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TERMS OF REFERENCE (TOR)

Title of Consulting Services:

Final Project Evaluation: The Strengthening Provision and Coordination of Services to Survivors of Rape and Early/Child Marriage Project in South Sudan

**Project Funded by the UN Trust Fund,
End Violence against Women and Girls Program
Dec. 2019 – Nov. 2022**



16th September 2022
STWARDWOMEN, Juba-South Sudan

Section 1. Letter of Invitation



Subject: Request for Application (RFA)

Reference Title: Final Project Evaluation: The Strengthening Provision and Coordination of Services to Survivors of Rape and Early/Child Marriage Project in South Sudan.

16th September, 2022

Dear Sirs and Madams,

The STEWARDWOMEN South Sudan, now invites applications from qualified persons or research firms to provide the Consulting services "Final Evaluation of the Strengthening provision and coordination of services to survivors of rape and early/child marriage project in South Sudan". The Consultant services will ascertain and/or investigate the achievements of the project; effectiveness of the approach (es) taken or used, lessons learnt, good practices and recommendations to improve similar practices in the future. More details of the services are provided in the Terms of Reference hereof.

The call for applications includes the following documents:

- Section 1 - Letter of Invitation (LOI)
- Section 2 - Summary Sheet of the Instruction to Consultants
- Section 3 - Instruction to Consultants (ITC)
- Section 4- Terms of Reference (ToR)

Sincerely,

A handwritten signature in blue ink, appearing to read "Josephine C. Drama".

Josephine C. Drama
Director/STEWARDWOMEN, South Sudan





Section 2. Summary Sheet of the Instructions to Consultants

Name of the assignment: Final Project Evaluation: Strengthening Provision and Coordination of Services to Survivors of Rape and Early/Child Marriage Project in South Sudan.

Location: Juba and Rubkona-Bentiu, South Sudan

Language required: English

Type of Consultants: Regional Consultant from East Africa including South Sudan (Lead Consultant) plus a Team of Three (South Sudanese) National Consultants.

Period of evaluation: Through 2nd Week, Oct. 2022 and Jan 2023

Nature of assignment: The Consultants will be required to travel to the project sites in Jondoru-Juba and Rubkona-Bentiu in South Sudan.

Method of selection: Quality and cost-based selection.

Type of contract: Vendor's contract

Submission deadline: 5th October, 2022.

Address: STEWARDWOMEN, Plot No. 60 Bilpham Road, Juba South Sudan

Submission Address: stewardwomen.jobs@gmail.com or info@stewardwomen.org

Service start date: 2nd Week Oct. 2022.





SECTION 3 Composition of evaluation team

3.1 Roles and responsibilities;

The Evaluation Team of Consultants will consist of persons with extensive knowledge and experience on sexual violence against women and girls, including conflict related sexual violence. The Lead consultant should be well qualified on women, peace and security issues. She or he should hold the relevant graduate degree in any of the disciplines in social sciences-preferably human rights; women, peace and security; sociology, international relations and diplomacy etc.; and excellent working knowledge in project evaluation. A Regional Consultant (from East Africa) is preferred for the assignment. She or he will be supported by three national Consultants that are familiar with the socio-economic and political context of project sites, including the local languages spoken. The Lead Consultant will identify the national Consultants from the local pool of individual researchers and/or research firms.

The Lead Consultant should possess strong analytical skills and be able to mentor colleagues and coordinate the entire evaluation process with support from the project manager. She or he will train the national Consultants on the evaluation method, tools for data collection and analysis, sampling and procedures, ethical and safety considerations, risk mitigation, report synthesis among others. Other duties are oversight during field data collection, validation workshops and preparation of inception, draft evaluation and final reports. The national Consultants will be responsible for setting interview protocols, and conducting field interviews and meetings and data synthesis.

