



Emergency Food, WASH, Protection and Health Response in Sudan, South Sudan and Kenya (EFWPH-SSK)

TERMS OF REFERENCE FOR END OF PROJECT EVALUATION

1. Organization's Background

Islamic Relief Worldwide (IRW) is an international NGO that has been working in South Sudan since 2023 supporting livelihoods of pastoralist, agro-pastoralist and farming communities. Islamic Relief's geographical focus has been in Central Equatoria (Juba, Yei and Kajo-Keji Counties), Eastern Equatoria (Kapoeta East and North Counties), Western Bahr el Ghazal (Wau County) and Warrap (Tonj North and Gogrial East Counties) states. Islamic Relief focuses on preventing and alleviating suffering, disease, and hunger, and contributing to emergency responses, socio-economic development and sustainable environment, in areas where WASH, health, nutrition, protection, livestock, agriculture and related issues play, or could play an important role in improving peoples' health, livelihoods, food and nutrition security and resilience. Islamic Relief endeavour to provide communities with holistic management approaches to Food security and Livelihood, WASH, health and nutrition and protection issues embracing multi-sectoral approach and include: implementation of integrated projects or programmes. Further Islamic Relief promotes innovative service delivery approaches including capacity building of livestock keepers and farmers through pastoral/farmer field schools; integrating agriculture and livestock as a sustainable means of increasing livestock and agricultural productivity. In addition, Islamic Relief supports community-based structures through training of Community Animal Health Workers (CAHWs), Water Management Committees (WMCs), Community Based Protection Committees (CBPCs), Community Agriculture Extension Workers (CAEWs) etc. support to cold chain system and provision of vet kits for sustainable animal health services delivery. Islamic Relief mainstreams and integrates cross-cutting issues such as environmental protection, gender equity, climate change, disaster risk reduction and human protection in its program strategies, and applies the principles of Conflict Sensitivity, Do No Harm and Accountability to Affected Populations in its programming.

2. Project Background

In line with its Country strategy, Islamic Relief South Sudan received a 9 months (**1st August 2023-30th April 2024**) grant from GAC-HC-Islamic Relief Canada Match Fund to implement the project titled '**Emergency Food, WASH, Protection and Health Response in Sudan, South Sudan and Kenya (EFWPH-SSK)**' in Warrap State (Tonj North County). The project is focusing on the following four outcome areas;

- i) Increased access to immediate food security among IDPs, returnees and HCs in South Sudan.
- ii) Improved access to safe drinking water, sanitation and hygiene for IDPs, returnees and HC in South Sudan.
- iii) Improved knowledge and ability to respond to protection risks amongst returnees, IDPs and host communities in South Sudan.
- iv) Improved access to health services for IDPs, returnees and HC members in South Sudan.

The project is targeting is 11,250 individuals through an inclusive approach of targeting the most vulnerable persons and households from host communities, returnees and IDPs in the 2 payams (Akop and Alabek) of Tonj North County.

The objective of this project is to provide life-saving assistance, safe and gender-sensitive and culturally appropriate WASH services and improved hygiene practices, enhance health and nutritional services, protection and inclusion among the crisis and disaster affected communities of Tonj North.

3. Purpose of the End of Project Evaluation

3.1 Overall purpose of the end of project evaluation

To inform Islamic Relief South Sudan, the donor and other project stakeholders and partners on the result of implementation, i.e., the delivery of planned outputs, outcomes and impact as well as the extent to which it has achieved the respective objectives, while highlighting enabling factors and challenges encountered. The end of project evaluation will also provide a basis for identifying appropriate actions to address challenges in project implementation and management for any future such projects. In addition, to review how the project has delivered effective, efficient, relevant, and timely activities to beneficiaries as set out in the project log frame.

3.2 Specific objectives of the End of Project evaluation

The following specific objectives will be pursued by the evaluation consultant(s):

1. To assess the project's theory of change (TOC) in terms of extent of achievement of outcome targets in the log frame.
2. To assess the relevance, efficiency, effectiveness, impact, and sustainability of the project by looking at the evidence of impact of the activities of the project on outputs and outcomes.
3. To provide a basis to address challenges in implementation and management of the action and, derive lessons to inform future such projects.
4. To inform resource allocation for a future round of proposals, as well as to inform decisions on scaling-up, replication, and /or continuation, and test exit strategy taking into consideration institutions and project synergies in the area.

