



## Terms of Reference for Midterm Evaluation Consultancy

### Project - Addressing protection and multiple socio-economic needs through a triple nexus approach in South Sudan and Ethiopia

#### 1.1 Introduction of the Organisation

DanChurchAid (DCA) - is a decentralized Danish NGO, which primarily works with both national and international NGO partners and a member of international networks / alliances including churches. DCA works with local communities and is increasingly involved in building the capacity of partners, communities, and local government institutions as well as its own staff. DCA's South Sudan regional office is based in Juba and implements programmed through its partners in Jonglei, Upper Nile, Eastern Equatorial, Unity and Central Equatorial states.

This term of reference for the consultancy describes DanChurchAid (DCA) South Sudan's plan to undertake a midterm survey for one of its projects entitled; *"Addressing protection and multiple socio-economic needs through a triple nexus approach in South Sudan and Ethiopia"*. The Project is funded by Danida, and implemented through DCA's local partner Nile Hope Development Organization. The TOR briefly describes project backgrounds, specific project outcomes, purposes of the midterm, proposed scope of work, methodologies and deliverables from a consultant(s) identified through a competitive process. Below are the details of the project the midterm considerations.

#### 1.2 Project background

The overall objective of the project is to support vulnerable groups among refugees, internally displaced people and affected local communities to mitigate the social and economic impacts of COVID-19 and strengthen resilience to natural and man-made disasters in South Sudan and Ethiopia.

##### The project outcomes

- **Outcome 1:** Social cohesion among refugees, IDPs and host community is strengthened, and vulnerable persons protected.
- **Outcome 2:** Communities affected by multi-disasters (conflict, floods, drought, desert locust and COVID-19) have improved food security and access to basic needs.
- **Outcome 3:** Self-reliance and livelihoods capacities of targeted communities are enhanced to sustainably meet food and other household needs

##### 1.2.2. Indicators

The midterm results must address the following indicators

- Proportion of the population who have experienced a dispute in the past two years and who accessed a formal or informal dispute resolution mechanism, by type of mechanism. (SDG indicator 16.3.3)
- % of beneficiaries who report that social cohesion is enhanced and who feel safer in their communities
- Average Coping Strategies Index Score for the target population
- % of targeted beneficiaries who report increased self-reliance as a result of the intervention

#### 2.0. Purpose of the midterm

The purpose of the mid-term evaluation will be to critically and objectively review and analyze the project progress, strengths and weaknesses in an effort to improve the effectiveness and relevance of the interventions.





The evaluation will be a performance-based evaluation, with findings focusing on identifying opportunities and challenges and determining whether mid-course project alterations are needed to achieve maximum impact.

**Specific Objectives include:**

- Assess progress made towards the achievement of results at the outcome and output levels;
- Determine if the results contribute to DCA’s overall goals of Save Lives, Build Resilient Communities and Fight Extreme Inequality.
- Assess performance in terms of the relevance of results, sustainability, shared responsibility and accountability, appropriateness of design and informed and timely action;
- Assess whether project resources (budget, assets, and staff) were used efficiently in relation to the planned activities, outputs and outcome; and
- Identify lessons learned and provide recommend midterm course corrections and address any areas of concern that strengthen the remainder of the program period. Findings of the evaluation will guide the rest of program implementation and may redefine approaches and the pace of work accordingly. The evaluation will also focus on corrective actions needed to achieve maximum program outcomes and impact.

**3.0. Midterm Scope and Methodology**

**3.1 Midterm Scope**

- **Geographical Scope:** The project will be implemented in Akobo County of Jonglei sate and in Pibor county of the Greater Pibor Administrative Area.
- **Midterm Timing:** The project runs from January 1, 2022 – June 30, 2024. The midterm assignment will be expected to be carried out in the month of March 2023.
- **Midterm Report:** The midterm will measure and benchmark the current situation and coverage of the selected project goal, outcomes, and indicators across the implementation areas. Henceforth, the consultant will be required to undertake the midterm using the most appropriate and representative quantitative and qualitative survey techniques to produce a quality midterm report.

**3.2 Midterm Methodology**

A combination of quantitative and qualitative approaches will be used. Proposed approaches will include cross-sectional household surveys, key informant interviews, focus group discussions, secondary documents review and analysis, as well as case studies, observations, or any other appropriate techniques and mix of techniques which best collects data from direct and indirect project beneficiaries. Where applicable, the consultant will adopt a participatory approach to respondents and project stakeholders, who may include representatives from national, state, or local government, partners and communities. In addition, the methodology should spell out how stakeholders will participate at each level during the midterm. The clusters are part of the stakeholders; hence the consultant should plan to meet the FSL Protection Health Clusters and other relevant stakeholders for relevant information/data sharing.