3.2 Required competencies:

3.2.1 Lead Consultant

- a) A minimum experience of 5 years in conducting external evaluations, with mixed-methods evaluation skills and having flexibility in using non-traditional and innovative evaluation methods.
- b) Expertise in gender and human-rights based approaches to evaluation and issues of violence against women and girls.
- c) Experience with program design and theory of change, gender-responsive evaluation, participatory approaches and stakeholder engagement.
- d) Specific evaluation experiences in the areas of ending violence against women and girls
- e) Experience in collecting and analysing quantitative and qualitative data as well as data visualization.
- f) In-depth knowledge of gender equality and women's empowerment.
- g) A strong commitment to delivering timely and high-quality results, i.e. credible evaluation and its report that can be used.
- h) A strong team leadership and management track record, as well as interpersonal and communication skills to help ensure that the evaluation is understood and used.
- i) Good communication skills and ability to communicate with various stakeholders and to express concisely and clearly ideas and concepts.
- j) Regional/Country experience and knowledge: in-depth knowledge of South Sudan is required.





- k) Language proficiency: fluency in English is mandatory.
- l) Samples of previous work: the Lead Consultant is required to submit two samples of previous similar work, together with the application.

3.2.2 Other (National) Consultants:

- a) Advanced University degree in any of the social sciences, human rights, gender studies etc.
- b) A minimum of 3 years of professional evaluation experience, preferably in the context of ending violence against women and girls.
- c) Demonstrated knowledge of strong research skills.
- d) Sound knowledge and experience of the South Sudanese context and the developments thereof.
- e) A demonstrated high level of professionalism and ability to work within tight deadlines.
- f) Strong interpersonal and communication skills.
- g) Excellent spoken and written English and knowledge of any of the local languages
- h) Good computing skills.

4. Management of the evaluation;

The MEAL department of STEWARDWOMEN (led by the DMR¹ Manager) will be responsible for the overall management of the final project evaluation. These include but not limited to coordination with the field based managers and the Lead Consultant (including supervision thereof), provision of logistics, safety and security of the evaluation team etc. The field based project managers will support the Consultants in identifying respondents, setting-up interview protocols and ensure the required logistics are in place among others. The Lead Consultant will be responsible for the overall technical oversight of the evaluation to the Consultants (please refer to 3.1 above for details of responsibilities of Consultants).



¹ DMR- Documentation, Monitoring and Research

Section 4. Instructions to Consultants



A. General Provisions

Introduction:

Consultants are invited to submit applications, and technical and financial proposals for consulting services required for the assignment (hereinafter called the "Proposal"). The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.

B. Preparation of Proposals

General

Considerations:

In preparing the Proposal, the Consultant is expected to examine the Terms of Reference (hereinafter called the "TOR") in detail. Material deficiencies in providing the information required in the TOR may result in rejection of the Proposal.

Cost of preparation:

The Consultant shall bear all costs associated with the preparation and submission of its proposal, and STEWARDWOMEN shall not be responsible or liable for those costs, regardless of the outcome of the selection process.

Taxes:

The evaluation of the Consultant's financial proposal shall include taxes and duties in South Sudan.

C. Submission, Opening and Evaluation

Submission, Sealing, and Evaluation of proposals:

The Consultant shall submit a signed and complete proposal comprising the documents in accordance with Clause A (General Instructions to the Proposal). The submission can be done by mail or by hand.

The Proposal must be sent to the address provided and received no later than the deadline indicated herein. Any Proposal received after the deadline may be declared late and rejected.

Confidentiality:

From the time the Proposals are opened to the time the Contract is awarded, the Consultant should not contact STEWARDWOMEN



on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Consultants who submitted the proposals or to any other party not officially concerned with the process, until the publication of the Contract award information.

D. Negotiations and Award

Negotiations:

The negotiations will be held shortly after notification to successful/unsuccessful consultant(s) with the successful Consultant's representative(s).

The negotiations include discussions of the proposed study design, STEWARDWOMEN's inputs, the Conditions of the Contract, and finalizing the "Description of Services" part of the Contract. These discussions shall not substantially alter the original scope of services under the terms of the contract, in order that the quality of the final product, its price, or the relevance of the initial evaluation may not be affected.

