



### Terms of Reference (TOR) for Mid-Term Project Review

Position:	Mid-Term Evaluation Consultant
Responsible To:	ISPR- Chief Executive Officer (CEO)
Location:	Juba- Central Equatoria State, Yambio- Western Equatoria State, and Wau- Western Bahr El Ghazal State
Project:	Enhancing citizen participation for a transparent and accountable budget.
Provisional Time Frame:	25 Days
Tentative Start Dates:	February 27- March 24, 2023

#### 1. INTRODUCTION:

The Institute of Social Policy and Research (ISPR) is a registered (RRC Registration Number 1122) non-governmental, not-for-profit public policy and research center that implements social, economic, and governance policy research and conducts governance trainings and management consultancy for civil society groups, the public, and private sectors. We bridge the policy research gaps in South Sudan and the region and offer expert analysis on public policies, legislation, and capacity development mechanisms that assist to build strong institutions. We create the platform for the government, private sector, and civil society to work together to fast-track policy development that responds to the needs of the South Sudanese people. ISPR is registered with the South Sudan Relief and Rehabilitation Commission, registration number 1122. Our vision is to become the leading center of excellence in regional research and policy analysis. ISPR endeavors are customized to support the strengthening of governance institutions that work to deliver public services. Our work involves building capacities of national organizations, local governments, and the private sector in research and policy sectors.

Community Empowerment for Rehabilitation and Development (CEFoRD) CEFoRD is a non-governmental and non-profit making youth organization that was established as a drama group in 2005 with a group of 20 youths under the support of Yei Community Resource Centre till its transformation into a Civil Society Organization in 2008. The organization started with mainly conducting awareness through participatory methods such as Forum theatre plays, Music and dance, board games, etc. Since then, CEFoRD has transformed into a National CSO/NGO registered in the Republic of South Sudan.

The Institute of Social Policy and Research and Community Empowerment for Rehabilitation and Development has been implementing activities targeting Transitional National Legislative Assembly in Juba, State Legislative Assemblies, Civil society organizations, Journalists, media houses and Community members, religious leaders, youth, women, private sector, and Anti-Corruption Commission. The Norwegian Ministry of Foreign Affairs (NMFA) funds the program. The initiatives under this project strengthen the capacity of citizens to effectively engage in the national budget process and strengthen key government actors' capacity to create a pro-citizen national budget.

#### 2. DESCRIPTION OF THE PROJECT:

**Project Title:** Enhancing Citizen Participation for a Transparent and Accountable Budget

**Duration:** 3 years (June 2021-December 2023)

**Donor:** Norwegian Ministry of Foreign Affairs (NMFA)

**Project Goal:** Transparent, Accountable, and Pro Citizen Budget

### **Key Outcomes**

**Outcome 1:** Strengthened citizen participation in the national budget process

**Outcome 2:** Strengthened Government Engagement with Citizens on the Budget Process

### **3. PURPOSE OF THE MID-TERM PROJECT REVIEW:**

To identify strengths and weaknesses in the project and suggest improvements to achieve outcomes.

### **SPECIFIC OBJECTIVES**

The specific objectives of the mid-term project review are to evaluate the relevance, coherence, impact, and sustainability of the project to the implementation areas; and to assess the efficiency and effectiveness with which resources have been used to generate results and achieve project objectives.

- To assess the effectiveness of the project including:
  - The extent to which the project outputs have been achieved considering the indicators given in the project document.
  - The level of contribution of the outputs towards the achievement of the expected project objectives, and impact.
- To assess the extent to which the planned objectives and expected impact of the project have been achieved, or are likely to be achieved.
- To evaluate the relevance of the project objectives, strategies, and approaches to the current context in South Sudan
- To assess the quality of the project theory of change and, if necessary, and if necessary Propose revisions to the theory of change. To evaluate the coherence of the project with other interventions in South Sudan, and within ISPR
- To evaluate the efficiency of project interventions
- To assess the sustainability of project results.
- To reflect on the ISPR Consortium approach of working with stakeholders to achieve project objectives.
- To identify major external factors that influence or impact the implementation of the project and evaluate their implication on the remaining project life interventions.
- To suggest key recommendations and learning to be considered by ISPR Consortium and partners, as a basis for decision-making on necessary amendments and improvements to the project.