- **Techniques:** Consultant should use a combination of quantitative and qualitative techniques to undertake this midterm. Survey techniques could combine or run as separate parallel surveys. Creativity





in use of techniques is at discretion of the consultant. However, all techniques must be globally acceptable randomised techniques.

- **Data Quality:** The design techniques of data collection should 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 thorough training of enumerators including pre-testing. The consultant will be expected to design tools and collect data using the electronic data collection tool KoBoToolbox and KoBoCollect for the survey.
- **Data Interpretation and Presentation:** The consultant shall present data disaggregated by status, geographical levels, partners and gender, conducted with statically software for analysis and graphical presentations of project key indicators to establish trends over time to provide a comparative analysis with subsequent project monitoring during implementation and end of project evaluation.

### 3.2.1 Specific Midterm Questions

The report is expected to provide answers to the following and other relevant questions those may arise during the inception period:

#### 3.1 This assessment is expected to provide answers to the following evaluation questions:

##### key lessons learned and best practices

- What worked, what did not and why?
- What were the key surprises or unexpected circumstances during implementation?
- What could you stop doing change on include next time for better results?
- What are the good practices and innovations that are replicable as effective approaches?
- What are the key recommendations to NP, Government Stakeholders, communities and other stakeholders, particularly taking the work forward?

##### Relevance & Quality of Design:

- ♦ Does the project conform to the goals of DCA country strategy?
- ♦ Is the project design appropriate for the geographic area?
- ♦ Is the intervention logic coherent and accurate?
- ♦ Have recommendations from previous evaluations been incorporated in the design?
- ♦ Were any lessons learned from previous projects in the area used?
- ♦ Are the indicators of progress and impact in the design of good quality?

##### Efficiency of Implementation:

- ♦ Did the project start in time?
- ♦ Were all key staff in post maintained through project life?
- ♦ Were all inputs delivered in time?
- ♦ Were inputs of acceptable quality?
- ♦ Appropriateness of methodology used
- ♦ How was the cooperation between local government authorities and implementing partners?
- ♦ What was the local government's assessment of this intervention?
- ♦ What was the chiefs' assessment of this intervention?
- ♦ Did partners get good cooperation from relevant local leaders?

- ♦ Was access to project areas acceptable by stakeholders?
- ♦ Have most of the project outcomes been achieved to an acceptable standard?
- ♦ Have the community contributed in cash and/or in kind to the project?
- ♦ Was the budget been spent according to the proposed budget lines?
- ♦ Was the rate of spending acceptable?
- ♦ How effective was complain handling mechanism? And is it functioning?

**Effectiveness of the Project:**

- To what extent were project activities listed in the proposal contributing to achievement of the project specific objectives - attainment of outputs and the project outcomes?
- Have there been any un-planned effects and are these good or bad?
- Has coordination with other development actors been effective?
- Have the effects of the project been felt equally across the whole project area or are some areas neglected?
- Have the effects of the project been felt equally across the project stakeholders or other stakeholders neglected?
- What project component/s were more effective and why?
- Was the technical design effective and appropriate for that environment?

**Outcome of the Project:**

- To what extent have beneficiaries, including duty bearers benefited from project outputs and outcomes?
- Has the project changed beneficiaries' lives in any meaningful way?
- To what extent have the duty bearers/ local government institutions, local leaders benefited from the outputs and outcomes?
- In what ways have local markets benefited from the project?
- To what extent is the impact sustainable over a longer term?
- Has the project increased or decreased dependency on outside intervention?

**Potential of Project Sustainability:**

- To what extent can the results be expected to be sustainable over longer time?
- What characteristics make the results sustainable or unsustainable?
- Do the local government authorities and local community leaders/ chiefs fully support the initiatives taken by the project?
- To what extent are the target communities contributing to the sustainability of the initiatives?
- Has special effort been made to educate/engage women to assume decision-making roles?
- Did the project design include practical exit strategy?

**Inclusion of the cross-cutting issues: (i.e., gender, age, diversity, protection, social inclusion, and accountability to beneficiaries)**

- Will the project address the different needs of the beneficiaries in a consistent manner considering the different needs of women, men, girls and boys, different social and ethnic groups as well as disability issues and protection?
- Do the measures the project is taking to contribute towards reduction of inequalities make sense? Are there ways to improve the reduction of inequality and gender mainstreaming across the project cycle?



