

## Final evaluation Terms of Reference

<b>Project Title</b>	<b>Tonj North Emergency Response Project (TONER)</b>
<b>Geographical coverage: country(ies)-please specify</b>	Warrap State, South Sudan: Tonj North County
<b>Program/project lifespan (from mm/yy to mm/yy)</b>	1 <sup>st</sup> June 2021 to 31 <sup>st</sup> May 2022
<b>Evaluation commissioning manager</b>	Head of Programmes
<b>Evaluation manager</b>	MEAL Coordinator

### **1. Introduction**

South Sudan, the youngest nation in the world, gained its independence in 2011 after a 2010 referendum. But just two years later civil war broke out which affected and continues to impact the life of millions of its citizens and make many of them refugees to neighboring countries, IDPs. The first peace deal signed in 2015 collapsed after just a couple of few months and renewed violent clashes between the warring parties increased across much of the country. On February 2020, a revitalized peace agreement on the resolution of conflict in South Sudan was signed. This latest peace process has promised new hope for the country and there has been an improvement in the general security situation in the country. However, ambushes and attacks along highways, intensification of inter-communal violence (ICV) and revenge killings have continued in some areas of the country and continued to be the causes for the killing of many civilians and humanitarian workers, displacement of people, abduction of women and girls, etc. Human rights, humanitarian situations, food security and economic conditions in the country remain dire, with an enormous impact on civilians.

The cumulative effects of years of conflict, violence and floods has caused significant destruction to various social services including agricultural production and access to markets country wise in general and specifically in the greater Warrap region – especially Tonj North which continues to impact the lives of local communities.

### **2. The Project background**

As mentioned above the project was under implementation in Tonj North in Warrap state targeting 15,000 people living within the project areas.

The overall objective of the project is to reduce suffering among the vulnerable population from the immediate impact of displacement, reduce starvation from hunger and improve general living conditions to reduce incidences of disease outbreak, restore live and enhance coping mechanism to build resilience. The key activities of the project are food distribution, WASH NFIs distribution, distribution of farm inputs, training of farmers on agronomic practices and agribusiness skills and awareness on gender equality and gender based violence (GBV).

The activities are geared towards the overall goal of reducing suffering among the vulnerable population from the immediate impact of displacement, reduce starvation from hunger and improve general living

conditions to reduce incidences of disease outbreak, restore live and enhance coping mechanism to build resilience in South Sudan.

Islamic Relief South Sudan directly implemented all the aspects of the project.

### 3. Objectives of the project Evaluation

The purpose of this final evaluation is to gage the performance of the project against the predefined key performance indicators and measure progress towards achievement of the overall goal and specific objectives.

#### Specific objectives:

- ❖ To assess the extent to which the project has delivered against its objectives and expected result and activity implementation
- ❖ To assess the materialization of the project theory of change in due course of the project implementation.
- ❖ To identify adoptability and flexibility in its intervention to the changing humanitarian context.
- ❖ Assess the community perception in terms of the utilization of items distributed.
- ❖ To assess the immediate impact of the project interventions
- ❖ To assess the sustainability of the project deliverables
- ❖ To draw key lessons from the project and incorporate them in recommendations that will help inform the design and implementation of future similar interventions.
- ❖ Document the findings of the project and the learnings including dissemination to the key audience and stakeholders

### 4. Key questions of the evaluation

The scope for evaluation is determined in line with Islamic Relief's Evaluation policy, and relevant evaluation criteria (relevance, effectiveness, efficiency, impact and sustainability; **Gender sensitivity and core humanitarian standards**). The following are the key questions that need to be addressed and explored.

#### Key Questions and Evaluation Criteria

##### a. Appropriateness/Relevance

- To what extent does the program respond to priority issues?
- To what extent are the objectives of the project objectives still valid?
- Do stakeholders care about the project and believe it makes sense?
- How were the different needs of women and men integrated into the design and implementation of the project and how could gender be better mainstreamed?