The financial negotiations will reflect the agreed technical modifications in the cost of the services.

Conclusion of Negotiations: The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialed by STEWARDWOMEN and the Consultant's authorized representative.

If the negotiations fail, STEWARDWOMEN shall terminate the negotiations informing the Consultant of the reasons for doing so and will invite the next-ranked Consultant to negotiate a Contract.

Award of Contract:

After completing the negotiations, STEWARDWOMEN shall award the Contract to the selected Consultant and promptly notify the other shortlisted Consultants.

The Consultant is expected to commence the assignment on the date specified herein.



Section 5: Terms of Reference (ToR)

Title of Consulting Services:

Final Project Evaluation: The Strengthening Provision and Coordination of Services to Survivors of Rape and Early/Child Marriage Project in South Sudan.

Project Funded by the UN TRUST FUND, EVAWG

Dec. 2019- Nov. 2022



1. Background and Context:

1.1 Background:

At the time of designing the required intervention, South Sudan ranked the 5th country globally in early/child marriage. About 52% of South Sudanese girls (at the time) were married before the age of 18 years- 9% before they turned 15 years. Rape was used as a weapon of war, worsened by impunity, social stigma, fear of divorce etc². Girls' vulnerability to early marriage was exacerbated by the (continued) economic crisis³ and the decline in security, which adversely weakened survivors' protection pathways, and created gaps in service delivery⁴. Survivors lived in deplorable state; they mainly relied on the traditional coping strategies to tackle risks and vulnerabilities to sexual violence. Survivors lacked knowledge on the support services and complained of genital mutilation- cervix tear, fistula, sexually transmitted infections etc. Some survivors were widows or divorcees and struggling to provide food for their families and lacked livelihood opportunities⁵. Access to the existing referral services by survivors was limited due to ignorance. The survivors were shrouded under the societal and cultural veil that inhibited them from accessing their rights. The COVID-19 pandemic further limited survivors' access to the essential services. By May 2020, merely a month after the first case of COVID-19 was reported in the country, sexual violence towards women and girls increased significantly, thus the project "Strengthening Provision and Coordination of Services to Survivors of Rape and Early/Child Marriage in South Sudan.



² <https://news.un.org/en/story/2018/07/1014501>, accessed 15th January, 2018.

³ https://en.wikipedia.org/wiki/Child_marriage_in_South_Sudan, accessed 15th January 2019.

⁴ <https://www.nytimes.com/2018/12/02/world/africa/south-sudan-women-girls-raped-whipped.html>, accessed 15th January, 2019.

⁵ See Report of IDP needs assessment by STEWARDWOMEN, 2018



1.2 Description of the project;

1.2.1 Organization;

The Final Project Evaluation for “Strengthening Provision and Coordination of Services to Survivors of Rape and Early/Child Marriage” project is commissioned by STEWARDWOMEN in South Sudan. STEWARDWOMEN is a local women-led organization founded in 2009 to address the problems of sexual and gender-based violence; lack of access to justice by women; lack of participation of women in leadership and decision-making and poverty among others. It is registered as a not-for-profit non-governmental organization with the Government of South Sudan. The vision of STEWARDWOMEN is a South Sudanese society “free from the violations of the human rights of women and children”. The mission is “to develop, shape and empower South Sudanese women to advocate for policies that foster equal economic opportunity and secure human rights for women and children”.

STEWARDWOMEN is a member of the Solidarity for African Women’s Rights [SOAWR] coalition that advocates for the ratification and/or domestication of the Protocol to the African Charter on Human and People’s Rights on the Rights of Women in Africa [Maputo protocol]; the founder and lead agency of a national coalition of civil society organizations [CSOs] that advocates for the ratification and/or domestication of the Maputo protocol in South Sudan, the menstrual health working group and the chair of the Rule of Law Technical Reference Group of the national GBV sub-cluster in South Sudan. STEWARDWOMEN has field location offices in Nimule, Rubkona-Bentiu, Bor, Jondoru-Juba and HQ in Juba, the Capital City of South Sudan.