4. Methodology

The desired methodology for this evaluation is participatory and Islamic Relief South Sudan and the key stakeholders will be part of the end of project evaluation process. The consultant will however provide leadership and bear responsibility for the process, the findings, the recommendations, and the content of both the first draft and final reports.

The end of project evaluation methods will be based on quantitative and qualitative data collection methods, literature review of relevant reports (primary and secondary) from reliable and trusted sources, household interviews, key informant interviews (KII), focus group discussion (FGD) and observation and should include detailed data on target beneficiaries. Throughout the evaluation process all the data collected must be disaggregated in terms of age, gender, and other vulnerabilities per location.

The design and implementation of the end of project evaluation should also ensure that principles of gender equality, inclusion and non-discrimination are considered and acted upon throughout, and that meaningful participation of the most vulnerable groups and other key stakeholders is promoted in the design and implementation processes.

4.1 Line of Inquiry;

Relevance:

- Were the objectives and activities implemented by the EFWPH-SSK project addressing humanitarian needs of crisis affected people in the target locations?

- How well has the project addressed the core problems elaborated in the project description of proposal document approved by the donor?
- How do beneficiaries perceive the project in terms of addressing their core needs?
- To what extent was the project able to adapt and provide appropriate responses to context changes and emerging local needs, and priorities of targeted crisis affected people?
- To what extent does the EFWPH-SSK project address the identified needs of the community?
- How well does the EFWPH-SSK project goal and objective align with the government of South Sudan and the development priorities?

Effectiveness:

- To what extent have the planned objectives in the project log frame been reached, per indicator, disaggregated by gender and age and, where appropriate, by residential status?
- To what extent have the activities of the project contributed to the overall project goal? What were the major factors influencing the achievement of the objectives of the project?
- What opportunities for collaboration have been utilized and how have these contributed to the effectiveness of the project?
- Have proper accountability and risk management framework(s) been in place to minimize risks on implementation of the project?
- How effective has the integrated approach been in delivery of the project?

Efficiency:

- How efficient was the delivery of the project not only in terms of expenditure, but also in terms of implementation of activities and delivery of outputs?
- Were the activities implemented (modality) in a cost-efficient way? While not compromising quality?
- What would have been opportunities within the project implementation to reach more beneficiaries with the available budget or reduce costs while reaching at least the same number of beneficiaries without compromising quality?
- Were alterations made to the project design in terms of collaboration during the implementation phase based on the reality on the ground? How did those work?
- What were the outcomes of these choices for efficient implementation of the project?

Impact:

- How have the activities implemented improved the lives of targeted beneficiaries? How many have been impacted disaggregated by sex, gender/or other vulnerabilities factors?
- Are there any success stories of positive change at household or community level?
- What changes, positive or negative has the action made to the beneficiaries in terms of technical, economic, social, cultural, political, ecological considerations etc.
- What changes has the action made to the beneficiaries' operating environment in terms of institutional policies and practices, extension systems, markets and regulations etc.

Timeliness:

- Was the project design timely in responding to the needs on the ground?

- Were the activities timely implemented when compared to the work plan of the action?
- Were funds available in time during implementation of the activities, and to respond to new developments?
- To what extent has the collaboration between Islamic Relief South Sudan and line ministries and other stakeholders contributed to timely coordination of logistic activities and processes?

Quality:

- The end of project evaluation should assess the overall quality of the project. It is important to include beneficiaries' opinions on the quality of the services rendered.
- What mechanisms have been in place to track implementation of the project? (i.e. internal monitoring, evaluation, accountability, learning (MEAL)) and quality assurance mechanisms)?
- Did the quality of the outputs delivered by the action meet the needs and expectations of the beneficiaries? What do beneficiaries feel could be improved for enhancing local capacity?
- To what extent have outputs of the project contributed to build long-term community capacity?
- To what extent has the project been participatory throughout the project cycle?

Learning:

- How visible is donor's logos at project sites?
- Is there any substantial evidence on how project learning was generated and applied to improve the implementation, effectiveness and efficiency of the project?
- Who benefited from shared learning experiences (e.g. joint meetings, joint field visits, workshops provision on best approaches and methodology), mainly the NGOs or also the local actors, community members and beneficiaries?
- How did the different actors learn from these experiences?
- The end of project evaluation should at least include one lesson learned and recommendation per evaluation category, i.e. effectiveness, efficiency, relevance etc.
- What are the key lessons learnt so far per project objective? To what extent has the delivery of the activities of the action contributed to effective, efficient, relevant and timely delivery of support and enhanced impact for the beneficiaries?