##### b. Effectiveness

- What have been the major achievements of the project in relation to the respective objectives?
- What factors have contributed to achieving or not achieving intended project outcomes and set-objectives
- Identify any exceptional experiences/achievements of the projects e.g. case studies, stories, best practices

- Were the projects' activities implemented in a timely manner as was planned?
  - c. **Efficiency**
    - Was this project the most cost effective as compared to similar projects?
    - Were the resources for running all the activities available, adequate and was this the best use of resources?
    - Is the relation between input of resources and results achieved appropriate and justifiable?
    - Were there substantial cost over-runs (extension of budget) to complete the project?
  - d. **Accountability**
    - Was there functional accountability system during the project implementation to share information, ensure participation, regularly collect feedback complaints and feedback from the community and provide on time response?
  - e. **Sustainability**
    - Will the project contribute to lasting benefits? Which organizations could/will ensure continuity of program activities in the program areas?
    - Is there evidence of organizations/partners/communities that have copied, upscaled or replicated project activities beyond the immediate project area? Is such replication likely?

## 5. Scope of the Evaluation

The project final evaluation will be undertaken in the project implementation location mentioned above. The evaluation will focus on the collection of relevant data for a set of indicators outlined in the project proposal. Though the project logic model includes mainly quantitative indicators, qualitative data will be used to get in-depth information about the project's contribution in the life of the targeted community and acceptance by the community.

The evaluation will also undertake a case study of the basic agronomic skills and agribusiness skills trainings that the beneficiaries received in the targeted project locations. In addition, a cost benefit analysis of food assistance shall be done comparative to agricultural inputs provision. The consultancy shall develop a communications strategy and disseminate the findings and all learnings of the project at the end of the evaluation.

## 6. Evaluation Methodology

In this assessment, the consultant is expected to utilize methodologies well aligned with the tasks at hand. The methodology will involve both qualitative and quantitative methods including OECD DAC criteria of qualitative analysis. The collection of primary data from the project implementation areas covering a representative sample size of project locations and target beneficiaries. A participatory methodology using household questionnaire surveys, FGDs, KIIs etc. should be used as appropriate for the data collection. Appropriate scientific methodologies should be employed in the sampling techniques and further data analysis. Key data and reports from registration, distributions and trainings shall also be considered during the evaluation.

**Stakeholder participation:** Design and implement a survey which includes participation of project primary stakeholders who may include the Project volunteers, representatives from the respective local authorities and sector offices from the County, agriculture extension workers, and other stakeholders. In

addition, the methodology should spell out how stakeholders will participate at each level during the final evaluation process.

**Techniques:** The combination of quantitative and qualitative techniques needs to be considered to this end line. Creativity in use of techniques is at discretion of the consultant. However, all techniques must be globally acceptable randomized techniques.

**Gender:** The consultant shall explicitly address gender in the final evaluation different level during the survey. Take note that gender inclusion is not limited to only responses in the questionnaires.

**Data quality:** The consultant to design techniques of data collection which ensure and enforce data quality with quick steps back to revalidate data collected. All data shall meet standards such as accuracy, reliability and validity of data. As part of data collection preparation, the consultant shall conduct training of enumerators within 3 days including pretesting.

Data collection steps should generally include: -

- Development of structured and non-structured household survey questionnaires;
- Develop FGD guideline and Key Informant Interview (KII) checklists to facilitate data collection in agreement with the project implementing partner
- Identification and training of enumerators and pre-test of questionnaires before actual field exercise
- Develop work plan with a detailed description of the methodology, study tools and instruments for data collection and analysis and the time frame given for the survey.
- Arrange for pre- testing and finalization of the study instruments based on the comments from different stakeholders at all levels.
- Collect, organize and analyze data obtained from the field and from secondary sources
- Review literature related to the assignment and attach a full bibliography of the references to the final report

## **7. Tasks and deliverables**

### **7.1 Key Tasks**

- Review Project documents including Project result framework and propose the most appropriate evaluation design for this project and develop end line methodology.
- Map relevant research that has been completed or is planned by partners in each project location pertaining to the thematic programming areas.
- Whenever relevant, disaggregate data by sex (male, female), age (children, adolescent, young people), conflict profile (IDPs, refugees, returnees, host communities), and disability
- Process, analyse and present the data in a user-friendly format
- Presentation of findings to key stakeholders in a one day validation workshop that will be organized by Islamic Relief and to target key stakeholders of the project where possible.
- Produce a report that will be widely shared with partners and stakeholders as an important tool for mapping and guiding the implementation of the project.

