



## ADVERTISEMENT

### PROJECT EVALUATION

## Build Your Own Buddy, South Sudan Terms of Reference

**Help a Child is recruiting an experienced CONSULTANT/ CONSULTANCY FIRM TO EVALUATE Its BOB PROJECT**

### Introduction

Help a Child Netherlands and Help a Child South Sudan

Help a Child (HaC, in Dutch: Red een Kind) is an international NGO based in the Netherlands and has been working in South-Sudan since 2010 via our local partner organization, ACROSS. An HaC office was set up in 2018. Currently, Help a Child has a country office based in Juba and a project office in Wau. See for more info: [www.helpachild.org](http://www.helpachild.org)

### Background of the project BoB (Build your Own Buddy)

Build your Own Buddy was initiated, in order to support children between 5 and 7 years old and their parents, in dealing with the emotional consequences of growing up in a conflict-affected area. In 12 sessions children learned 6 strategies to recognize their emotions and reduce stress. A picture book about 'Bob the hare' is used in all sessions; through storytelling and exercises children identify themselves with Bob and learn about coping strategies. Different landscapes represented different emotions and feelings of safety of children; the metaphor of a volcano is used to represent the level of stress that children may feel. The children made their own Bob, from locally available materials, with whom they could 'talk', and they learned about helpful strategies what you can do when stressful emotions arise or when you feel lonely or angry.

Since the start of the project there have been 3 rounds of 11 sessions (10 sessions of children and parents separate and 1 joint session). The sessions took place in Agok, Abunybuny, and Mapel in both Wau county and Jur River County, South Sudan.

In the first round (ended April 2021), in each location the sessions were conducted with 1 children's group of 20 kids per group and 1 group of 20 parents. In the second (August 2021) and third round (November 2021) 2 groups per location were conducted. A total of



30 groups were conducted, with 300 children (15 groups) and 300 parents (15 groups) participating. After each round of implementation, learning took place through Focus Group Discussions with parents, with the Community Counsellors and the Project Coordinator so that the method could be adapted /improved (action research method).

## Background and purpose of the evaluation

### Purpose of the Evaluation

Help a Child, Help a Child South-Sudan, TNO and ARQ International seek the services for an external evaluator to evaluate the BOB project and to advise in possible future implementation or scale up. During the project implementation Help a Child South Sudan, TNO and ARQ International already collected data to answer the pre-formulated learning questions. These learning questions are clustered in different categories, as can be seen below:

#### *Viability and feasibility:*

- Are preschool children able to create a successful and durable buddy from local materials?
- Are Community Counsellors able to apply (quality) elements of BOB after training by the programme team – or what should we do different, what do they need?
- What issues do we encounter applying BOB in groups and what can we do to solve this?

#### *Effects:*

- Do children experience a difference in levels of stress after the series of sessions?
- Do children perceive more support from their parents and interaction with other children, compared to a baseline measure?
- Are children, parents and CC satisfied and positive about BOB? How do they rate BOB (and each session?) on an appreciation scale?
- Are there any adverse effects observed?

#### *For further implementation or up scaling:*

- What are impeding and stimulating factors for execution and implementation of BOB?

The consultant is expected to:

- A. Identify gaps in the available data related to the Learning Questions (in close consultation with TNO) and collect data in order to close these gaps.**



**B. Besides this, the consultant is expected to answer the following additional questions:**

- Was the project successful in achieving its results?
- Is there a difference in the immediate impact after the sessions and the long-term impact?
- What is the opinion of the community about this project?
- What has changed in the community due to the project?
- What has changed in the situation of families?
- What (unforeseen) results did the programme contribute to (both positive and negative)? What has changed due to the project that was not part of the original programme design?
- What can be done to boost positive changes further, or to prevent negative ones from happening?
- What is the advice for HAC and HAC SS for future programming on children's wellbeing aged 5 to 7 years?

Please make sure that the evaluation also meets the remaining four OECD evaluation-criteria, by focusing on the effectiveness, efficiency, relevance and sustainability of the project.

In the end, by answering the different questions, the evaluation should serve the following purposes:

#### **Purpose of the evaluation**

- The main purpose of the evaluation is a focused study of the outcomes and the impact made by the project and by looking for unexpected effects of the programme.
- Secondly, the evaluation will support Help a Child, Help a Child South Sudan, TNO and ARQ International in drawing lessons from the program. This will be used as valuable input for the organisations' strategic planning, by knowing what might work and what might not work. This will help in developing projects that are more effective.
- Lastly, the evaluation is a donor requirement from the Dutch Relief Alliance.

