

TERMS OF REFERENCE
FOR
EVALUATING THE EFFECTIVENESS, RELEVANCE AND IMPACT OF SAMARITAN’S PURSE
INTERVENTIONS SPECIFIC TO THE CONTEXT (LOCATION, POPULATION CHARACTERISTICS,
ENVIRONMENTAL FACTORS, ETC) IN MAIWUT AND MABAN IN THE UPPER NILE, MANKIEN,
RUWENG AND MAYENDIT COUNTIES IN UNITY STATE
14 AUGUST 2023

A. INTRODUCTION

Samaritan’s Purse is a nondenominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan’s Purse has helped meet needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God’s love through His Son, Jesus Christ. The organization serves the church worldwide to promote the Gospel of the Lord Jesus Christ. Samaritan’s Purse has been operational in South Sudan for over two decades, serving the most vulnerable populations in emergency and conflict settings.

B. BACKGROUND

Samaritan's Purse has been operating in a number of Counties in South Sudan as below;

Mayendit: Since 2014, Samaritan’s Purse has partnered with the World Food Programme (WFP), along with other stakeholders such as the United States Agency for International Development/Office of Foreign Disaster Assistance/Bureau for Humanitarian Assistance (USAID/OFDA/BHA), UNICEF and the Food and Agriculture Organization (FAO), and used various Samaritan’s Purse internally donated funds to meet the needs of conflict and disaster-affected populations in Mayendit County. Over the years, Samaritan’s Purse has successfully implemented key activities in the sectors of food security and livelihoods (FSL), water sanitation and hygiene (WASH) and nutrition under USAID/OFDA/BHA, emergency shelter, nutrition and health under the United Nations International Children's Emergency Fund (UNICEF) and internal generated funds. Key activities that Samaritan’s Purse has implemented in partnership with WFP in Mayendit are: General Food Distribution (GFD), Blanket Supplementary Feeding Program (BSFP), Targeted Supplementary Feeding Program (TSFP), and Mobile Storage Units Management.

Maiwut and Maban: Samaritan’s Purse’s presence in Upper Nile State, particularly in Maban, stretches back to 2011 following the initial response to the refugee crisis in the county. In 2021, Samaritan’s Purse expanded its presence in the state by reaching out to the communities in Maiwut. For the last 12 years,

Samaritan's Purse has partnered with WFP as well as other stakeholders such as United Nations High Commissioner for Refugees (UNHCR), USAID/OFDA/BHA, UNICEF and FAO. Various Samaritan's Purse internally-donated funds were also used to meet the needs of refugees, internally displaced persons (IDPs), returnees and host communities in Maban and Maiwut Counties. Over the years, Samaritan's Purse has successfully implemented key activities in the sectors of FSL, WASH, and nutrition under USAID/OFDA/BHA and health under UNHCR in Maban. Key activities that Samaritan's Purse has implemented in partnership with WFP are: GFD, BSFP, TSFP and supplementary feeding (SF).

Pariang and Mankien: Samaritan's Purse's presence in Unity State, particularly in Pariang, stretches back to 2011, following the initial response to the refugee crisis in the county. For the last 12 years, Samaritan's Purse has partnered with WFP, along with other stakeholders such as UNHCR, USAID/OFDA/BHA, UNICEF and FAO, as well as used various Samaritan's Purse internally donated funds to meet the needs of refugees, IDPs, returnees and host communities in Pariang and Abiemnhom Counties. Over the years, Samaritan's Purse has successfully implemented key activities in the sectors of FSL, WASH and Nutrition and Health under USAID/OFDA/BHA since 2016 in Abiemnhom. Key activities that Samaritan's Purse has implemented in partnership with WFP are: GFD, BSFP, TSFP, SF and Warehouse Management.

C. DESCRIPTION OF THE ASSIGNMENT

In line with Samaritan's Purse, key donors (USAID/OFDA/BHA, WFP, UNHCR, UNICEF) and stakeholders (FSL, WASH, Health, Protection and Nutrition clusters) priorities, the consultant will gather comprehensive learning on the relevance, effectiveness and impact of our interventions in the different locations highlighted above to guide our future programing. In addition, the consultant will generate context appropriate specific learning (factoring location, people/culture/beliefs/norms, environmental factors, etc.).