- Measure the adequacy of the interventions through set-up of appropriate accountability mechanisms to address concerns and complaints about the quality of services delivery.
- Participation in decision making and empowerment opportunities to support development of self-protection, capacities and assist people to claim their rights to i.e., food, shelter, health, protection and education services.

### **3.3 Expected outputs**

- Assessment of the current situation needs and priorities that will inform the project implementation and course of action.
- Determine whether the proposed interventions are relevant in relation to the needs and priorities of the intended rights-holders
- Mapping of potential risks and community tensions as result of the assistance to targeted and untargeted populations
- Assessment of household control, decision-making power, participation and targeting risks for female in the project
- Confirmation of performance indicators and targets and established midterm values and information for regularly monitoring
- Form foundation for the planned final evaluation
- Situational analysis based on the quantitative and qualitative data collected, to assess the conditions for implementation, with the review including, but not limited to, policies, regulatory framework and the institutional set-up
- Assessment or identification of any key shortcomings, challenges and likelihoods of these to affect the project suitability
- Design methodology ensuring the data requirements for the final evaluation are covered by reviewing the indicators to ensure they remain relevant to the project.

DCA will share the detailed Logical Framework with the successful consultant for further question development where needed for alignment.

## **4.0 Deliverables and Schedule**

### **4.1 Inception Report**

An inception report is to be prepared and submitted by the consultant after an initial desk review of relevant documents. The report is to include:

- Stakeholder mapping indicating various stakeholders to be interviewed and on what aspects.
- Detailed survey design, methodology, and sample size criteria and calculations.
- Detailed work plan including timelines, activities, and risks and mitigation measures.
- Bibliography of documents/secondary data sources utilised.
- Final data collection tools, such as a household survey, key informant interview guides, focus group discussion guides, and analysis plan.
- Indicate who, if consultancy team, will undertake specific exercises and their roles, including their experiences and core competency/expertise.







#### 4.1.1 Presentation of first draft:

The consultant will be required to organise a one-day presentation of the first draft midterm report, hold a debriefing meeting with DCA and partners to discuss the draft midterm report. The draft report must include:

- Sampling Framework and tools
- Raw data collected
- Report stating methodologies, survey documents, findings, recommendations, and necessary support

The debriefing meeting with DCA and partner is meant for discussion and feedback on the midterm report, and the final midterm report shall comply with the format and provide answers to the midterm questions.

#### 4.2. Midterm Report

The final report shall include midterms on all relevant indicators based on the collected and analysed qualitative and quantitative data. The report will comply with the format and answering the midterm questions in a 1-3-25 format. Start with one page of main messages; follow that with a three-page executive summary; present your findings in no more than 25 pages of writing, in language a bright, educated, but not research-trained person would understand.

#### 4.3. Proposed Activities Scheduling

Below is the proposed LOE for the midterm. The midterm is expected to commence in March 2023:

Activity/ Milestone	Duration (# of days)
Consultant preparation	2
Meetings with project team in Juba, presentation of inception report	1
Field work in Pibor and Akobo Counties	10
Debriefing	1
Data cleaning and analysis	1
Preparation of draft report for dissemination to DCA and partner	5
<b>Total days</b>	<b>20</b>

#### 5.0. Midterm Management

The consultant will develop the midterm methodology. Thereafter, a participatory review approach will be adopted to ensure key partner project staffs have a chance to meaningfully participate in refining the methodology and tools considering the foregoing:

- The entire exercise is structured to adopt joint planning sessions with project staff, programme briefings by management staff in line with the logframe, project documents, and the country strategy. Others include focus group discussions, key informant interviews with stakeholders,





protection cluster representatives, implementing partner staff and government representatives in each targeted county.

- DCA's MEAL coordinator will be the focal point for the consultancy.
- Using different methods, the midterm is expected to collect relevant data and to triangulate it throughout from different sources and methodologies, thus ensuring greater validity of information. Groups that will provide the required data include NNGOs, INGOs, DCA and partner programme staff, community groups, government representatives and special interest groups within the community (such as protection committees, medical staff and community leaders). Secondary data from previous reviews, progress reports, proposals, and other related documents will be considered.
- The consultant shall use the electronic data collection platform KoBoToolbox and KoBoCollect throughout the data collection.
- A debriefing session will be held with the programme staff at the end of the field visit. The debriefing sessions will provide a summary of the outcome of the midterm.
- A team comprising of DCA's Head of Programme, MEAL Coordinator, Programme Coordinator and Programme Officers, as well as relevant Nile Hope Development Organization staffs will support the consultant on matters particularly related to the midterm.
- DCA will provide overall operational/logistical coordination for the midterm study.
- Accommodation and transport for the consultant during the field work will be catered for by DCA.
- Survey logistics such as translators, car/boat hire, facilitators, office space or training venues, internet will be provided by DCA or its partners.
- DCA will process security clearances for consultants with the respective authorities.
- Domestic travel will be arranged through DCA. However, the consultant is responsible for planning their international flights/visa, if coming from outside of South Sudan.
- DCA will reimburse or meet costs associated with visa and registration.