1.2.2 Project description;

Project title:	Strengthening provision and coordination of services to survivors of rape and early/child marriage” in South Sudan
Project duration/period:	1 st December 2019 through 30 th November 2022 (Three years)
Project budget:	USD\$ 715,000
Geographical areas:	Juba and Rubona-Bentiu, South Sudan
Specific forms of violence addressed by the project:	Rape and early/child marriage
Main objectives of the project:	<p><u>Goal of the project:</u> To empower survivors through enhancing their resilience using a rights-based approach, and creating an enabling, supportive environment for the prevention of rape and early/child marriage, the COVID-19 pandemic and future crises, and the successful re-integration of survivors into the community.</p> <p><u>Specific objectives:</u> To provide services, raise awareness and provide information to survivors from a rights based perspective focusing on access to justice, support care services, establish women and girls’ friendly spaces and enhance institutional response capacity of STEWARDWOMEN to the COVID-19 and future crises.</p>



<p>Key assumptions of the project:</p>	<ol style="list-style-type: none"> 1. South Sudan ranked the 5th globally in rape, including early/child marriage. 2. Rape and early/child marriage in South Sudan was exacerbated by the COVID-19 pandemic- it's more devastating in Rubkona and Juba IDP camps. 3. The protection needs of survivors far outweigh the available resources in Juba and Rubkona. 4. Inadequate provision of safety for IDPs and host communities exposes women and girls to rape and early/child marriage. 5. The referral mechanism for survivor protection is very weak- they live in deplorable state & rely on traditional coping strategies to tackle risks & vulnerabilities. 6. Some rape survivors have developed health complications from bodily injuries- genital mutilation- cervix tear, fistula, STI and STD infection etc. due to untimely response. 7. Most survivors are either widowed or separated from their husbands and take care of large numbers of children- they lack access to livelihood opportunities. 	
<p>Primary and secondary beneficiaries:</p>	<p><u>Primary beneficiaries:</u> Survivors of rape and early/child marriage</p> <p><u>Secondary beneficiaries:</u></p> <ol style="list-style-type: none"> a) Ordinary men, women and youth, b) Community leaders, c) Local government officials, d) Security agents and e) GBV partners. 	
<p>Key results:</p>	<p>Outcome 1: Support services and referral information for sustainable recovery of survivors improved.</p> <p>Outcome 2: Capabilities of survivors to know and claim their rights increased.</p> <p>Outcome 3: Development and enforcement of survivor centered policies on rape and early/child marriage improved.</p> <p>Outcome 4: Capabilities of men and women, government</p>	<p>Output 1.1: access to legal & medical assistance, livelihood opportunities & referral pathway for survivors strengthened.</p> <p>Output 2.1: Knowledge of survivors on human and legal rights and justice improved.</p> <p>Output 3.1: Participation of survivors in policy action and survivor protection mechanisms strengthened.</p> <p>Output 4.1: Knowledge and skills of target groups to</p>





	authority, community leaders & CSOs to manage survivors increased.	manage survivors strengthened.
	Outcome 5: Institutional response of STEWARDWOMEN to COVID-19 pandemic and other crises, while maintaining existing interventions to end violence against women and girls strengthened.	Output 5.1 STEWARDWOMEN has in place mechanisms to improve institutional resilience to crises including COVID-19. Output 5.2: improved capacities to maintain or adapt end violence against women & girls interventions, while responding to the impact of COVID-19 pandemic and future crises.

2. Purpose of the evaluation;

The purpose of the final project evaluation is to assess the performance of the project towards the planned project objectives- whether the project objectives and targets were achieved- the factors (if any) that limited the achievement of project objectives. In particular, the group of Consultants will be required to assess the relevance, efficiency, effectiveness, impacts and potential project sustainability indicators; document the best practices and lessons learnt and provide practical recommendations for any future intervention.