General Objective: The purpose of this evaluation is to improve project effectiveness relevant to the different locations, generate evidence on impact of our interventions and make recommendations for improving the effectiveness and relevance. The evaluation will include both primary and secondary data.

Specific Objectives:

- I. To evaluate the entire project in terms of effectiveness, relevance, efficiency, sustainability, and impact with a strong focus on assessing the results at the outcome and project goals level
- II. To generate key lessons and identify promising practices for learning
- III. To identify relevant areas for continued intervention
- IV. To assess the contribution of our interventions in meeting the needs and bringing about lasting change in the life of communities we work with.

D. EVALUATION QUESTIONS

The key questions that need to be answered by this evaluation include the following, divided in to five categories of analysis. The five overall evaluation criteria- effectiveness, relevance, efficiency, sustainability and impact- will be applied for this evaluation

Evaluation criteria	Evaluation questions
Effectiveness	<ul style="list-style-type: none"> • To what extent did the intervention achieve its objectives of meeting the needs of beneficiaries and stakeholders in the different locations including any differential results across groups? • To what extent did the intervention attain its planned results? what processes were followed, which factors were decisive in this process and whether there were any unintended effects? • Whether the achievement of results (or lack thereof) was due to shortcomings in the intervention’s implementation or its design in the different locations? • What went well (best practices)? • What did not go well (challenges) and how were these challenges overcome? • What were the lessons learned from the implementation process?
Relevance	<ul style="list-style-type: none"> • To what extent did the intervention respond to beneficiaries’ and donor’s/cluster needs? (relevance to beneficiary and stakeholder needs, relevance to the context, relevance of quality and design), and continued to do so if circumstances changed? • To what extent did the intervention address beneficiaries’ need and priorities in the different locations including the marginalized groups, women, men, young men and women? Which needs did the intervention address and how? • Did the intervention do the right thing for the different sectors in meeting the needs in the different locations? • How clearly was the implementation aligned with beneficiary and stakeholder needs in the different locations?

	<ul style="list-style-type: none"> • Did the target participants/stakeholders view the intervention as useful and valuable in the different locations? Please explain • What potential tensions or trade-offs existed with regard to whose needs and priorities were met through the intervention? • How did outbreaks of conflict and other natural hazards like floods, drought or changing policy and economic contexts affected implementation and meeting the needs in the different locations?
Efficiency	<ul style="list-style-type: none"> • How efficiently and timely has this project been implemented and managed in accordance with the project document? Specifically have resources been used for intended purpose and strategies' been properly implemented?
Sustainability	<ul style="list-style-type: none"> • How are the achieved results, especially the positive changes generated by the projects in the lives of beneficiaries at the project goal level, going to be sustained if/when the projects end?
Impact	<ul style="list-style-type: none"> • What are the intended and unintended consequences (positive and negative) resulted from the projects? • To what extent has the intervention generated significant positive or negative, intended or unintended, higher-level changes • Has the intervention (WASH, FSL, food assistance, Health and Nutrition etc) caused a significant change in the lives of the intended beneficiaries? • How did the intervention (WASH, FSL, food assistance, Health and Nutrition etc) cause higher-level changes (such as changes in norms, behaviors, or systems)? • Did all the intended target groups, including the most disadvantaged and vulnerable, benefit equally from the intervention (WASH, FSL, food assistance, Health and Nutrition etc)? • Was the intervention (WASH, FSL, food assistance, Health and Nutrition etc) transformative – does it create enduring changes in

