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25th. June, 2018

**ADVERT FOR CEERP EVALUATION SURVEY**

Agency for Cooperation and Research in Development (ACORD) is inviting applications from suitable Consultancy Firms/consultants to undertake evaluation of their project. The Terms of Reference (TOR) for the evaluation exercise is attached.

Interested Consultants (firms or individuals) are requested to submit their bids including technical and financial proposals. The technical proposal must include the ToR interpretation, data collection methods and tools; likewise CVs of consultants must be attached and three (3) referees must be provided in the CV.

Deadline for bids submission: **Monday 9th July 2018 at 4.00 PM.**

Kindly send your submissions to the Country Director, ACORD South Sudan. P.o. Box 399, Juba-South Sudan. Or electronically at: **stephen.wani@acordinternationa.org/wanis2007@yahoo.com**

**The envelope or email subject line must clearly be marked ‘Submission for Evaluation Work.**

**ACORD MANAGEMENT**

**Terms of Referencefor End of Project Evaluation**

**Central Equatoria Emergency Response Project, South Sudan.**

# 1.0 Background and description of the Project. [🛈](#DescriptionEva)

Agency for Cooperation and Research in Development (ACORD) is a Pan African International Non-Governmental Organisation; registered as a UK charity with it’s headquarter in Nairobi (Kenya) and working for social justice and development in Africa.

For the last three decades, ACORD has been working in some of Africa’s poorest, most crisis prone and marginalized areas. From initially responding to the drought in the Sahel in the 1970s, its work developed further into relief, rehabilitation, long-term programming and capacity building. In light of its evolving analysis and understanding of development, ACORD has moved from addressing the consequences of poverty and exclusion, to unpacking and challenging the more fundamental issues of social injustices. In South Sudan, ACORD currently have programmes in the Equatoria region.

**1.1 Description of the Project.**

In 2017, ACORD was supported by HEKS/EPER and its backdoor donors to implement the project, “Central Equatoria Emergency Response Project, South Sudan’; for the period September 2017 - August 2018. The overall aim of the project has been to improve the living conditions of 4’626 IDP households, returnees and host communities households in Central Equatoria through access to water and sanitation, voucher/cash for food, basic needs items seeds and tools aid kits. The project has the following outcomes;

* **Outcome 1:** Improved water access, sanitation and hygiene situation of 900 IDPs, returnees and host communities’ households in Jubek State and Terekeka state.
* **Outcome 2:** Improved access to food for 2’910 IDPs, returnees and host communities’ households in Rajaf and Lobonok Payam in Jubek state; and Terekeka central and North Mangala Payams in Terekeka State
* **Outcome 3**: Reduced further vulnerability of 816 IDPs, returnees and host communities’ households in Juba and North Mangala through voucher provision for NFIs.

**2. Objectives and Scope of the Evaluation** [**🛈**](#PurposeEva)

The ACORD South Sudan Central Equatoria Emergency Response Project, South Sudan has been implemented in Jubek State (Rajaf Payam in Juba and Lobonok payam in Lobonok County) and Terekeka state (North Mangalla Payam; and Terekeka central Payam).

This end of project evaluation is to assess the achievements against targets, get feedback from the stakeholders and beneficiaries to guide formulation of future projects through learning from the impact of strategies and approaches undertaken during the project implementation.

The recommendations resulting from this end of project evaluation may also provide additional information and analysis to assist in providing evidence based alternative to our current approaches and strategies for ongoing projects, as well as for policy advocacy.

**3. Evaluative Questions**

Although the Evaluator will be allowed to formulate a number of questions, it should be in addition to the suggested checklist of questions provided under each section below. [🛈](#ScopeEva)

**3.1 Relevance: Project design, strategy and management**

* How were the potential and actual beneficiaries consulted as to their perceived needs and priorities during the project design phase?
* How was the design of the project in terms of goal, objectives and activities relevant or appropriate to the context, circumstances and needs of beneficiaries
* Were the planned activities appropriate and effective in achieving the stated goals?
* Were the right human resource requirement vis-à-vis project coverage and budgets for implementation of the project properly identified during the project development process?
* Were there sufficient and appropriate efforts made to ensure do no harm, gender inclusion and conflict sensitivity in project design and implementation?
* What challenges were faced in the project implementation and how were handled and overcome?

**3.2 Efficiency**

* Was the project methodology of implementation employed fitting to the project context and circumstances? And how accessible was the project implementation sites?
* Were the means of verification for activities (as stated in the logical framework) appropriate for the purpose?
* Did the project identify ways in which the beneficiaries’ population could be supported to become more self-supporting?
* Did the community make in kind contribution towards project implementation according to the proposal?
* How was cooperation with relevant stakeholders (local governments, NGOs and local structures) achieved?
* What other better ways could have been employed to achieve the results more efficiently?

