting the execution of the contract)

2. Evaluation questions (max. 2 pages)

Evaluation questions formulated on the basis of the criteria presented in the Terms of Reference's Sub-section 4.

3. Proposed Methodology (max. 3 pages)

An outline of the approach proposed for contract implementation;

A list of the proposed activities considered to be necessary to achieve the contract objectives;

The related inputs and outputs.

4. Timetable of activities (max 1 page)

The timing, sequence and duration of the proposed activities, taking into account mobilisation time

5. Financial proposal (max 1 page)

Please provide a detailed budget of the evaluation (at VAT 0). FCA will then add the VAT according to the Finnish legislation.

	Unit cost (in EUR)	Description/ Number of days	Total (in EUR)
Consultancy fees	(per day)		
Travel			
Incidentals			
Accommodation / DSA	(per day)		
Materials/Interpreter			
[Xx] (please fill in if needed)			