	<p>norms – including gender norms, behaviors – and systems, whether intended or not?</p> <ul style="list-style-type: none"> • Did the intervention lead to other changes, including “scalable” or “replicable” results? • How did the intervention contribute to changing the society for the better?
<p>Integration</p>	<p>Integration: How well did the strategies align with Government (cluster specific strategies), donor and beneficiaries’ priorities?</p> <ul style="list-style-type: none"> • With the Government (cluster) and donor specific strategies • How well did the strategy of the project align with government/cluster and donor strategies as reflected in the strategy document? • Which activities in the project were making the largest contributions to the government/cluster and donor strategies? • Which activities in the project created or strengthened obstacles to achieving progress described in the government/cluster and donor strategies? • What other program activities funded by the donor are being implemented in the project areas? How does the project interface with these other activities? How should this be changed? <p>Within the project</p> <ul style="list-style-type: none"> • What proportion of the project’s beneficiaries were common beneficiaries who have received support from the integrated projects? • What potential synergies within the project were not being capitalized upon in terms of complementary program activities that could be extended to the same beneficiaries?
<p>Knowledge generation</p>	<ul style="list-style-type: none"> • What are the key lessons learned that can be shared and scaled up to other areas and implementing partners?

	<ul style="list-style-type: none"> • Are there any promising practices? If yes, what are they and how can these promising practices be replicated in other projects and/or in other areas/countries that have similar interventions?
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Evaluation Methodology

The evaluation will use both quantitative, qualitative data and participatory approach, including all key stakeholders, representatives from the government, field staff, community volunteers, farmers and other structures in order to triangulate findings. There will be significant involvement from Samaritan's Purse in all aspects of evaluation including developing lists of project sites, sharing project documents, answering questions, arranging for the meeting with project participants/stakeholders, arranging for logistics, sharing successes and challenges, recommending changes, validating data collected, helping in interpreting the results, and reviewing draft reports.

The consultant will review the different project proposals, baseline and annual reports, routine monitoring reports, outcome monitoring reports, and all other special study reports produced by the project as well as other relevant qualitative and quantitative information to determine the elements of effectiveness, relevance and integration.

In addition, the evaluation team will use qualitative assessment tools and techniques for primary data collection (e.g., focus group discussions (FGD) and key informant interviews (KIIs) with beneficiaries, implementing staff, partners, donor agencies, organizations operating in the area, relevant government staff; observing some of the project sites) to complement the available data. These could include:

- KIIs with key project personnel and stakeholders –donors, local government organizations, relevant government ministries, local community committees and selected community participants.
- Review of program and organizational documents (records) – to establish outputs and implementation issues.
- Direct observations of service delivery through site visits- assess technical practices, quality of activities, and assess likelihood of meeting the beneficiary needs.
- FG interviews with the project participants (household and institutional).
- Interview project staff to determine the quality of service delivery and level of knowledge on what worked well and what did not work well and why

Data sources

- As part of the evaluation, the impact assessment will be conducted (including knowledge, attitude and practice). Survey will be implemented among beneficiaries, FGD/KII discussions held with community groups, project officer's/field staffs and other stake holders.
- In-depth analysis of FSNMS, SMART and other national Survey for the past 5 years (2018-2022)
- Additional sources of data for the evaluation will include:
 - ✓ Project reports
 - ✓ Project monitoring data, in the form of quarterly review reports, continuous monitoring forms and other project data
 - ✓ Interview with counties commissioners (relevant local government officials)

Sample size

The sample size for this survey will be determined to allow the detection of significant change in food security and nutrition status between pre-intervention data and post intervention surveys with 80 % power and 95 % confidence level **Proposed data analysis**

The proposed software for quantitative analysis approach is STATA or SPSS and in vivo for qualitative data.

Data collection

The external consultant will conduct data collection with the support from Samaritan Purse. In addition, SP will provide key reports, documents and monitoring data at the start of the assignment.

The consultant expected to visit project sites and conduct KAP survey, key informant interview and FGD. Secondary data should also be used to support the process.

The consultant should use electronic data collection methods (Kobo- or ODK) to administer the assessment. Applicants should describe plans for programing tablets, ensuring tablets remain powered during data collection, backup of daily collected data and overall data management process.

