



Terms of Reference for an External Evaluation

These Terms of Reference should be adapted to the context. These can also be used as a resource to guide internal reviews.

TITLE

Emergency Response & Early Recovery Assistance for Conflict and Flood-Affected Populations within the Seven Dioceses Through Food Assistance, Food Security and Livelihood (FSL), Shelter & NFIs, Peace Building & Reconciliation, WASH, School Support and Climate Mitigation Intervention

BACKGROUND

This section should include a brief description of:

OBJECTIVES

The final evaluation will focus on the following key objectives:

- Assess the relevance, appropriateness, effectiveness, accountability and impact/sustainability of the programme;
- Assess the effectiveness of the leadership of Caritas (name) in coordinating the dioceses and CI MOs within the *name of crisis/emergency response*;
- Identify lessons learned, best practices and recommendations to inform future programme design.

KEY QUESTIONS

Relevance/appropriateness

- Was programme design based on an impartial assessment of needs? Are needs assessments disaggregated by age, sex and disability? Do they include people's needs, vulnerabilities and capacities?
- Did the assistance provided by Caritas (name) meet the needs of the affected population? Were the persons most in need identified, selected, and supported by the programme?
- Which parts of the assistance were the most appropriate and why? Which were the least appropriate and why? Were activities aligned with the affected population's needs and priorities?
- Were recommendations and learning from past reviews and evaluations applied to the response?

Effectiveness

- Was the response timely?
- What internal and external factors affected the speed of the response?
- Was the internal organizational and managerial structure of the project effective?
- Were there appropriate systems in place to monitor activities, outputs and outcomes of the programme? Did monitoring outcomes inform programme adjustments/revisions?

- Did the project activities lead towards the achievement of the expected results/indicators as set in the Results Framework?

Accountability

- To what extent has the affected population been involved in the design or implementation of the program?
- Were appropriate systems of downwards accountability (participation, information sharing, and feedback/complaints), put in place and used by project participants? Were project participants aware of the feedback/complaints mechanism?
- Were project participants and communities aware of the selection criteria?
- Were project participants and communities aware of the assistance they should receive?

Coordination

- How effective was Caritas South Sudan in coordinating internally?
- How effective was Caritas South Sudan in coordinating the dioceses and CI MOs?
- How effective was Caritas South Sudan in coordinating with external stakeholders such as other agencies, organizations, and the local and national government?
- What aspects of coordination could be improved in the future and how?

Impact/Sustainability

- Has the Caritas response strengthened local capacities?
- What are the intended and unintended, positive and negative effects of the project?
- What, if any, aspects of the program will have a longer-term impact?

METHODOLOGY

Example:

The final evaluation will rely on two main evaluation stages (1) the design phase (2) the field phase

Design phase

- The evaluator(s) will undertake a desk review of program documentation including planning documents, project proposals, situation reports, and quarterly reports;
- The evaluator(s) will also review other relevant documentation such as minutes of decision-making meetings, 3W mappings of the Caritas response, consolidated situation reports of the Caritas response (if applicable);
- The evaluator(s) will review other monitoring and reporting documents from secondary sources (i.e UNHCR reports).
- If appropriate, the evaluator(s) will obtain feedback from the CI HD on the most relevant sites to visit.

Field phase

- After the design phase, the evaluator(s) will conduct fieldwork to collect and analyze data to answer the evaluation questions;
- Data collection methods should be inclusive and utilize a range of methods, including focus group discussions and key informant interviews with key project stakeholders. The use of surveys and other remote data collection tools should also be explored by the evaluators to maximize data collection;
- The evaluator(s) should ensure a systematic triangulation of data sources and data collection methods and tools, and seek to validate data through regular exchanges with program staff where appropriate.

5. EXPECTED OUTPUTS

The evaluator(s) should produce the following key deliverables:

- Draft Evaluation Report to be submitted to Caritas (name)/ CI support mechanism (if applicable) and the CI Humanitarian Department
- Final Evaluation Report inclusive of:
 - ✓ Executive Summary
 - ✓ Background
 - ✓ Introduction
 - ✓ Context
 - ✓ Description of Methodology
 - ✓ Main findings
 - ✓ Conclusions inclusive of best practices and lessons learned
 - ✓ Recommendations.

USE OF THE EVALUATION RESULTS

The intended audience for the evaluation is Caritas (name) key staff, including senior management, CI MOs who have supported the program, the Caritas Internationalis Humanitarian Department, and the Caritas Confederation. Evaluation findings will be shared with program participants as appropriate.

REQUIRED COMPETENCIES

The competencies required from the External Evaluator are:

- Advanced degree in social sciences, political sciences, economics, development or related fields;
- Experience in leading evaluations, especially in the field of humanitarian response;
- Ability to use participatory approaches to evaluation;
- Experience in operational management of humanitarian/development programs;
- Good knowledge of the local context;
- Good analytical skills;
- Excellent writing skills in a CI Confederation language (EN/FR/ES);
- Any other appropriate language skills;
- Understanding of the Catholic Church and Caritas structure and mission.

CONSULTANT’S PROPOSAL

Proposals should include:

- Proposed evaluation methodology (if different from above);
- Description of deliverables and a timeline;
- A financial proposal including the cost implication for other evaluators if any;
- CV(s) of evaluator(s).

TIME FRAME

Add as many lines as needed to prepare Time Frame plan

Evaluation phase	Activities	Dates	# of Days
Preparatory			

Design			
Field phase			
Reporting			
Total			

Interested audit firms can submit their expression of interest and evaluation fees to our office (in person or via email) within 5 days of this announcement.

Address:

**Caritas, South Sudan
Juba – Palica Compound,
P.O.Box 258- South Sudan**

Email: director_cass@caritassouthsudan.org cc. Director@caritassouthsudan.org,
Fmanager@caritassouthsudan.org and humanitarian.caritassouthsudan@gmail.com
+211921005555/0920330080

All bids should be received by COB, Friday 12th April 2024.

