



Enhancing the Food Security and Livelihoods Coping Mechanisms for Conflict Affected Communities in Imotong State

Terms of Reference (TOR) for Consultancy

END OF PROJECT EVALUATION

July, 2018

1. BACK GROUND INFORMATION ON THE PROJECT:

CARE South Sudan has been operating in the former Eastern Equatoria State (now Imotong State) since 2015. Since fiscal year to 2017 to 2018, CARE South Sudan, received funds from SDC to support improve the resilience capacity of food insecure and conflict affected communities of Torit County and Pageri Administrative Area of Imotong State, South Sudan. The project was aimed to improve the food security, livelihoods, gender relations at household level and peaceful coexistence among 2,900 households (approximately 17,400 individuals). The target Bomas of the project Fodofodo, Ifwonyak, Nyong and Illangi in Nyong Pyam; Moti/Enyif in Ifuotu Payam in Torit County. Abila, Anzara and Rei in Nimule Payam and Avumadria, Masindi, Bilinya and Gandzi in Muagali payam of Pageri County.

This evaluation will follow a process of using an existing assessment report and project reports done during the projects life time. Data that will be collected during the evaluation will be compared to baseline data/assessment report against the same indicator in order to measure progress towards defined outcomes/results. Moreover, the monitoring reports, project reports and other relevant secondary information will be referred as part of the evaluation process.

2. PROJECT PROFILE

Find in the table below is for the project profile containing the project title, the goal of the project to be evaluated, the objectives, locations, and population size targeted.

Project Name	Enhancing the Food Security and Livelihoods Coping Mechanisms for Conflict Affected Communities in Imotong State
Project Location	Imotong State: <ul style="list-style-type: none"> • Torit County (Ifwotu, Nyong Payams) • Pageri Administrative Area(Nimule , Mugali Payams)
Project Goal and Outcomes	<p>Goal: To improve the resilience capacity of food insecure and conflict affected communities of Torit County and Pageri Administrative Area of Imotong State, South Sudan.</p> <p>Specific Objective 1: Contribute to improving food security for 2,900 vulnerable households through innovative crop production diversification and community structures.</p> <p>Specific Objective 2: Strengthen resilience of conflict affected communities through sustainable livelihoods and income generation opportunities.</p> <p>Specific Objective 3: To enhance community capacities and contribute to sustainable livelihoods through peace building, environment protection and GBV prevention among targeted communities.</p>
Target Population and beneficiaries.	17,400 vulnerable IDPs and host community members (2,900 HH) affected by conflict in target areas.
Estimated life of Project	One Year (June, 2017 - May, 2018)

Specific Objective 1: Contribute to improving food security for 2,900 vulnerable households through innovative crop production diversification and community structures. In order to achieve this, the project aimed at mobilizing distributing of fast maturing vegetable and crop seeds and tools and educating communities on the crop and vegetable varieties to improve food availability, improving nutrition at household level. Further, training role model farmers, formation of the farmer community based associations (groups) and establishment of demonstration sites were also planned.

Specific Objective 2: Strengthen resilience of conflict affected communities through sustainable livelihoods and income generation opportunities. Under this specific objective, the project aimed at forming group savings and loans associations (VSLAs) and training of VSLA groups on business skills and financial literacy as well implementation of Cash for Work activities.

Specific Objective 3: To enhance community capacities and contribute to sustainable livelihoods through peace building, environment protection and GBV prevention among targeted communities. The activities under this result include, formation and training of community based Peace Committees, introduction Fuel Efficient Stoves as a measure to reduce GBV and environment degradation and provision of support to GBV survivors in the targeted areas.

3. EVALUATION PURPOSE AND OBJECTIVES

The major purpose of the evaluation is to establish and document the impact and relevance of project interventions on beneficiaries. The consultant is expected to provide data on the relevance, efficiency, effectiveness and sustainability of project interventions

THE SPECIFIC OBJECTIVES OF THE EVALUATION;

1. Assess the relevance of the projects to the target communities, and target groups within these.
2. Assess the effectiveness of the projects, including assessment of progress and achievement against set targets.
3. Evaluate the impact of projects, including progress made towards achieving the project goals, and any broader changes that the projects have contributed towards.
4. Assess the sustainability of project interventions and outcomes
5. Determine the strengths and weaknesses of the project design, implementation, M&E, and community participation
6. Determine how the project involved and benefited different women and children
7. Assess the extent to which the project has addressed cross-cutting themes, particularly gender, peace building and the environment.
8. Provide specific, actionable, and practical recommendations for similar future projects.
9. Provide specific and practical recommendations and document lessons to be utilized for future programming

4. METHODOLOGY

While conducting the evaluation, a mix of methods (both qualitative and quantitative) will be used to generate information required to meet the objectives. The consultant will be required to review project documents including any other secondary data sources. However, the major information source will be direct field research and interviews with key informants, partners and beneficiaries. The consultant will prepare a draft work plan to guide the assignment and will be discussed and approved by CARE program team

With respect to the methodology, the consultant will provide an initial indication of the following: how data will be collected, data sources, and drafts of suggested tools such as questionnaires and interview guides. CARE South Sudan staff and research enumerators will support the consultant in the field and serve as translators if needed.