### **7.2 Key deliverables**

- Development of an inception report highlighting details of the deliverables and methodologies, detailed tools, and instruments (First of all the inception report will be approved by Islamic Relief

before allowing any end line activities. The agreement with the consulting company can be cancelled if the inception report is not approved). This would include all practical operational tools that would be deployed in the survey, the enumerators to be engaged in the survey and the work plan including survey and report deliveries.

- Enumerators Training and Survey Questionnaire Testing - the consultant will be responsible to train the enumerators which is agreed as per inception report, and test the tools agreed. Refinement will be checked after field testing.
- Survey Execution - According to the agreed sample size and area, beneficiary/community and stakeholder coverage. If possible, the data collection should be conducted with the support of GPS to map the respondents for future reference.
- First Draft Evaluation Report - The outline for this delivery could be agreed in the inception report. But it should meet the survey objectives put in the TOR. The timing frame could also be included in this TOR, as well.

### **7.3 Payment schedules**

1. A draft report will be presented to Islamic Relief by the research team. The evaluation team will facilitate the presentation, which will be aimed at discussing preliminary findings and conclusions of the study.
2. 100% payment upon submission of a final Evaluation report which should include presentation of the findings and learnings to the key project stakeholders, recommendations and lessons learnt.

### **8. Tentative schedule**

The study should be completed within a maximum of 30 days from the first day of commencement of the task. The consultant should submit the detailed breakdown of the evaluation timetable based on the following major activities as a guideline or suggestion:

- Development of the evaluation design, finalization of the evaluation matrix, sampling techniques & formula
- Development of research instruments (questionnaires, focus group discussions guides, interviews guides etc.)
- Review of documentation
- Data collection and field visit
- Data analysis and report writing
- Preparation and submission of the first draft report
- Meetings with Islamic Relief management, program/project staff and stakeholders on the initial findings and recommendations
- Incorporation of comments and finalization of the evaluation report

### **9. Consultant team (qualifications and skills needed)**

The consulting firm/team should have experience and conversant in conducting project end line survey, case studies and evaluation for humanitarian response and development programme in general and FSL project/programme specifically, and it should be well acquainted with the current situation in South

Sudan. The consulting firm/ evaluation team should come with the following different mix of qualifications and skills:

- Higher university degree in Food Security and Livelihoods (FSL), Rural Development and any other related field
- Proven experience in conducting quality end line surveys, case studies, evaluations and assessing development and humanitarian response programmes.
- Extensive experience working with international humanitarian organizations globally and specifically in South Sudan.
- Sound technical knowledge extensive experience in FSL projects/programmes
- Excellent attention to detail and evidence of quality outputs from previous assignments.
- Strong analytical and research skills
- Fluent in verbal and spoken English
- Good facilitation skills

## 10. Roles and Responsibilities

### The consultant should:

- Be familiar with the resilience, recovery and humanitarian response program (more specifically in FSL related programme) in South Sudan and specifically in the response area.
- Agree with Islamic Relief team (management, technical leads and MEAL team) on the methodology of the final evaluation.
- Lead on the evaluation survey process and outputs
- Draft and finalize data collection tools
- Collect and analysis data
- Submit the draft end line survey report to Islamic Relief
- Submit the final Evaluation report incorporating comments and inputs to Islamic Relief

### Islamic Relief will:

- Facilitate the work as per the specified activity and timeframe in the outline above
- Provide relevant documents to the consultant
- Effect payments according to the agreement
- Provide timely feedback on the evaluation report from all relevant staff members.
- Cover all the costs related to the data collection.

## 11. Budget

Submit a financial proposal that indicates all-inclusive costs for conducting the survey except for commitments listed above.

The consulting firm shall bear all costs associated with the preparation and submission of the proposal. The consultant shall **submit ONE (1) copy of technical and ONE (1) copy of financial proposal in electronic form or in a single envelope**. The technical and financial proposals should be clearly marked and should include the name and detailed contact of the consultant/ firm.

All costs should be quoted in USD and will remain valid up to sixty days (60) from the day of proposal submission.