3. Objectives and scope of the evaluation

3.1 Scope of the evaluation;

The final project evaluation will cover the entire project period i.e. 1st December 2019 through 30th November 2022, and the two project target areas (including site visits)- Jondoru-Juba and Rubkona-Bentiu. This is mainly due to the differences in the settings of the two project sites, with unique challenges during project implementation. The data and/or information obtained will also be used to compare the achievements of the project in the two locations.

3.2 Objectives of the evaluation;

The specific objectives of the final evaluation are:

- a) To evaluate the entire project through 1st December 2019 and 30th November 2022, against the effectiveness, relevance, efficiency, sustainability, knowledge generation and impact criteria, as well as the cross-cutting gender equality and human rights criteria (defined below).
- b) To identify key lessons and promising or emerging good practices in the field of ending violence against women and girls, for learning purposes.

The final project evaluation is built on five key parameters of the project- relevance, efficiency, effectiveness, impact and sustainability as described below:



- a) Assess the relevance of the project design (its activities and objectives) in provision and coordination of services to survivors of rape and early/child marriage in Jondoru-Juba and Rubkona-Bentiu.
- b) Assess the extent to which the project resources were used for the intended purpose- i.e project delivery and outputs/results, in terms of quantity, quality and timeliness (efficiency).
- c) Assess the major achievements of the project to date in relation to the planned objectives and results based on the project's theory of change (effectiveness).
- d) Assess the extent to which the project contributed to a long-term positive effect in the target communities (impact).
- e) Assess whether the positive outcomes of the project at purpose level are likely to continue after the end of UNTF support (project sustainability).



4. Evaluation questions and criteria

4.1 Relevance of project design;

Assess the extent to which whether the project's design (activities) was relevant and might continue to be so to the needs of the target group. The key evaluation questions here are:

- a) To what extent were the intended project goal, outcomes and outputs (project results) achieved and how?
- b) To what extent do the achieved results (project goal, outcomes and outputs) continue to be relevant to the needs of women and girls?

4.2. Efficiency of planning and implementation;

Assess the extent to which whether the available resources were used economically in delivering the project outputs/results, in terms of quantity, quality and timeliness (efficiency). The key evaluation question is: To what extent was the project efficiently and cost-effectively implemented? The main guiding questions are:

- a) Is the overall project action plan used and up to date?
- b) To what extent have the project costs been justified by the benefits (cost and value for money)?
- c) What percentage of activities in the work plan has been delivered?
- d) Is financial expenditure/use in line with the plan?
- e) Is monitoring data being collected as planned, stored and used to inform future plans?

Other important project management questions:

- a) How adequate were the project risks mitigation measures? (Whether flexibilities or adjustments were demonstrated in response to changes in circumstances)?
- a) What are the working relationships with partners, stakeholders and donors?
- b) Are deadlines always met in reporting to donors?
- c) To what extent is learning processes demonstrated e.g., coordination and exchange with related projects?
- d) Were internal and external communications good?
- e) Have partners- local government authority, community leaders, GBV partners and target beneficiaries contributed to the project?



4.3 Effectiveness;

Assess the major achievements of the project to date in relation to the planned objectives and results/outputs, based on the theory of change. The key evaluation question is:

- a) To what extent were the intended project goal, outcomes and outputs (project results) achieved and how?

4.4 Impact of the project;

Assess the extent to which the benefits received by the target beneficiaries had a wider overall effect in the target location. The key evaluation question is:

- a) To what extent has the project contributed to ending violence against women, gender equality and/or women's empowerment (both intended and unintended impact)?

The guiding questions to be considered by the Consultant in this section are:

- a) To what extent is the project contributing to a long-term positive effect on the entire society of South Sudan?
- b) How is STEWARDWOMEN making a difference?

