

TERMS OF REFERENCE (TOR)

MFA HUA 12004 - End of Project Evaluation in Old Fangak, Tonga and Pibor.

1. SUMMARY OF CONSULTANCY

Title:	End of Project Evaluation (MFA HUA 12004)
Location :	Old Fangak, Tonga, Pibor
Application Deadline :	15 th March 2020, Midnight- South Sudan Time
Type of Contract :	Consultancy
Post Level :	Open (National and International Consultancy Firms)
Languages Required :	English Language (Advanced language skills level)
Starting Date :	1 st May 2020
Expected Duration of Assignment :	22-days

2. PURPOSE OF THE CONSULTANCY:

The purpose of this ToR is to provide a framework for planning and conducting the Final Evaluation (FE) for the MFA funded humanitarian project implemented in Old Fangak, Tonga and Pibor. The project aimed at contributing to strengthened community coping capacity through improved food security, livelihood opportunities and basic education for returnees and vulnerable host families in Jonglei and Upper Nile State. The purpose of this consultancy is to conduct end-of-project evaluation to gauge the impact of the project. In addition, assess the challenges or constraints associated with implementation, and document the results achieved and lessons learned for future programming.

3. BACKGROUND AND DESCRIPTION OF THE PROJECT

FCA is currently implementing humanitarian livelihood project in Fangak, Pibor and Tonga, funded by Ministry for Foreign affairs of Finland. The main objective of the project is to contribute to strengthened community coping capacity through improved food security, livelihood opportunities and basic education for returnees and vulnerable host families in Jonglei and Upper Nile State. The indicator for the main objective is to have 30% of reduction of Coping Strategy Index (CSI) scores for returnees and vulnerable host families

Outcome 1: Secure safe & life-saving access to food and livelihood opportunities for returnee & vulnerable host families
 Outcome 2: Children and adolescents aged 3-18 of the target households have increased and more equitable access to quality basic education

Outcome indicators:

- 30% improvement of food consumption scores
- 30% increase school-age children & adolescents with access to quality learning opportunities

Project Output 1: Improved access to food and basic needs through unconditional cash assistance. The aim was to enable returnees and vulnerable host beneficiaries have access to basic needs. Before distribution, FCA conducted awareness raising and sensitization on beneficiary entitlement, selection criteria; cash transfer process, voucher value or calculation, timing and duration. FCA distributed the cash assistance on quarterly basis, followed with post distribution monitoring PDM. The amount disbursed per household was consistent with guidelines of FSL cluster and Cash Working Group CWG (60 dollars per family per quarter). The project applied community-based targeting approach to increase community ownership. Registered beneficiaries received vouchers/tokens designed with codes for identification prior to distribution. In order to minimize the risk of delivering cash directly to beneficiaries, FCA contracted a specialized banking institution (Equity Bank) to handle cash delivery and disbursement. During cash distribution, FCA project team closely supervised and monitored the disbursement process to ensure compliance with procedures. In addition, village leaders observed closely to ensure the assistance reached the right beneficiaries.

Indicators for Output 1.1;

- 1,000 returnees and vulnerable host families assisted with unconditional cash transfers to access immediate basic household needs
- 1,000 returnee and vulnerable host families provided with orientation in use of unconditional cash grants through rapid training/awareness raising
- 30% improvement of food consumption scores for targeted households to 35 (acceptable threshold)

Project Output 1.2: Strengthened coping capacity of food insecure returnees and vulnerable host families to sustainably produce and access food. The project provided emergency agriculture inputs to 2500 farmers in Old Fangak-1500, Tonga-500, and Pibor-500. Before input distribution, targeted farmers received training in agronomic practices including land preparation, use of tools, vegetable/cereal production, water for production & irrigation, post-harvest control, pest & disease control. FCA project team provided continuous support to farmers throughout implementation. Additionally, in order to encourage knowledge sharing and sustainability, the project created informal farmer groups of 25 members in each of the locations. FCA provided fishing gear to 1080 selected fisher folks in Old Fangak-520, Tonga-280, Pibor-280, who received training in appropriate fishing methods and processing to complement existing traditional methods of fishing. The project created informal fishing groups of 40 members each who received training in knowledge sharing and dissemination; the groups also received 20 fishing canoes to increase productivity (Old Fangak-13, Tonga-7).