The evaluation will be conducted in 4 Payam of Imotong State where the project was implemented in accordance to the objectives of the evaluation as above.

5. EVALUATION STAKEHOLDERS

The consultant is expected to conduct a participatory evaluation putting into consideration all the key project stakeholders including line ministries, leaders, farmer groups, VLSA groups and youth and women, peace committees, Disaster Risk Reduction committees and any other parties that may have relevant information. The process is expected to be participatory and interactive in nature. The field work will include: finalising the methodology and tools, training and testing of the tools, data collection, analysis and the presentation of preliminary results before departure. CARE South Sudan staff and research enumerators will support the consultant in the field and serve as translators if needed.

6. DELIVERABLES

The expected product will be an end of project evaluation report written in English based on final analysis of the data collected. The following are the expected deliverables from the consultancy;

1. Entry Meeting: Consultant will meet CARE staff and present their work-plan for discussion and be briefed on logistics and any other technical evaluation related issues.
2. The consultant will be required to provide daily updates in the progress in data collection to the Project manager and the area Manager
3. De-brief presentation-During the exit interview, consultant will be expected to do an evaluation with a short Power point presentation of initial findings as well an evaluation process review.
4. The consultant will produce a draft report. First, the draft report will be submitted to the CARE South Sudan on an agreed date for review and then a final report will be submitted according to the evaluation timeline.
5. The consultant will submit all hard copies and soft copies of data collected and the database along with the final report.

7. FINAL REPORT AND REQUIREMENT

The external evaluator is accountable to maintain the requirements for the content, format, or length of the final report, overall quality and approved timelines. They will produce a comprehensive report that assesses the achievements, relevance, coherence, coverage, effectiveness, efficiency, outputs and early outcomes of Emergency Health, Nutrition and GBV project so far, and provide prioritized recommendations to maximize results. To simplify this process, CARE has developed a evaluation report template that can be modified to meet the needs of all project, programs, and initiatives.



Evaluation Report
Template

The report must include:

- **A Title:** A title that conveys the name of the project, location, implementation period, as well as the main impact or key finding of the report.
- An **executive summary that focuses both on process as well as impact** (except for baseline evaluations where we would not expect to see impact data) that is no more than 2 pages in length and is formatted so that it can be printed as a stand-alone 2-pager about the project.
- **A display of impact early in the report, including 3-5 key impacts/findings:** What changed because of the program? What happened in the world, and why did it matter? These are the most significant accomplishments, supported by solid evidence. Each impact should be written as one or two sentences. **Talk about impact early on the report** so that the audience does not have to read the entire report before seeing evidence of change.
- **3-5 key lessons learned:** These should be short, actionable, and the most important aspects of what the program/analysis found. They need to be relevant and new for people outside of the direct program.
- **3-5 bullets describing how the project got to impact/3-5 recommendations:** It is important to have non-jargon descriptions of what a project did to get to impact. These are highlights of the most effective, relevant, and scalable approaches and tools. If this is an analysis and not an evaluation, then this section should be 3-5 key recommendations for what the project/program/initiative should do based on your findings.
- **Shareable Evidence:** Clearly separate evidence collected by the external evaluation from the conclusions and recommendations **must be submitted along with the final report.** Sources of all evidence must be identified and conclusions must be based only on evidence presented in the report, and recommendations must directly correspond to the conclusions.

For a list of other optional final evaluation deliverables, click [here](#).

8. DATA DISCLOSURE

The external evaluator should deliver, at minimum, all files including: quantitative data sets (raw and refined products), transcripts of qualitative data and others in an easy to read format, and maintain naming conventions and labelling for the use of the project/program/initiative and key stakeholders.