4.5 Potential for sustainability and replication;

Assess whether the positive outcomes of the project at purpose level are likely to continue after the project (sustainability). The key evaluation question in this section is:

- a) To what extent will the achieved results, especially any positive changes in the lives of women and girls (project goal level), be sustained after this project ends?

The guiding questions to be considered by the Consultant are:

- a) To what extent have the key project stakeholders accepted and owned the project objectives and achievements?
- b) Will the project contribute to lasting benefits? Which organizations or stakeholders could/will ensure continuity of project activities in the project area?
- c) Is there evidence of organizations/partners/communities that have copied, up scaled or replicated project activities beyond the immediate project area? Is such replication likely?
- d) What practical recommendations can be made for the sustainability and replication of the project?

4.6 Knowledge generation

The key evaluation question in this section is:

- a) To what extent has the project generated knowledge, promising or emerging practices in the field of end violence against women and girls that should be documented and shared with other practitioners?



4.7 Gender equality and human rights;

Cross-cutting criteria: the final evaluation should consider the extent to which human rights based and gender responsive approaches have been incorporated throughout the project. The key question in this section is:

- a) To what extent has the project incorporated human rights based and gender responsive approaches through-out the project (cross-cutting criteria)?

5. Evaluation Design and Methodology;

5.1 Proposed evaluation design;

The Consultants will develop a detailed research methodology, in consultation with the project management team at STEWARDWOMEN. The following methodologies are suggested, but should not be limited to: a) Desk review on EVAW/G: the consultant will review project documents and other relevant secondary data sources; b) quantitative data to be collected through a representative survey (this can be useful to reach a larger sample and in situation where in person/field visits are not possible); and c) qualitative approaches, such as focus group discussions and key informant interviews, participatory exercises and approaches will be used. There will be inception meeting (for evaluation team), focusing project introduction, roles, clarifying the TOR- project introduction and context analysis, methods (including the draft evaluation tools), deliverables, timeline, project site context, risks and mitigation (safety and security of participants), ethical issues, logistics etc.; and thereof preparation of the inception report. The draft evaluation design and tools (proposed by the Consultants) will be reviewed and adopted. There will be safety and security audit by the field based project team, in preparation for the field interviews. The Lead Consultant will ensure any necessary training of the national Consultants on the evaluation methods and data collection and analysis, including testing of the tools and review thereof and supervise the field interviews. The field based project managers will support the Consultants in the selection of respondents, including setting interview protocols. There will be validation workshops at the two project sites. The Lead Consultant will continually debrief the project team i.e. midway (through field data collection), end of field data collection, draft report and final report. The inception and final evaluation reports will be accepted after review and approval by the UNTF. There will be exit meeting to wrap-up the evaluation study.

5.2 Data sources;

The following data sources are proposed, but should not be limited to:

- a) Desk review on EVAW/G: The consultant will review project documents and other relevant secondary data sources (project's theory of change, work plan, budget etc.; planning, monitoring and evaluation matrix; activity plans); mid-term review report, end-line survey report, project reports (narrative and financial).
- b) Quantitative data to be collected through a representative survey.
- c) Qualitative approaches, such as focus group discussions and key informant interviews, participatory exercises and approaches will be used.





5.3 Proposed data collection method and analysis;

5.3.1 Data collection method

The following data collection methods are proposed, but not limited to:

- a) Document Review (Secondary Data): review of the project documents (theory of change, work plan, budget etc.; planning, monitoring and evaluation matrix; activity plans); mid-term review report, end-line survey report, project reports (narrative and financial); and any other documents deemed critically important for the evaluation.
- b) Interviews: loosely structured interviews with key informants (groups or individual) (project staff, stakeholders, local leaders, survivors, project beneficiaries etc.

5.3.2 Data analysis

There will be Content analysis of the relevant project documents (see 5.3.1 above). Data from the field interviews will be cleaned (discussed) and synthesized, followed by drafting of report. The Consultant will debrief the project team on the draft report. If necessary, the Consultant will undertake follow-up field visits to fill the required information gap. There will be validation workshop for further input from the study (representatives) participants. Where necessary, the Consultant is advised to use excel sheet and tables or percentages to compute the required data/information. Generally, the Consultant is advised to present the report using the Content themes of the TOR and the required reporting template.