E. PROJECT RESPONSIBILITIES

The project management will be responsible for the following:

- Provide administrative and logistics support to the evaluation team.
- Ensure effective coordination of the evaluation logistics, scheduling appointments with the stakeholders, coordinate with partners to facilitate the consultants in undertaking their assignment including travel, stay, and welfare
- Provide consultants with background documents, reports, data, materials, etc.

- Develop a list of all operational communities, classify them based on the progress (i.e., high performing, moderate, poor performing) and make it available to the evaluation team
- Share the draft report with all key stakeholders including key project staff, partners, donor representative and government; provide them with a timeline to forward their feedback to a point person in the project; review comments, compile them and forward the consolidated comment to the evaluation team.

F. DELIVERABLES

The Consultant will be expected to provide:

- An inception report that sets out the conceptual framework to be used, a written work plan, along with data collection and analysis tools prior to the commencement of the assessment.
- Special reports: The contracted firm will immediately notify Samaritan's Purse in writing of developments that have a material impact on the implementation of the TOR, a description of actions taken or contemplated, and any assistance needed to resolve the situation.
- Upon completion, a final assessment report will be written and submitted along with cleaned electronic data sets with analysis syntaxes and data dictionary in STATA or SPSS. All documents are to be written in English.

i. The consultants will be responsible to produce evaluation report using the following outline:

- i) Table of contents**
- ii) Abstract**
- iii) Acronyms**
- iv) Executive summary**
 - Evaluation purpose and evaluation questions
 - Background
 - Evaluation questions, design, methods, and limitations
 - Findings, conclusions, and recommendations (if applicable)
- v) Evaluation purpose and evaluation questions**
 - Evaluation purpose
 - Evaluation questions
- vi) Background**
- vii) Evaluation methods and limitations**
- viii) Findings, conclusions, and recommendations**
 - Findings

- Conclusions
- Recommendations

ix) Annexes

Annex i: Timeline

Annex ii: Evaluation statement of work

Annex iii: Evaluation methods and limitations

Annex iv: Data collection and analysis tools

Annex v: Sources of information

Annex vi: Disclosure of any conflicts of interest

Annex vii: Evaluation team members

Annex viii: Statements of difference

Annex ix: [Any other specify---]

All collected data should be submitted along with the report, as well as raw data that has been analysed.

G. EVALUATION TIMEFRAME

Below is the evaluation timeframe for the different activities to be undertaken;

Key evaluation activities	Timeframe
Pre-Planning	
<ul style="list-style-type: none"> • Meeting with the partners to plan for the evaluation, finalize Scope of Work and finalize core competencies and level of experience of the evaluation team members and the number of members. • Contact possible Team Leader / member candidates/ firms • Finalize the evaluation team (members and the team leader). • Organize all documents and make them available to the evaluation team • Develop a list of all operational counties/ communities (by Samaritan’s Purse) and classify them by level of project performance (i.e. excellent, moderate, and needs lots of support) 	September 15, 2023
Planning	
<ul style="list-style-type: none"> • Review of existing reports, documents and data (quantitative survey, project records) • Develop qualitative survey tools • Develop an evaluation plan • Develop and share final implementation and logistic plan with Samaritan's Purse 	September 25, 2023

<ul style="list-style-type: none"> • Identify project staff who will participate in the review process • The evaluation team select sample communities/ villages • Arrange all logistics • Discuss with partner and staff to ensure that appropriate steps are being taken before implementation 	
Implementation	
<ul style="list-style-type: none"> • Introductory meeting between the evaluation team and the stakeholders (partners, key project staff, donor) • Briefing of evaluation team (objectives, organizations, methods, approaches, tools) and finalization of qualitative study tools • Field work (interviews, FGDs, observations, analyses, triangulations) • Make presentation on the preliminary observation to validate the findings and interpretations; • Re-visit sites (if there are extreme disagreements on evaluation team findings between the evaluation team and the project staff) • Make a detailed presentation of the results including recommendations to Samaritan's Purse 	October 01, 2023- November 30, 2023
Reporting	
<ul style="list-style-type: none"> • Prepare a draft report following the guideline and share with Samaritan's Purse • Samaritan's Purse shares the draft report with the key stakeholders, collect and compile comments and forward to the evaluation team • Address the comments and incorporate inputs from the stakeholders • Finalize the evaluation report 	December 10, 2023