Complementarity and harmonization:

- Are there any concrete examples of successful models of collaboration of the project with other NGO partners at geographic level, not just in terms of increasing complementarity and integrated programs affecting the reach and impact on beneficiaries?
- To what extent were the activities of the project complementary to the work of other stakeholders, i.e. prevented duplication and contributed to the larger response activities in Tonj North?

Visibility:

- What measures have been taken to create visibility of the project's added value towards government line ministries and other INGOs?

Sustainability:

- What strategies are in place for the sustainability of the project? Are the strategies being implemented?
- What mechanisms have Islamic Relief South Sudan put in place in order to sustain the key project outputs and outcomes?
- How has the project worked with local partners to increase their capacity in a sustainable way?

5. Key target groups and stakeholders

- IR South Sudan project team and management
- Government line Ministries, Commissions, and departments (County, and Payam levels); County Health Department, County water department etc.
- Local Authorities (Payam and Boma administrators, RRC field supervisors) and, other community leaders (women, Youth, traditional, faith based) and beneficiaries.
- Service providers (CNVs, WMCs etc.)

6. Scope of Work and expected deliverables:

The scope of the end of project evaluation is limited to collecting primary and secondary data and, generating information based on the project documents and logical framework that will be used to assess the performance of the project. Particularly for impact/high level indicators, this may also include reference to very credible secondary data sources with time and relevance to the project overall goal. To accomplish the scope of work, the consultant shall;

| Scope of Work | Expected deliverable |
|---|--|
| <ul style="list-style-type: none"> • Hold a consultative meeting with staff and management; in Juba, and at field level and other key stakeholders including relevant government departments of health and water resources. | Inception report |
| <ul style="list-style-type: none"> • Work with IR South Sudan staff to develop questionnaires, prepare the sample size, identify, and train the survey enumerators on use of Mobile Data Collection tools (Tablets/ smartphones), survey questionnaires and methodology | Data collection tools <i>(Qualitative and Quantitative data collection tools)</i> |
| <ul style="list-style-type: none"> • Holding Focus group discussions (FGD), Key informant interviews (KII) and conduct household interviews through use of household questionnaires with project direct beneficiaries and stakeholders. | Raw data <i>(Quantitative data presented in form of analyze excel sheet and qualitative data presented in words documents for possible future use).</i> |
| <ul style="list-style-type: none"> • Preparation of a detailed end of project evaluation report. The report should contain detailed values for all project indicators at Impact, Outcome and Output levels with, a table detailing these values presented in a matrix. This should form part of the executive summary of the report. | End of Project evaluation Report <i>(Including list of Annexes)</i> |

7. Reporting:

The consultant will be required to report on regular basis to the MEAL Coordinator and Head of Programmes on the progress of the evaluation exercise, who will have the overall responsibility of the exercise.

8. Responsibilities of the Consultant:

The consultant is required to perform the following tasks:

- Develop questionnaires and install them onto their tablet/ smart phones after approval by IR South Sudan technical team.
- Prepare the sample of the survey.
- Conduct training of survey enumerators, and test run i.e. training materials/ handouts.
- Training enumerators on use of Mobile Data Collection tools, survey questionnaires and methodology.
- Coordination and supervision of data collection in target locations in Tonj North.
- Checks for data quality conducted throughout the data collection exercise, data entry and final data cleaning.
- Completed data sets for target locations in Tonj North produced.
- Conduct data analysis and draft report write up.
- Collation of inputs from relevant programme staff, finalization of recommendations.
- Produce the finalized End of Project Evaluation report.

9. Responsibilities of Islamic Relief South Sudan:

Islamic Relief South Sudan will be responsible to;

- Provide payment upon completion of the assignment.
- Provide/ assign staffs (MEAL Coordinator, MEAL officer and the project Team Leaders in the field) for coordination and planning of the survey
- Provide population data for sampling for the target locations

10. Time frame

This assignment will last approximately for 30 days. The consultant is expected to accomplish the task in the period provided below. The timeframe assumes data collection with electronic handsets, and as such does not include time for data entry. For applicants intending to propose data collection using paper questionnaires please indicate this clearly in the proposal document. The overall work should be completed in not more than 30 days including the final approved report for the end of project evaluation.