5.4 Proposed sampling methods;

The total sample size is proposed to be a minimum of 250, which will be drawn from among the primary and secondary beneficiaries, from the two project sites of Rubkona-Bentiu and Jondoru-Juba i.e. at least 150 (10% of 1500) primary beneficiaries and at least 100 (6% of 1,706) secondary beneficiaries, 50% respondents each from the two project sites. All categories (representatives) of primary beneficiaries (PSS, medical care, economic assistance, and legal assistance) and secondary beneficiaries (men, women and youth, community leaders, local government authority and GBV partners) are required to participate in the study, including representatives from members of the community based project accountability groups in the two project locations. The Consultants are required to select the study respondents randomly from the project beneficiary list. Overall, 60% of the total respondents shall be women, in accordance with the gender policy of STEWARDWOMEN.

5.5 Field visits;

The Consultants will also be required to undertake field visit to the two project sites- Jondoru-Juba and Rubkona-Bentiu to interface with beneficiaries and the key project stakeholders. During the field visit, the Consultant will hold interviews (individual and group) with the view to gauge the benefits of the project, assess risk mitigation measures, project impact (collaborative efforts on scale) etc.

5.6 Level of stakeholders' engagement;

During the investigation (evaluation), the Consultants will engage the key project stakeholders namely, community leaders, local government authority, local GBV partners and members of



the community based project monitoring and accountability groups on the level of stakeholders' involvement in the project (project design, monitoring, reviews, risk mitigation, project beneficiary selection etc) project ownership, sustainability, relevance of the project to community needs, use of project resources, and the way forward among others. There will be a reference group (consisting of key project staff, UNTF portfolio manager, local GBV partners, representatives of project beneficiaries etc.) meeting to review and fact check the report.

6. Ethical and Safety Standards

The purpose of, the rationale for, and the intended end use of the data that will be collected, as well as the methodology and target audience, should be clearly defined and justified in the proposal to conduct the final project evaluation. The Consultant should demonstrate that the information to be gathered is not already available and/or does not exist in another form. The Consultant should explain the protection measures for survivors during the interviews. Personal interviews with survivors should only be used to obtain information after all other options have been considered. Direct interviewing must thus demonstrate:

- a) That the desired outcome cannot be achieved without gathering information in this way
- b) That the information is needed and is not otherwise available
- c) That information cannot be obtained in a less invasive manner (e.g. by using other methods, or by involving a different person, in a different time, or a different context with lower risk).
- d) That the welfare of respondents should be properly protected.
- e) The data collection processes should be conducted in such a way so as to maximize benefit to survivors, participants and the community.

6.1 Safety and Security

- a) In preparing the proposal, the Consultant should ensure that safety and security considerations apply not just to participants, but extend to all those involved in the data collection activity, including the consultants, the members of the interviewers, the interviewees, etc. .
- b) All members of the information collection team should understand, and be sensitive to the political, sociocultural, security and economic factors that may affect the safety and security of those involved in the data collection process. They should take particular account of the nature of the emergency, any human rights and humanitarian concerns, as well as the prevailing formal and informal legal environment.
- c) The identity of those who will provide information about sexual violence must be protected. Under no circumstances should names or other identifying information about survivors or participants be used, for instance, in documents, tapes or conversation.
- d) If data are to be shared, this should only be done with the utmost consideration for the safety of those who could be put at risk by the dissemination of such information. This includes the individual providing the data, the person collecting it, community members, service providers, and staff of STEWARDWOMEN.
- e) All individual interviews and group discussions should be held in a safe place, somewhere that does not draw unnecessary attention and does not raise suspicion, and where participants cannot be overheard.