#### **The evaluation**

The evaluation needs to be carried out by using both qualitative and quantitative methodologies. The tools could be, for example, Focus Group Discussions, interviews, a desk study and analysis of regular monitoring data. Below, our preferred methodologies are shortly described.

#### **Methodology**

##### *1. Desk study*

The consultant will conduct a desk study reviewing all planning and design documents like the project proposal, project reports (including mid-terms), preliminary findings from TNO, Monitoring Framework, logframe, and other data collected.

Based on this desk study the evaluator is invited to formulate additional questions for the evaluation that (s)he finds necessary for coming up with a thorough analysis.



## *2. Interviews*

As TNO conducted the action research and monitored the pilots during the implementation, it is important to have interviews with the TNO developers/researchers in order to further discuss the desk study and to identify possible gaps in this learning process. Furthermore, it is also important to interview the project coordinator of Help a Child South-Sudan, in order to receive a complete picture of the project and the local situation.

## *3. Focus Group Discussions*

We believe that with discussions more insights will be gained in the effects and impact of the project, therefore we recommend the evaluator to hold different FGDs in which representatives of the different target groups further discuss and elaborate on the effects of the project.

In these meetings, already existing information (collected by Help a Child, TNO and ARQ International) can be further discussed to verify the findings, and see whether particular individual observations are shared by a larger sample of the community. This means that FGDS will be conducted at the end of the field visits to give room for the consultant to conduct a preliminary analysis. Therefore, the guiding questions for the FGDs can be formulated and shared with Help a Child at a later stage.

## *4. Outcome Harvesting sessions*

Outcome harvesting is proposed as a methodology to identify unexpected results in the behaviour of different stakeholders due to the programme. During Outcome Harvesting sessions, community members can come up with different outcomes / changes that were observed in the community over the past couple of months (by putting aside the expected results). After identifying the outcomes a sense-making session needs to be conducted with the staff of Help a Child South-Sudan and community facilitators, to see how these results are related to the programme interventions. The evaluator is free to add more outcomes during the sense-making session based on the desk-research, which the staff and community can then relate to the programme.

## *5. Reflection meeting*

The consultant is required to organise a de-briefing and reflection session with Help a Child, Help a Child South Sudan, TNO and ARQ international, at the end of his/her field process. In-depth discussion on preliminary results of the evaluation can help contextualise and fine tune recommendations.

The consultant will use this feedback from the reflection meeting, including the information gained through FGD discussions, interviews, desk reviews and the debriefing sessions, for drafting a report. The PMEAL coordinator of Help a Child



and representatives of the four organisations (Help a Child, Help a Child South Sudan, TNO and ARQ International) will review and comment on the report, and ultimately the consultant will write a final report.

#### Expected Activities and Objectives of the Evaluation

Phase	Activity	End Results	Days	Who
<b>Inception Phase</b>	Document review (incl. M&E data collected) and stakeholder analysis	Knowledge on organisation and project and target group,	2	External consultant
<b>Inception Phase</b>	(Online) interviews with Help A Child, Help a Child South Sudan and TNO staff	Deeper knowledge of organisation, creating matrix of clients	1	Help a Child, Help A Child, South Sudan and TNO and consultant will have meeting via Skype and share documents.
<b>Inception Phase</b>	Preparation methodology and facilitation techniques – <u>tools to be shared with Help a Child and Help A Child South-Sudan</u>	Fully prepared for field work	2	External consultant, with assistance of M&E coordinator HAC, Help A Child South-Sudan
<b>Field visit</b>	Data collection in the field via the methodologies proposed, like interviews, FGDs, Outcome Harvesting sessions, etc.	Data collected of all relevant clients	5	External consultant and Help A Child South-Sudan in the field
<b>Field Visit</b>	In country reflection session with Help A Child South-Sudan and community facilitators, where draft findings are presented and in-depth sense making of the data is done	Made sense of the data collected, in-depth analysis of the teams and consultant	2	External consultant and Help A Child South-Sudan
<b>End phase</b>	Online reflection session with Help a Child, TNO, and ARQ International, where draft findings are presented and sense-making of the data is done	Made sense of the data collected	1	External consultant and Help a Child, TNO and ARQ International
<b>End phase</b>	Writing draft report	Draft report	4	External consultant