Indicators for Output 2;

- 3,580 returnee and vulnerable host families supported with emergency agriculture inputs and fishing kits
- 3,580 returnee and host families with increased capacity in sustainable food production through training in agronomic practices and fish processing
- 80% returnee/host farmers & fisher folks report having access to secure & sustainable livelihood opportunities
- 3,500 households received emergency relief (e.g. dry food, cans food, cash, seeds, agriculture tools) support

Project Output 2.1: Out-of-school children and youth (returnee/host family) have access to safe learning and supported with life skills for lasting peace and inter-community harmony. Specifically in Tonga, (Upper Nile State), and based on need, FCA established 6 learning spaces. The project provided monthly incentives for 30 teachers, who also received training in pedagogy, PSS and life skills. Children and teachers received essential learning and teaching materials.

Indicators for Output 2.1:

- 6 learning spaces rehabilitated/established
- 1,530 (children-1,500, teachers-30) receive essential learning and teaching materials to improve quality of learning

4. SCOPE AND FOCUS OF THE EVALUATION.

The end of project evaluation is a requirement for this project, which aims at assessing effectiveness of implementation and results. This will include implementation modalities, beneficiary participation and sustainability in addition to assessing the project design and pre-implementation assumptions.

The evaluation will analyse the project management, implementation strategies and activities to determine the extent to which FCA achieved the desired results. In addition, analysis will include cross cutting issues i.e. gender, environmental impact, prevention and reduction of disaster risks. The evaluation will also assess whether the implementation strategy was optimum, and recommend areas for improvement and learning.

5. EVALUATION QUESTIONS

Relevance (access design and focus of the project);

- To what extent did the project achieve the overall objective?
- Progress towards achieving outcomes and outputs of the project (including contributing factors & constraints)?
- Were inputs used realistically, appropriately and adequately to achieve intended results?
- Was the project relevant to the needs of the population?

Effectiveness (whether activities, outputs and outcome were achieved?);

- Was the project effective in delivering desired/planned results?
- To what extent did the project's M&E mechanism contribute in meeting project results?
- How effective were the strategies and tools used in the implementation of the project?
- How effective was the project in response to the needs of beneficiaries?
- What are the future intervention strategies and issues?

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

- Was the implementation approach efficient? Did the expected outcomes & outputs justify the costs incurred?
- Were resources utilised effectively? What factors contributed to efficiency?
- Did project activities overlap with similar interventions (funded nationally and/or by other donors)?
- Is there any efficient way & means of delivering better outcomes and outputs with the available inputs?
- How efficient were the management and accountability structures of the project?
- How did financial management processes and procedures affect project implementation?
- What are the strengths, weaknesses, opportunities and threats of the implementation process?

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

- Is there an improvement in household food security and assets of vulnerable households in target communities?
- Has capacity of beneficiaries improved to meet food needs in the targeted communities?
- Did the response reduce future vulnerabilities?
- What are the unintended negative impacts of the project?
- To what extent are the interventions improving the condition of affected communities?
- How satisfied are the communities with the response?
- What gender specific issues did the project observe and address?
- Did the cash transfer program affect the market in any way? Has it influenced the availability of food in markets? How has it generally affected the local trade system?
- What were the lessons learnt and recommendations for future programming?

Sustainability

- How sustainable are the benefits of this project?
- What is the likelihood of continuation and sustainability of project outcomes and benefits thereafter?
- What key factors require attention in order to improve the prospect of sustainability & the potential for replication of the approach?
- What major lessons have emerged? In addition, what are the recommendations for future programming?

6. PROPOSED METHODOLOGY OF EVALUATION.

The end of project evaluation should comply with OECD DAC evaluation principles and guidelines, and consistent with OECD DAC Evaluation Quality Standards (206). This is a summative evaluation involving qualitative and quantitative methods to evaluate the referenced project implementation and performance and to make recommendations for the next programming cycle.