### **5. METHODOLOGY AND TECHNICAL APPROACH**

The methodology design should be developed by the Consultant in consideration of the information outlined in this ToR to ensure accuracy and rigor. A detailed methodology, including data collection methods, should be included in the technical proposal, which will be further improved in consultation

with the ISPR team during the inception phase of the evaluation. The choice of methods must also consider the needs and capacities of the different target groups and stakeholders.

Cross-sectional studies will be conducted in the project implementation areas of Juba, Yambio, and Wau. The consultant is expected to conduct a participatory evaluation providing for meaningful involvement by beneficiaries, and other interested stakeholders.

Primary and secondary data are expected to be gathered using a mixed method to evaluate project implementation. Thus, the evaluation will involve collecting the following data: Quantitative data: It will be used to measure indicators of the project expressed in terms of numbers/percentages (quantitative indicators). Information will be collected using a questionnaire survey which will be administered to a sample of households. The consultant will determine the sampling technique and size which would be representative, and adequate to detect the changes observed and do basic descriptive statistics.

Qualitative data: Qualitative information will be collected through Focus Group Discussions (FGDs), Key Informant Interviews (KIIs), and In-depth Interviews (IDIs) with key stakeholders including beneficiaries, community leaders, community/traditional leaders, MPs from Transitional National Legislative Assembly in Juba, MPs State Legislative Assemblies, Representatives of Civil society organizations, Journalists, media houses and Community members, religious leaders, youth, women, private sector, and Anti-Corruption Commission officials and others to be determined during inception.

Secondary documentation: A review of related documents will also be important to establish key insights relevant to the effective implementation of the project. It is expected that the assessment and data collection will use a mixed methodology approach, combining the use of secondary data, primary quantitative data collected through electronic/digital data systems, and primary qualitative data. The evaluation must collect detailed demographic data on target beneficiary groups (both direct and indirect beneficiaries) in the project locations. All data, both qualitative and quantitative must also be disaggregated by location, age, sex, disability, etc. All data and analysis developed must be handed over to ISPR at the end of the evaluation and must be in English.

Triangulation of information gathered during the quantitative and qualitative research will be a critical aspect of this evaluation. The analysis must provide a clear explanation of how the different data sets relate to one another and how they relate to the findings in the secondary documentation. The complete Result Frame (RF) detailing the process, output, and outcome indicators will be provided to the selected consultant prior to project initiation. Furthermore, it should combine evaluation tools based on international standards and guidelines, notably OECD DAC Quality Standards.

## **6. SCOPE OF WORK**

The Midterm Project Review will be conducted in the project implementation sites of Juba- Central Equatoria State, Yambio- Western Equatoria State, and Wau- Western Bahr El Ghazal State.

### **Specific Tasks**

Specifically, the consultant will work closely with ISPR and CEFoRD project staff to:

- Participate in briefing and consultation meetings to discuss the assignment and become familiar with the Enhancing Citizen Participation for a Transparent and Accountable Budget project and

collaborate with the ISPR project on the development of the evaluation design and execution plan.

- Develop in collaboration with ISPR and CEFoRD a detailed research and analysis plan, including plans for pretesting tools, recruitment and training of research assistants, meaningful participation of stakeholders, sampling methodology, data collection in the field, qualitative and quantitative data analysis and reporting.
- Develop in collaboration with ISPR, rigorous and robust, qualitative, and quantitative data collection tools that can gather reliable and replicable data on each of the project indicators (sample tools to be developed, shared, and approved by ISPR prior to data collection). Provide detailed indicator protocols describing the data collection methodology for each indicator.
- Lead data collection in the field including designing and leading key informant interviews and focus group discussions; designing and leading surveys; training research assistants/enumerators; monitoring and ensuring data quality and research ethics of research assistants.
- Analyze data in a rigorous, robust manner using appropriate statistical and qualitative analysis techniques.
- Draft a high-quality mid-term project review report. The report must be written in English and must include a robust and detailed analysis of data findings.
- Review the project Results Framework, to identify challenges and shortcomings, and present strong recommendations for improved programming for the remaining life of the project.

## **7. Outputs and Deliverables**

1. Develop an inception report that should include data collection tools to guide field interviews and the final schedule of fieldwork and serve as an agreement between parties on how the evaluation will be conducted.
2. Develop and submit an acceptable draft report after the analysis of data for ISPR and partner staff feedback following an agreed-upon format. The report should be comprehensive and provide detailed specific findings within each result area and considerations/recommendations. The draft report should be no more than 45 pages (excluding references and annexes) following an agreed-upon format.
3. Lead the analysis and synthesis of evidence to develop key findings; discuss findings with ISPR, partners, and NMFA and incorporate feedback to generate the final report.
4. Develop and submit to ISPR an acceptable final report of no more than 45 pages (excluding references and annexes) and an abridged version of 2 pages following an agreed-upon format.