Tentative Breakdown of days- 30 days including weekend

| Time period | Activity | Location |
|-------------|--|------------|
| Day 1-2 | Consultant arrives in South Sudan (if International Consultant) Meeting with IR South Sudan Staff, CD, MEAL Coordinator and HoP | Juba |
| Day 3 | Consultant travel to Wau- Meeting with Field Coordinator and MEAL Officer | Wau |
| Day 4 | Consultant travel to Tonj North- Meeting with staff and stakeholders | Tonj North |
| Day 5 | Enumerators selection process by consultant | Tonj North |
| Day 6 | Data Enumerators training and test run | Tonj North |
| Day 7-11 | Data collection in Akop and Alabek. | Tonj North |
| Day 12 | Consultant travels to Wau from Tonj North | Wau |
| Day 13 | Consultant returns to Juba | Juba |
| Day 14 | Consultant returns to country of origin- if international consultant | Return |
| Day 15-21 | Consultant shares draft report | Juba |
| Day 22-30 | Final Approved Report (both hard copy and soft copy shared with IR South Sudan) | Juba |

11. Qualification and Experience:

The successful candidate should:

- Have an advanced university degree or the equivalent, with advanced education in public health, development studies, nutrition, social sciences qualitative and quantitative research studies, M&E with at least five years of experience in conducting similar research in FSL, WASH, health and nutrition and protection, with a specific competency in humanitarian emergencies setting.
- Have significant experience in undertaking nutrition surveys using quantitative and qualitative methods (Design and Methodologies, staff recruitment and training, field supervision and data analysis/write up).
- Be familiar with the use of mobile data collection tools (MDC) and able to upload and manage cloud data as required by the organization.
- Familiar with statistical data analysis tools such as SPSS, STATA etc.
- Able to work in difficult and hostile environment
- Have experience in negotiating tangible ideas with opposing parties
- Able to manage work stress while keeping high performance
- Able to travel long distance in rough roads with minimal nutritional support
- Be fluent in English with excellent writing and presentation skills
- Experience in conducting trainings
- Experience/exposure to similar contexts

Desired:

- Previous experience in South Sudan of similar job is added advantage

All Applicants should **present separate technical and financial proposals** in their application:

Technical proposal:

The technical proposal should include;

- Brief explanation about the lead and associate consultants with particular emphasis on previous experience in this kind of work
- Understanding of TOR and the task to be accomplished
- Proposed methodology
- Draft work/implementation plan
- Copies of reports of previous work conducted.
- A written submission on understanding of TOR, methodology / approach the consultant will use; time and time-bound activity schedule, financial issues (budget, number of people he/she will hire, costs per activity line – people, logistics etc.)
- Organizational (if it is a company applying) or personal capacity statement (if it is an individual that will hire data collectors)
- Resume and 3 references

Financial proposal: To contain an overall bid value and detailed itemised cost breakdown for accomplishing the mission with exception of field level vehicle hire.

12. The Evaluation criteria (based on technical and financial criteria):

- Known reliability in delivery of timely and quality services
- Relevant field/ country experience
- Relevant sector specific technical experience & qualifications
- Relevant monitoring and evaluation experience
- Cost/ budget rational as per task.

13. Submission

Interested applicants should submit application by email to: IRSS.Tender@islamic-relief.com.ss

The application e-mail should indicate on the subject line the Job Title; End of Project Evaluation EFWPH-SSK Tonj North.

Deadline for submission is **4:00pm on 14th July 2024**

14. Conditions of Work

During the period of this exercise, the consultant will be based in Islamic Relief South Field base in Tonj North with frequent travel to field locations for data collection, supervision, and monitoring.

The consultant will be required to abide by IR South Sudan's security procedures provided by the security coordinator and other relevant policies, e.g. Code of Conduct, Conflicts of Interest from the human

resources, Protection from sexual exploitation and abuse (PSEA) policy etc. which are outlined in the contract for this Job.

All raw data collected, and reports generated will remain the property of the Islamic Relief South Sudan and the consultant will have no rights of ownership after the end of the survey.