<b>End Phase</b>	Commenting on draft report by Help A Child, Help a Child South Sudan, TNO and ARQ international	Review	1	Help A Child, Help a Child South-Sudan, TNO and ARQ international
<b>End Phase</b>	Based on comments from Help a Child, Help A Child South-Sudan, TNO and ARQ international, the consultant will write a final report	Final report	1	External consultant

#### Minimal Responsibilities of the consultant

- Document Study: Brief analysis of given documents.
- Data collection during project evaluation. The consultant will be assisted by Help A Child South-Sudan staff.
- Propose a methodology.
  - Interviews with TNO researchers and Help a Child South-Sudan project coordinator.
- FGDs with at least 9 groups 8– 10 participants per group, preferably from the 3 rounds of groups
- Outcome Harvesting sessions with at least 6 groups gathering between 6 – 10 participants per group
- Validation session with Help a Child South-Sudan staff
- A final programme evaluation report containing; public summary (2 pages), methodology, data presentation (including monitoring results), reflection/ analysis, conclusions, and recommendations (total of 30 pages per report without annexes)

#### Timeframe

The ToR is released in November 2021. The deadline for application is the 26<sup>th</sup> of November 2021 and the selection of a consultant will take place before the 6<sup>th</sup> of December 2021.

The evaluation must take place between December 2021 and January 2022. The evaluation in its full extend will take around 30 days. The evaluator is expected to visit the 3 areas where BoB took place in Wau and Jur River County: Agok, Abunybuny and Mapel, He/she is free to determine its own random sampling. He/she is accompanied by partner staff.

#### Deliverables

- Inception report detailing the evaluation design, methodology, sampling methodology, sample frame, survey tools, agreed budget and work plan.
- Final set of data collection tools, with specific attention to (participatory) data collection tools.
- Draft and final evaluation report not exceeding 30 pages (excluding annexes);



- Copies of original and cleaned data sets with codebook. (both qualitative and quantitative, including original field notes for in-depth interviews and focus group discussions, as well as recorded audio material if relevant)
- A PowerPoint presentation for dissemination of the findings and recommendations for each report

The deadlines for the deliverables will be agreed upon, in close consultation with the selected consultant; however we aim for having the final evaluation report ready by the **end of January 2022**.

#### Qualifications and Experience of the Consultant

- The consultant must have a background in social sciences or related field (at a minimum of Masters level)
- Demonstrable experience in conducting high quality evaluations of programmes within the past 3 years (and provide sample copies of completed surveys), and preferably experience in conducting evaluations in SGBV programming.
- The consultant must have working experience in DRC and be familiar with the cultural background of target communities. To have worked with Help a Child in the past would be an added value.
- The consultancy (team) must have good knowledge of Arabic and/or Dinka and/or Luo and English
- Excellent English writing and presentation skills, with relevant writing samples of similar evaluation reports.
- Affinity with conducting an evaluation for a Faith Based organisation.
- The consultant must have strong analytical skills and ability to clearly synthesize and present findings, draw practical conclusions, make recommendations and to prepare well-written reports in a timely manner.
- The consultant should have experience in qualitative and quantitative research methodologies,
- The consultant should demonstrate capacity to produce a high quality report within the proposed timeframe.
- Availability for the period indicated



## Submission of an application – Requirements

Application materials shall include:

- A written response to this TOR in terms of a proposal detailing:
  - o the technical understanding of the task,
  - o proposed methodology
  - o proposed work plans with schedule,
  - o and financial bids (max 3 pages)
- Two examples of evaluation reports undertaken of similar programmes and context
- Detailed CVs of all professional (s) who will work on the evaluation. If there is more than one consultant on the proposed evaluation team, please attach a table describing the level of effort (in number of days) of each team member in each of the activities.
- Professional references: please provide three references from your previous clients and full contact details of the referees.
- Tax clearance for consultancy firms

The Proposal and its annexes should be submitted via email as below, and latest by **26<sup>th</sup> November 2021, not later than 4:00 p.m. CAT**, please send it to:

[Oliver.Michael@Hacsouthsudan.org](mailto:Oliver.Michael@Hacsouthsudan.org) (Project Coordinator HAC South-Sudan)

Cc: [Angelo.Paterno@Hacsouthsudan.org](mailto:Angelo.Paterno@Hacsouthsudan.org) (Country Director HAC South-Sudan)

Cc: [Janita.visser@redeenkind.nl](mailto:Janita.visser@redeenkind.nl) (PMEAL Coordinator HAC NL)

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