The report should be in the format indicated below. It is preferable to illustrate the results with appropriate graphs, visuals, tables, and/or a dashboard with an accompanying explanatory text. The report should consist of;

1. Executive Summary in bullets
2. Introduction
3. Methodology, including sampling and limitations
4. Analysis and findings of the midterm evaluation. The analysis should be done according to the objectives: including an implementation strategy for the recommendations.
5. Address concerns, lessons learned, and comments from ISPR and partners. Stories of change and quotes from respondents.
6. Conclusions for each of the mid-term evaluation objectives

7. Recommendations on any adjustments that may be deemed necessary before the end of the project.
8. Annexes:
  - Summary of the findings in (MS PowerPoint) to be used for subsequent dissemination
  - Relevant maps and photographs of the evaluation areas where necessary
  - Bibliography of consulted secondary sources

## **8. TIMEFRAME**

- This assignment will last approximately 28 days starting from January 9- February 5, 2023
- The timeframe assumes data collection with electronic handsets, and as such does not include time for data entry.
- The overall work should be completed in not more than 28 days including the final approved report for the mid-term evaluation.

## **9. CONSULTANT PROFILE**

The composition of the evaluation team is up to the consultant (s)/consultancy who can choose, depending on their internal system, ideas, and logic but the team members must fulfill the following competency criteria.

- The evaluator should be skilled in conducting evaluations and reviews and must have a substantive understanding of issues related to transparency and accountable budget, financial transparency and accountability, human rights, democracy, and good governance.
- Preference will be given to someone who possesses experience working with INGOs and
- conducting similar mid-terms or endline evaluations and delivering agreed outputs on time and within budget.
- It is desirable that they have a postgraduate degree in economics or social studies, social work, and administration.
- Demonstration of good knowledge of the context in South Sudan is an added advantage.
- The consultant should demonstrate ethical consideration including a respectful attitude towards ISPR partners and their constituency, as well as other stakeholders.

## **10. ETHICS**

It is the responsibility of the consultant to demonstrate commitment to strictly adhere to ISPR Safeguarding Policy for Preventing Sexual Exploitation, Abuse, and Harassment. The consultant has the responsibility to ensure that any persons hired, used, or consulted during the process are made familiar with the policy and commit to abide by it during the execution of this work. The consultant and associates must sign the policy prior to engagement in the assignment.

The consultant will be required to report daily to the ISPR Chief Executive Officer (CEO).

## **12. RESPONSIBILITIES OF ISPR**

ISPR will be responsible to:

- Provide payment and cover other necessary costs with the evaluation consultant
- Provide/ assigned staff for coordination on planning of the evaluation
- Provide flights/ transport to and from field location

- Provide relevant security briefings and organize relevant travel permits if required.

### **13. CONDITIONS OF WORK:**

- During the period of this job, the consultant will be based in ISPR and CEFoRD Field office or hired accommodation with frequent travel to field locations for data collection supervision and monitoring. S/He may be asked to overnight in the far counties of the target project sites under
- All raw data collected, and reports generated will remain the property of the ISPR and the consultant will have no any rights of ownership after the end of the evaluation.

### **14. HOW TO APPLY**

All applicants should include the following:

1. Technical proposal: The technical proposal should include;
  - a. Brief explanation about the lead and associate consultants with particular emphasis on previous relevant experience
  - b. Proposed methodology
  - c. Draft work/implementation plan
2. A written submission on the 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.)
3. ISPR also expects an organizational (if it is a company applying) or personal capacity statement (if it is an individual that will hire data collectors)
4. Resume and 3 references
5. The evaluation criteria are based on technical and financial criteria:
6. Relevant field/ country experience
7. Relevant sector-specific technical experience & qualifications
8. Relevant monitoring and evaluation experience
9. Cost/ budget

### **SUBMISSION**

Interested applicants should submit applications by email to [info.ispr2017@gmail.com](mailto:info.ispr2017@gmail.com)  
Or hand delivery to the ISPR Office, located in Located Civic Engagement Center within State Ministry of information Central Equatoria.

Applications submitted after 5:00PM Friday, February 22, 2023, will not be considered.