**3.3 Effectiveness**

* Did the project achieve its intended outcomes based on project activities and outputs?
* What were the unintended benefits of the project if any?
* What were the strengths and weaknesses of the project implementation approaches and methodologies?
* How can the strengths be maximized and weaknesses mitigated in future interventions?
* Has the project benefitted the intended beneficiaries (women, girls, boys and men)? If so, how? or if not why?
* Was the project delivered on time, and if not, why not?
* Were the project assumptions correct or incorrect? Explain if they were incorrect
* To what extent have humanitarian principles been applied? What lessons have been learned by their application or lack thereof?
* How could ACORD and HEKS/EPER increase the effectiveness of their assistance to deliver better outcomes?

**3.4 Sustainability**

* To what extent can the positive effects of the project continue after August 2018?
* What makes the positive effects sustainable or unsustainable?
* What management and operation structures for the water and sanitation facilities exist as a result of the project?
* How were the management and operation structures formed; its composition and roles in the project and aftermath of the project?
* What capacity building was provided to water, sanitation and hygiene community structures; farmers group, and Payam water department to strengthen their capacity for self management of the structures established through the project?
* How are beneficiaries contributing to the sustainability of the water, sanitation and hygiene, and agricultural production interventions undertaken?
* Does the implementing organisation have an exit strategy? If so, is it working?

**3.5 Impact**

* To what extent have the living conditions of 4’626 IDP households, returnees and host communities households in Central Equatoria (Rajaf, Lobonok, Bungu and Ganji Counties in Jubek State and North Mangala Payam; North Terekeka and Gwor Counties in Terekeka state) improved by end of August 2018.

# 4. Evaluation Methodology and Process [🛈](#MethodEva)

The Evaluator is expected to employ both qualitative and quantitative methods or mixed method to ensure inclusion of all the project actors/stakeholders in the final evaluation process. The Evaluators should attempt to draw links between the inputs, outputs and outcomes on the basis of careful and logical examinations of the evidence in order to articulate a performance story.

The final decision about which methodology and selection of persons/groups to be interviewed or consulted will be the responsibility of the evaluator. However, s/he is expected to fully justify the choices of the methods in the final report.

The evaluator is expected to take all necessary steps to ensure that the security and dignity of the respondents and the rest of the population participating in the evaluation process is not compromised and that disruption to other on-going operations is minimized.

# 5. List of Documents for reference

ACORD will undertake to provide the evaluator all the necessary documentation to facilitate the smooth evaluation process. Such documents will include; project proposal, logical framework, project reports and updates, case studies and others that are deem fit and relevant.

# 6. Deliverables [🛈](#DeliverablesEva)

The main deliverable of the consultancy assignment will be the final evaluation report prepared by the evaluator to ACORD South Sudan. The final report will have a maximum of 30 pages; exclusive of annexes and using New Roman Times font size 12. The language of the final report will be English and the report should contain the following key components:

* Title page
* Executive Summary (max 3 pages) including summary of recommendations
* Main body covering the background and wider context of the project, a description of the used methods and its limitations, findings, conclusions, lessons learned and recommendations (note that recommendations should be clearly formulated and addressed to the relevant stakeholders or target groups)
* Annexes including a copy of the TOR, data collection tools, list of persons interviewed and references; and these are not part of the 30 pages

The draft evaluation report prepared by the evaluator will be submitted to ACORD South Sudan for review and comments. ACORD donor-HEKS/EPER will also be involved in the feedback and comments process. ACORD and HEKS/EPER can also request for corrections and changes to be incorporated in the final report. The final report must be submitted within 1 week of receiving comments and feedback from ACORD and HEKS/EPER and the report must be submitted in both hard and soft copy.

# 7. Schedule

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| **No of Day**  | **Activity** |
| 2 days | Review of project document and literatures |
| 2 days | Preparation and production of instruments |
| 1 day | Meeting with ACORD staff |
| 1 day | Training of research assistants |
| 7 days | Consultant and Field work in Jubek and Terekeka |
| 4 days | Data analysis and report writing |
| 1 day | Incorporating comments and making final report. |
| 1 day | Presentation of final report |

# 8. Evaluation Team / Qualifications [🛈](#TeamEva)

The Consultancy Team will be composed of at least two (2) experts with a mix of skills (Water, Sanitation and Hygiene; Livelihoods and food security; HIV and AIDS and gender mainstreaming) and the Team Leader will have to have experience in participatory research methodologies.

# 9. Budget [🛈](#BudgetEva)

Budget will be agreed upon after the submission of financial proposal by the Consultant(s).

**10. Tender**

Interested Consultants (firms or individuals) are requested to submit their bids including technical and financial proposals. The technical proposal must include the ToR interpretation, data collection methods and tools, likewise a detailed chronogram and budget. The CVs of consultants must be attached.

**Deadline for bids submission: 9th. July 2018.**

Kindly send your submissions to the Country Director, ACORD South Sudan. P.O, .Box 399, Juba-South Sudan. Or electronically at:

 stephen.wani@acordinternational.org/ wanis2007@yahoo.com