The quantitative and qualitative data will be collected through the following methods:

- Desk study and review of all relevant project documentation including project proposal, annual work-plans, project progress report and annual project report.
- In depth interviews to gather primary data from key stakeholders using a structured methodology.
- Focus Group Discussion (FGD) with project beneficiaries and other stakeholders.
- Interviews with relevant key informants.
- Observations (field visits using checklist).

Duration of the evaluation and time schedule.

The evaluation starts on 1st May 2020 for an estimated duration of 22 days. This includes desk review, field visits to Old Fangak, Tonga and Pibor and final report.

Activity	Deliverable	Time allocated
Inception Meeting Initial briefing with selected consultant.	Inception Report	1 day
Desk Review: Evaluation design, methodology and detailed work plan.	Draft Report	1 day
Field visit and data collection.		10 days
Data analysis, debriefing and preparation of draft Evaluation report		2 days
Submit draft report to FCA for comments, and feedback		3 days
Incorporate comments & submit final evaluation report to FCA.	Final Evaluation Report	2 day

7. EXPECTED DELIVERABLES

- a. **Inception report:** The consultant will prepare an inception report with details of the evaluation process and methodology. 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. The report will include the scope of work and work plan, timeframe & schedule of tasks, activities and deliverables, with clear responsibilities for each task.
- b. **Draft report:** The consultant will prepare a draft report and submit to FCA Humanitarian Coordinator for review and comments. After review, the consultant will receive feedback from FCA within 3 days. The objective of reviewing the draft report is to ensure the evaluation meets the required quality criteria.
- c. **Final report:** Consultant will submit the final report within 2 days after receiving comments from FCA. The content and structure of the final analytical report including findings, recommendations and lessons learnt should meet the requirements of FCA MEAL guidelines and should include the following:
 - Executive summary
 - Introduction
 - Description of the evaluation methodology
 - Situational analysis with regard to the outputs and outcome.
 - Analysis of opportunities to provide guidance for future programming
 - Key findings, including best practices and lessons learned
 - Conclusion and recommendations
 - Appendices: including charts, TOR, field visits, people interviewed, documents reviewed, etc.

Proposal Schedule of Payments.

The consultant will receive payment in instalments as illustrated below.

- 20 % after adoption of the inception report
- 30 % after presentation of the draft report
- 50 % after the approval of the final report

The consultancy fee is subject to statutory deduction (income tax) in accordance with South Sudan Financial ACT 2017/18, section 53 of the Taxation Amendment ACT 2016 and therefore, the proposal should include tax.

NOTE: The amount agreed in the contract does not change regardless of changes in cost components.

Required expertise and qualification

The consultant must have the following expertise and qualifications:

- Master's degree in M & E, Agriculture or Aquaculture.
- Bachelor's degree with substantial hands on experience in project evaluation added advantage.
- Extensive expertise, knowledge, and experience in evaluation of similar humanitarian projects.
- Recommendation letters from previous clients on similar humanitarian assignments
- Experience of programme design/ formulation, monitoring and evaluation.
- Fluency in English. Knowledge of local languages of the project area is an added advantage.

Selection Criteria

Evaluation and selection based on **Quality and Cost** approach (combined scoring method). Technical proposal evaluated at 70% score whereas the financial proposal at 30% score.

General Guidelines.

- Consultant will submit the final report to FCA SSUCO Humanitarian Coordinator by 22 May 2020.
- Consultant may suggest a modified evaluation approach keeping in view past experience along with the proposal.
- FCA will cover transport (UNHAS flight) costs and accommodation for the consultant(s).

HOW TO SUBMIT TECHNICAL AND FINANCIAL PROPOSAL.

Submit by email to Procurement.Ssuco@kua.fi. However, applicants are encouraged to deliver hard copies of their proposal to Finn Church Aid (FCA) office in Juba located at Juba Na Bari Area, Behind Midan Rembo on Bilpham Road. Deadline for submission of proposals **15 March 2020**