- f) All individual interviews and group discussions should be compliant to the COVID-19 pandemic guidelines.
- g) Special attention should however be paid to the following key policy issues and existing guidelines offered by the Government of South Sudan.
 - 1) Institutional research protocols and policies
 - 2) Protocols and practices for providing direct services to survivors
 - 3) Locally established procedures for obtaining consent, documenting sexual violence incidents, and referral services
 - 4) Standards and policies for human rights investigations
 - 5) Organizational policies for staff recruitment, hiring, training and supervision
 - 6) Internationally agreed standards for research involving human subjects



6.2 Confidentiality

- a) In the proposal, the Consultant should explain how the confidentiality of individuals and data collected will be preserved. This is because every person has a right to privacy, and this right imposes an obligation on the Consultant to keep the information confidential.
- b) Any personal information that will be disclosed by individuals should be considered to be confidential. This means that there is an implicit understanding that the disclosed information will not be shared with others, unless the person concerned gives explicit and informed consent to do so.
- c) When using focus groups or other group discussions, the Consultant should explain safe guards that will be adopted to protect their privacy.
- d) Consultant shall be required to instruct participants of Focus group discussions not to share personal experiences on sensitive issues, but rather to present the experience of unnamed others or impressions of trends in the community. Confidentiality should relate to both nature of the discussion (i.e. what was discussed) as well as to what was said and who was present.
- e) In the context of sexual violence, a breach of confidentiality does not only represent a breach of ethics, but can also lead to harm for the survivor and for the community.
- f) Standard operating procedures (SOPs) which clearly describe the arrangements for maintaining confidentiality should be developed as part of the planning phase for field data collection.
- g) The Consultant shall explain the steps that will be taken in collecting information that involves children as respondents. Every effort must be made to prevent or minimize harmful consequences.

7. Consultants' Key deliverables and timeframe;

Deliverable	Timeframe	Deadline
Evaluation Inception Report.	This report should be submitted by the Lead Consultant within 3 weeks after the inception meeting using the required template that will be provided by STEWARDWOMEN.	25 th Nov. 2022
Draft evaluation	This report should be submitted by the Lead Consultant by	20 th Dec.



report	15 th Dec. 2022, through the required template.	2022
Final evaluation report	This report should be submitted by the Lead Consultant by 25 th Jan. 2023, through the required template.	30 th Jan. 2023

8. Time line of the entire evaluation process;

Stage of Evaluation	Key Task	Responsible	Number of working days required	Timeframe
Inception stage	Briefings- orientation on the final evaluation.	DMR Manager	15 working days	Oct. week 2
	Desk review of key documents	Evaluator/s		Oct. week 2
	Finalizing the evaluation design and methods	Evaluator/s		Oct. week 3
	Orientation workshop for national Consultants on the evaluation method and tools.	Lead Consultant.		Oct. week 4
	Submit draft inception report	Evaluator/s		4 th Nov. 2022
	Review inception report and provide feedback	DMR and UNTF	5 working days	11 th Nov. 2022
	Incorporating comments and revising the inception report	Evaluator/s	5 working days	18 th Nov. 2022
	Submitting final version of inception report	Evaluator/s		
	Review final Inception Report and approve	DMR and UNTF	5 working days	25 th Nov. 2022
Data collection and analysis stage	Desk research	Evaluator/s	About five weeks	10 th Dec. 2022
	Field interviews, questionnaires, etc.	Evaluator/s		
Synthesis and reporting stage	Analysis and interpretation of findings	Evaluator/s	10 days	20 th Dec. 2022
	Preparing a first draft report	Evaluator/s		
	Review of the draft report	DMR and UNTF	20 days (Considering the public holiday)	10 th Jan. 2023
	Consolidate comments from all the groups.	DMR Manger		
	Incorporating comments and preparing second draft.	Evaluation Team	1 week	15 th Jan. 2023.
	Final review and approval of report	DMR and UNTF	5 working days	20 th Jan. 2023
Final edits and submission of	Evaluator/s	5 working	30 th Jan 2023.	



	the final report		days	
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The End!