## **6.0. Terms and Conditions**

### **6.1 Logistics**

- DCA will guide the consultant in budgeting for field related costs, including food and accommodation.
- DCA will guide the consultant in budgeting for daily payments of data collectors/enumerators in the field.
- DCA will cater for in-country flight bookings and payment to field locations.

### **6.2 Professional Fees**

- For the consultant to be taken into consideration for this consultancy, she or he must submit a narrative and financial proposal, including cost estimates for services rendered and daily consultancy fees.
- Interested consultants are expected to provide a budget for the exercise.
- DCA will consider proposals that are within the approved rates as per its policy on professional fees.

### **6.3 Tax and insurance**

- Personal income tax payable to the Government of the Republic of South Sudan shall be deducted from the consultant's fee during payment in accordance with the South Sudan tax laws.

### **6.4 Code of Conduct**





- A contract will be signed by the consultant upon commencement of the midterm which will detail additional terms and conditions of service, aspects on inputs and deliverables including DCA's Code of Conduct.

## 6.5 Data collection and IT equipment

- Tablets will be provided for the consultant to use for electronic data collection purposes. The consultant is expected to use their own computer throughout the consultancy for tools development, data analysis and reporting purposes.

## 7.0. Consultancy Experience

Below follows a brief description of the consultant(s) desired background and profile with emphasis on previous experience in similar work. The consultancy must offer expertise with the below essential and desirable profiles and qualifications. Female consultants or teams comprising with female team members will be encouraged to apply.

### *Essential:*

- Holding a higher university degree in gender studies, statistics, monitoring and evaluation, project planning and management, social sciences, or any other relevant field with over 12 years of experience in gender and protection programming in fragile countries.
- Knowledge on gender and protection programming, community vulnerability, NEXUS, rights-based and participatory approaches.
- Strong understanding of the South Sudan context (specifically the context in Upper Nile State), policies and advocacy work.
- Broad knowledge of humanitarian and development issues, specifically in gender, protection and livelihoods approaches.
- Sound understanding of SPHERE standards, Core Humanitarian Standards and MEAL best practices and approaches.
- Fully conversant with the principles and working methods of project cycle management, humanitarian evaluation methods and techniques, including a thorough understanding of data collection, evaluation methodologies and design, participatory approaches, and strong qualitative and quantitative research skills
- Experience with evaluations in conflict-affected contexts
- Experience of integrating gender dynamics within participatory data collection
- Fluency in English, strong analysis, report writing and communication skills
- Strong analytical skills, ability to clearly present findings, draw conclusions and make recommendations
- Good interpersonal skills and understanding cultural sensitivities
- Ability to work under pressure and to meet deadlines
- Ability to deal with hardship and remote area field work

### Desirable:

- Experience working in South Sudan or East Africa
- Experience working for the Danida funded projects
- Knowledge of local languages is seen as an asset.







- Knowledge of South Sudan's COVID-19 situation and measures.

**NB:**

- Consultants and Service providers to DCA are subjected to comply with the organisation's Code of Conduct, Child Protection and PSEA policy.
- Consultants are subjected to a counter-terrorism screening.
- Bids that demonstrate how to carry out the assignment within the context of COVID-19 restrictions will be given favourable consideration.
- DCA reserves the right to cancel this assignment without giving any notice.

**8.1 Application**

The consultant is expected to submit the following:

- Brief explanation about the consultant(s) with emphasis on previous experience in similar work
- Profile of the consultant(s) to be involved in undertaking the consultancy
- Technical proposal for undertaking this assignment as detailed in the TOR
- Financial proposal including cost estimates for services rendered including daily consultancy fees

The documents must be submitted via [ssk.recruitment@dca.dk](mailto:ssk.recruitment@dca.dk) not later than the 21<sup>st</sup> of February 2023

**Note: Only for National/ South Sudanese Consultancy Firm**



