



Project Impact Assessment - Consultancy Terms of Reference	
<b>Dates</b>	October 2018, 17 working days in total impact assessment consultancy, including preparation, data consolidation, analysis and reporting
<b>Agency</b>	Daughters of Mary Immaculate (DMI) – Gogrial Town, Gogrial State

Daughters of Mary Immaculate (DMI) and CAFOD & Trocaire in Partnership (CTP) are looking for a consultant to conduct a “Project Impact Assessment” for the two projects: Emergency food support for IDPs and promotion of peaceful coexistence between conflicting communities; and Enhancing citizen’s participation in peace building at state level in Gogrial and Alek counties. The projects are currently being implemented in Gogrial State, South Sudan by CTP partner DMI.

### 1. Background

CAFOD & Trocaire in Partnership (CTP) is supporting its implementing partner “Daughters of Mary Immaculate (DMI)” in Gogrial Town, Gogrial State. DMI is currently implementing two projects: SSD137 (Emergency food support for IDPs and promotion of peaceful coexistence between conflicting communities in Gogrial, focusing on three themes; Emergency Preparedness, Response & Recovery; Food, nutrition & livelihoods in emergencies; and Protection in emergencies).

The second project SSD148 -Enhancing citizen’s participation in peace building at state level in Gogrial is being implement in Gogrial, Alek and Ajongo counties of Gogrial state with focusing on self-help group of women under women federation and women group in both payam and Boma’s, these groups also provide peaceful coexistence in their communities they live as being branded as peace ambassadors in the village. These project start differently as follows; emergency food distribution start on 01/11/2017 and ended on 31/08/2018, while the women empowerment & peace building project started on 01/01/2018 and is expected to run until 31/12/2018.

DMI, since it entered into partnership with CTP and as a faith-based society of Catholic nuns has always seen to be doing great job to deliver on these projects on actual implementation of activities on the ground. However, it has been noticed that project impact and success stories are not coming out clearly when it comes to projects reporting.

### 2. Purpose

The purpose of this assignment is to conduct impact assessment to find out what impact the projects are making on the lives of communities supported by DMI, particularly as now CTP is in process to approve “Women Empowerment Approach” which will be adopted and implemented.

### 3. Impact assessment methodology

- I. **Proposed impact assessment design:** Before developing the impact assessment plan and guidelines, the consultant will need to study all important project documents ranging from the base line study report (it is a need assessment report), project documents/proposals, project annual plans and reports, and analyse the impact of the work on the ground to the stated project

aims. The project strategy and approach, and the project objectives and outputs as well as their indicators.

**II. Data sources:** Impact assessment information will be gathered from the following groups/institutions and or individuals:

- Community leaders in respective project locations at different levels;
- Payam administrators;
- Women representatives in project locations;
- Women group leaders at different level of the structure (Boma, Payam, County and State)
- Representatives from the county Relief & Rehabilitation Commission (RRC);
- The youth representatives

**4. Impact assessment Ethics:** The impact assessment will be guided by the following ethics:

- I. Guarantee the safety of respondents and the research team.
- II. Apply protocols to ensure anonymity and confidentiality of respondents.
- III. Ensure any other assessment team members are briefed on ethical issues.
- IV. Provide referrals to local services and sources of support for women that might ask for them.
- V. Ensure compliance with legal codes governing areas such as provisions to collect and report data, particularly permissions needed to interview or obtain information about children and youth.
- VI. Store securely the collected information

**5. Key Deliverables of the impact assessment and timeframe**

- I. Impact assessment guidelines & methodology (inception report):** The impact assessment inception report will be presented 5 days after the signing of contract by the consultant. The consultant is expected to present in this report, his methodologies, tools, expected outcome, outputs, overall work plan, suggestions for human resources inputs etc. In this inception report, stakeholders will have an opportunity to make inputs and adjust the document where those adjustments are needed.
- II.** The following two methods are however recommended to complement the findings. **DAC Criteria** (Relevance, Effectiveness, Efficiency, Impact and Sustainability) and **BOND Evidence Principles** (Voice and Inclusion, Appropriateness, Triangulation, Contribution, Transparency).
- III. Draft impact assessment report:** The consultant will be required to produce draft impact assessment report for comments/inputs and or deletion of some areas by the stakeholders before the final report is finalised. The draft impact assessment report preliminary findings will be presented at two levels: First, at field level to the implementing partner (DMI) management to give them opportunity to make feedback, and secondly at Juba level to CTP management.
- IV. Final impact assessment report:** This will be the detailed and last report to be produced by the consultant after gathering the views, comments and inputs from all the stakeholders.
- V. Presentation of findings:** The partner DMI will organize a stakeholder meeting that bring together key personnel from both DMI and CTP. The consultant will then be required to present the key findings in this meeting/workshop.

**6. Required competencies**

- Demonstrated experience in project impact assessment, and writing report (sample of the previously evaluation reports could be requested);
- Training and facilitation skills;
- Good English, oral communication and written skills;
- Good knowledge of local language (Dinka or local Arabic) – will be an added advantage.
- Experience in women empowerment approach and gender mainstreaming
- Ability to work in a difficult context;

## 7. Proposed timeline of the impact assessment process

TYPE OF WORK/ACTIVITY	NUMBER OF DAYS
Data consolidation	1
Preparation	1
Travel	4
In- the field (training, enumerators, data collection and debriefing)	6
Report write up (including consolidation of comments + summary presentation)	5
<b>TOTAL</b>	<b>17</b>

The impact assessment is expected to start in October 2018.

## 8. Annexes

### 8.1. Key stakeholders to be consulted

- DMI staffs
- RRC State & County directors
- Community leaders in project locations
- Women representatives at different levels (State, County, Payam and Boma)
- Project beneficiaries

### 8.2. Documents to be consulted

- Needs assessment report
- Project proposal
- Project budget/work plan
- Project reports (Financial/Narrative)
- Beneficiaries registration lists and feedbacks

## 9. Resources Required

CTP/DMI will provide the following resources:

- Vehicle and the driver for field visits
- Project staff to support the consultant
- Community mobilization in the field
- Facilitation of focus group discussions where language is a barrier
- Air travel to and from Gogrial
- Where appropriate, accommodation in the field

## 10. Management arrangement

The whole process will be supervised/managed by DMI director and CTP staffs in Juba.

## 11. How to apply

Applicants CV and cover letter mentioning availability to [southsudanjobs@cafod.org.uk](mailto:southsudanjobs@cafod.org.uk), with "CTP/DMI project evaluation" as subject line, before **10<sup>th</sup> October 2018**; Considering the emergency of this

position, applications will be reviewed as they are being received. The applicant will include in the cover letter the following important documents:

- Technical offer
- Financial offer
- Example of similar work in South Sudan