



### Final evaluation Terms of Reference

Project Title	Building Resilience Initiatives for Yei IDPs and Host Communities (BRIYIC)
Geographical coverage: country(ies)-please specify	Central Equatoria state (Yei County), South Sudan.
Program/project lifespan (from mm/yy to mm/yy)	3 <sup>rd</sup> January 2022 to 3 <sup>rd</sup> July 2023
Evaluation commissioning manager	Head of Programmes
Evaluation manager	MEAL Coordinator

#### • Introduction

Building resilience initiatives for Yei IDPs and Host communities (BRIYIC) project is being implemented in Yei County (Yei Town Payam) by Islamic Relief South Sudan with funding from Islamic Relief USA to improve the IDP and host communities' socio-economic resilience with focus on strengthening community resilience, reduced suffering, and increased human dignity through Water Sanitation and Hygiene (WASH), Resilient Food Security and Livelihoods and Protection. IRSS will ensure that all interventions are gender mainstreamed at all levels of engagements and that the project will reduce the burden on women, men, girls, and boys of walking long distances to access water sources among other interventions. The project will reach 7,200 people (M: 3,650, W: 3,550) in Yei County, Central Equatoria State, South Sudan.

The project expected results/outcomes are;

**Impact:** Reduce suffering among the vulnerable IDP population in Yei 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.

**Outcome 1:** Increased access to safe and appropriate emergency food assistance for 1,200 households by the end of the project

**Outcome 2:** Improved access to quality lifesaving WASH assistance to 1,100 most vulnerable households by end of the project.

**Outcome 3:** Improved access to safe and appropriate temporary shelter necessities for 1,100 most vulnerable households in Yei

**Outcome 4:** Improved knowledge of protection risks among 7,200 IDPs in Yei

#### • Objectives of the project Evaluation

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

**Objectives of the Assignment:**

- ❖ To assess the relevance, efficiency, effectiveness, impact and sustainability of the project in line with the impact and outcome of the project mentioned in the theory of change and logical framework of the project;
- ❖ To Assess the effectiveness, immediate impact of different components of the project at different levels (household level, community level, organization/institutional level).
- ❖ To assess the extent to which the project has delivered against its objectives and expected result and activity implementation
- ❖ To identify adoptability and flexibility in its intervention to the changing humanitarian context.
- ❖ To assess the community perception in terms of the utilization of items distributed.
- ❖ To assess the sustainability, Replicability and Scalability of the project deliverables/interventions
- ❖ 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

#### • 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, Conflict Sensitivity, Social Cohesion 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?

**f. Impact**

- What has happened as a result of the programme or project?
- What real difference has the activity made to the beneficiaries?
- How many people have been affected?

**• Scope of the Evaluation**

The end of project evaluation will be undertaken in the project implementation locations 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 that the beneficiaries received in the targeted project locations, any significant change in the life of the beneficiaries and scope of asset multiplication and diversification considering the climate and disaster vulnerability. 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.

**• 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, observation 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.

**Case studies;** The consultant shall conduct three (3) or more case studies on the impact of the project on the beneficiaries during the survey using a well-developed case study tool.

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

## • *Tasks and deliverables*

### **7.1 Key Tasks**

- Capture conflict sensitivity and social cohesion during analysis of project cycle management
- Review secondary documents including Project documents, Project result framework, theory of change, project implementation plan, monitoring reports, interim report etc.
- Propose the most appropriate evaluation design for this project and develop end line evaluation 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, 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.
- Transcript of FGD and KIs
- Draft Evaluation Report - The presentation of the report should cover graphical presentation and comparison using appropriate charts and figures
- Final Report - The presentation of the final report should cover graphical presentation and comparison using appropriate charts and figures and incorporating all feedback received.

### **7.3 Payment schedules**

1. A draft report will be shared/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 approved final Evaluation report which should include presentation of the findings and learnings to the key project stakeholders, recommendations and lessons learnt.

### **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 technical and financial proposal considering the following points:

- Technical proposal should include (Introduction and background, Objectives, understanding of ToR, methodology, detailed work plan using Gantt Chart, Summary of team composition capturing the previous experience of similar assignment. Moreover, the technical proposal should include the following as well:
  - 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 secondary documents
  - **Inception report** including the proposed tools for survey and qualitative study;
  - Training of Enumerators
  - Data collection and field visit
  - Data analysis and report writing
  - Preparation and submission of the 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

#### • **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 programmes in general, multi-sector projects and FSL project/programme specifically, and 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, Statistics, Humanitarian/Development Studies, Community 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 and multi-sector 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

#### • **Roles and Responsibilities**

The consultant should:

- Be familiar with the resilience, recovery and humanitarian response program (more specifically in FSL, WASH and Protection related programmes) 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.

#### • **Budget**



- Submit a financial proposal that indicates all-inclusive costs (professional fees, travel, logistics, feeding and accommodation) for conducting the survey. Islamic relief will not provide any travel, food and accommodation cost directly.
- 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.

#### • Confidentiality and data protection

All 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.

#### • 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.

#### • 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
- 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

#### 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. List of abbreviations.



4. Acknowledgement
5. Executive summary (2 pages)
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

The deadline for submission of proposals from interested parties is **May 26, 2023**.  
Proposals can be submitted to [IRSS.Tender@islamic-relief.com.ss](mailto:IRSS.Tender@islamic-relief.com.ss)

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