## 12. Confidentiality and data protection

All the out-puts – Final evaluation report, database, etc., produced under this assignment will not be disseminated in part or whole without express authority from Islamic Relief South Sudan. Thus, the consultant firm shall not produce these materials in any form (electronic, hard copies, etc.) to a third party without written permission from Islamic Relief South Sudan.

## 13. Research management

The commissioning manager is Head of Programmes for Islamic Relief South Sudan Country programme. The consultancy will also be coordinated with the Country MEAL coordinator or Islamic Relief MEAL Team who will constitute part of the review committee, which will be responsible for overseeing the work of the consultancy firm and ensuring the effective implementation of the final evaluation. Interaction with the review committee will be at specific points such as the inception, draft and final reports.

## 14. APPLICATION REQUIREMENTS

Interested candidates in the position are expected to provide the following documentation:

- A technical proposal with detailed response to the TOR, with specific focus on addressing the scope of work and methodology to be used
- The following documents are mandatory for consultancy firms (Certificate of incorporation/registration certificate, TIN, Tax Clearance, Trade license, chamber of commerce, Bank statement for the last three months i.e. February, March and April 2022).
- Sample of previous works on project End line surveys, case studies, evaluations, etc.
- Initial work plan based on methodology outlined, and indication of availability
- A financial proposal detailing the daily rate expected, transportation costs, accommodation costs, etc. and initial work plan
- Company profile or CV including a minimum of 3 traceable, recent and relevant references to this task
- Team composition with a lead consultant, and a CV of each person to be involved in the assignment, including relevant experience
- The selection committee will review all proposals as they arrive. All applicants must include;
- An application letter addressing how the firm's/group's previous experience matches the consultancy objectives as well as the interest for the position. It should also indicate the candidate's availability and willingness to travel.

### Annex 1. Recommended outline of the Final evaluation report

#### 1. Cover page

- Title
- Project title /affiliate identification code
- Date that the report was finalized
- Islamic Relief logo (unless not appropriate)

#### 2. Table of contents

#### 3. Glossary

4. List of abbreviations.
5. Executive summary that can be used as a stand-alone document
6. Introduction, stating objectives of the end line survey
7. The intervention and context
8. Methodology, including an indication of any perceived limitations of the evaluation
9. Presentation of the findings and their analysis following OECD DAC criteria
10. Conclusions
11. Learning and Recommendations
12. Appendices:
  - Terms of reference
  - Summary table with list of indicators and evaluation values
  - A list of interviewees (name, function and working environment) and places visited.
  - List of documents and bibliography used.
  - Evaluation instruments such as questionnaires and interview guides

### 13 **Supplier Code of Conduct**

#### 1 **Islamic Relief's Supplier Code of Conduct**

#### 2 **Islamic Relief Worldwide requires all suppliers to adhere to:**

The Modern Slavery Act 2015

The International Labour Standards as defined by the ILO (International Labour Organisation).

The United Nations Global Compact's 10 principles as stated below:

#### **Human Rights**

**Principle 1:** Businesses should support and respect the protection of internationally proclaimed human rights; and

**Principle 2:** Make sure that they are not complicit in human rights abuses.

#### **Labour**

**Principle 3:** Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

**Principle 4:** The elimination of all forms of forced and compulsory labour;

**Principle 5:** The effective abolition of child labour; and

**Principle 6:** The elimination of discrimination in respect of employment and occupation.

#### **Environment**

**Principle 7:** Businesses should support a precautionary approach to environmental challenges;



**Principle 8:** Undertake initiatives to promote greater environmental responsibility; and

**Principle 9:** Encourage the development and diffusion of environmentally friendly technologies.

**Anti-Corruption**

**Principle 10:** Businesses should work against corruption in all its forms, including extortion and bribery.

All interested and eligible service providers with sound capacity and relevant experience in consultancy are hereby invited to download the TOR from South Sudan NGO Forum.

The sealed envelope should be marked, **FINAL EVALUATION /TONER/5/2022** and dropped to IRSS Office tender box located in Hai Cinema, 2nd class, Plot no 52, Block B-XVI, South Sudan or send to [IRSS.Tender@islamic-relief.com.ss](mailto:IRSS.Tender@islamic-relief.com.ss) not later than the deadline of **Friday 20th May 2022 at 4:00pm Local time.**

Tender Committee,

IRSS Relief South Sudan