H. PAYMENT SCHEDULE

The Consultant will need to submit a clear bid in USD (\$) indicating the costs for the assessment. The budget should include ALL related expenses and costs that the Consultant should incur including consultant fee, and any other support staff/ enumerators required. Any international flights in and out of South Sudan, visa and registration fees required should also be included as well as transport and accommodation for duration of stay in Juba.

The table below provides some figures as a guide.

Single entry Visa (Kenyan, Tanzanian and Ugandan nationals exempted)	125 USD for other African nationals and 175 USD for European nationals
Registration fee (required for non-South Sudanese)	35 USD
Hotel (B&B) per night (Full board)	90-120 USD
Basic Enumerator	10 USD per day per enumerator

Other Items that need to be included in the budget but will be provided by Samaritan's Purse:

- Food and lodging at the Samaritan's Purse bases
- Transport in field locations
- Internal flights to and from Juba to different field locations

In the bid proposal, the Consultant must clearly itemize the relevant costs so it is clear how the total cost/budget has been determined. Once an agreement has been made, any additional costs that the Consultant should incur above and beyond what was stipulated in the bid will need to be covered by the Consultant.

I. AGREEMENT OF TERMS

Samaritan's Purse reserves the right to terminate the agreement at any point based on lack of access due to insecurity or non-performance of contract, in which Samaritan's Purse would reimburse for the services provided to date. Compensation for the deliverables outlined in this TOR will be paid on the following schedule:

- 25% upon signing of contract once work plan, methodology and tools have been approved by Samaritan's Purse
- 25% after field data is collected and the consistency and quality in the dataset is verified by Samaritan's Purse
- 50% upon submission of final report once it has been approved by Samaritan's Purse IHQ

According to South Sudan's Taxation Amendment Act 2016, the South Sudan government requires outside contractors of an institution to undergo tax at a rate of 15% for each payment made regardless of whether they are a resident or not. Therefore, Samaritan's Purse will deduct 15% from each payment made to the contractor.

J. DATA OWNERSHIP AND CONFIDENTIALITY

All datasets and documents remain the property of Samaritan's Purse, and are under the strictest confidence. The data sets and documents specific to Samaritan's Purse must not, under any circumstance, be shared with a third party without the prior agreement of the Samaritan's Purse.

K. EVALUATOR QUALIFICATIONS AND COMPETENCIES

The Consultant will be required to demonstrate the following qualifications and competencies:

- Prior field implementation and project management experience in Africa is an asset.
- Track record in developing and conducting project evaluations including qualitative and quantitative data collection for international NGOs.
- Experience in conducting FSL, WASH, Health and Nutrition and gender analysis assessments; preferably in a complex conflict environment.
- Expertise in quality human development process and qualitative research methods with a strong gender orientation.
- Strong cross-cultural communication skills with previous experience of working in a cross-cultural setting with an ability to respond to comments and questions in a timely, appropriate manner.
- Evaluation Team leader should possess a PhD in Economics, Agriculture, Public Health or other relevant field with more than ten years of conducting evaluation in a complex humanitarian setting. Additional years of development evaluation of up to 15 years may substitute the education level (Master's degree).

L. SUMMARY

This is an open and competitive selection process. The successful candidate will be selected following the review of each bidding Consultant's proposal documents. These must be submitted to SP ¹ no later than

15 September 2023 and are to include the following:

- 1) A cost analysis bid broken out by cost per line item as explained in **section F**.
- 2) A short 2-5-page inception report demonstrating clear understanding of the assignment including evaluation questions and study methodology, logistics plan, and work schedule.
- 3) An example of the consultant's past work, such as a written evaluation report
- 4) A minimum of two written references

¹ Please send submission documents to: SouthSudanSealedBid@Samaritan.org