All documents should be compliant with the following conditions (see [data format requirements](#)):

- All the data generated from this survey and its associated materials shall remain the property of CARE South Sudan country office and shall be achieved in accordance to its policies.
- CARE requires that the datasets that are compiled or used in the process of external evaluation are submitted to CARE when the evaluation is completed.
- **Data must be disaggregated by gender, age and other relevant diversity, etc.**

- Datasets must be anonymized with all identifying information removed. Each individual or household should be assigned a unique identifier. Datasets which have been anonymized will be accompanied by a password protected identifier key document to ensure that we are able to return to households or individuals for follow up. Stakeholders with access to this document will be limited and defined in collaboration with CARE during evaluation inception.
- In the case of textual variables, textual datasets or transcripts please ensure that the data is suitable for dissemination with no de-anonymizing information **UNLESS** these are case studies designed for external communication and suitable permission has been granted from the person who provided the data. In these circumstances, please submit, with the case study, a record of the permission granted, for example a release form¹.
- Where there are multiple datasets (for example both tabular and textual datasets) identifiers must be consistent to ensure that cases can be traced across data lines and forms.
- CARE must be provided with a final template of any surveys, interview guides, or other materials used during data collection. Questions within surveys should be assigned numbers and these should be consistent with variable labelling within final datasets.
- Formats for transcripts (for example: summary; notes and quotes; or full transcript) should be defined in collaboration between CARE and the external evaluator at the evaluation inception
- In the case of tabular datasets variable names and variable labels should be clear and indicative of the data that sits under them. Additionally, the labelling convention must be internally consistent and a full codebook/data dictionary must be provided.
- All temporary or dummy variables created for the purposes of analysis must be removed from the dataset before submission. All output files including calculations, and formulae used in analysis will be provided along with any Syntax developed for the purposes of cleaning.
- We require that datasets are submitted in one of our acceptable format types.
- CARE must be informed of and approve the intended format to be delivered at evaluation inception phase. Should this need to be altered during the project CARE will be notified and approval will be needed for the new format.
- The external evaluator will be responsible for obtaining all necessary permissions, approvals, insurance, and other required permits needed for data collection. These include required permits related to data collection from human subjects, including necessary ethical review board approvals (ERB) and health and accident insurance for evaluation team members.

9. CONSULTANT'S ROLES AND RESPONSIBILITIES

- Review of the relevant project documents i.e. project proposal, log frames, monthly and semi-annual reports etc.

¹ All release forms should be agreed in advance with CARE.

- Prepare and submit to CARE the evaluation proposal including methodology to be used, work plans and schedules for both quantitative and qualitative aspect of the assignment for review and feedback by CARE.
- Conduct an in-depth desk top review of the relevant secondary data.
- Interview selected respondents during the evaluation.
- Visit selected project sites.
- Conducting entry and exit conferences (de briefing) with staff and key stakeholders at CARE South Sudan Office.
- Prepare and submit draft evaluation report to CARE South Sudan for review and feedback.
- Submit final evaluation report to CARE.

10. CARE SOUTH SUDAN ROLES AND RESPONSIBILITIES

1. Review and approve the study tools and methodology.
2. Brief stakeholders about the purpose of the evaluation
3. Provide all the necessary support to the consultant to ensure timely completion and compliance with international evaluation standards.
4. Avail all the required logistics including vehicles for the evaluation.
5. Assist in organizing meetings with stakeholders
6. Recruit and pay the evaluation enumerators
7. Prepare and effect payment for the consultant upon completion of the assignment.

10. REQUIRED QUALIFICATION OF THE CONSULTANT

- Team Leader must be a well-grounded social economic scientist with excellent skills in research, monitoring and evaluation of food security and livelihoods issues; VSLA/business development; gender, protection as well as peace building mechanisms and standards.
- A good understanding of South Sudan as a country, its history and the resulting impact this may have on the working environment.
- Have a good understanding of operating in a fragile context
- Must have extensive and demonstrated experience in facilitating and coordinating evaluation processes for emergency and recovery projects;
- Has extensive and demonstrated experience in the use of qualitative and as well as quantitative evaluation methods;
- Has extensive experience in working with in the INGO environment;
- Quite remarkable engagement in program/project evaluation with similar nature to the assignment.

11. EVALUATION TIMELINE

The consultancy work including the travel, survey work and preparation of report is expected start on June 6, 2018 to June 30, 2018 a total of 15 days. It is expected that 7 days will be required for the fieldwork. The assignment must be finalized by the June 30TH , 2018.

12. PROPOSAL CONTENT

The consulting firm/consultant will submit a proposal comprising of the following;

- Technical and financial proposal: The technical proposal should indicate how the consultant is going to undertake all the activities highlighted in the TOR.

- The consultant must also share copies of their proposed data collection tools based on the relevant documentations attached in the appendix.
- Provide a brief outline of at least 3 previous engagements of a similar nature showing how the assignments were similar to this one and what the outcomes were. Include one contact person (reference) for each assignment.
- Appendices

13. SUBMISSION:

Interested consulting firm/consultant should submit a detail electronic CV, financial and technical proposal to the address below:

Alex.Anyik@care.org cc: Robert.Amule@care.org and Stephen.Lemer@care.org.

Deadline for expression of interest is on 12th July 2018 before 3PM.