



ADVENTIST DEVELOPMENT AND RELIEF AGENCY (ADRA)
MUNUKI SDA CHURCH COMPOUND, OFF KUWAIT ESTATE,
JUBA SOUTH SUDAN
DATE: 13th October, 2026

INVITATION TO BID (ITB)

ORGANIZATION BACKGROUND

The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh-day Adventist church which has been in operation for over 60 years. Through an international network, ADRA delivers relief and development assistance to individuals in more 130 countries----- regardless of their ethnicity, political affiliation, or religious association. By partnering with communities, organizations, and governments. ADRA is able to improve the quality of life of millions through 9 impact areas namely: Livelihood and Agriculture; Children; WASH, Community Health; Disaster Response; Economic Growth; Hunger and Nutrition; Social Justice and Gender Equity

For over 37 years, ADRA South Sudan has been making a difference in individual's lives in one of the most difficult contexts in the world in both development and emergency contexts. In South Sudan, we implement programs in six thematic program areas of Education, Primary Health Care, Emergency Response and Integrated programming, including livelihoods and Agriculture; HIV/AIDS; WASH; economic empowerment and gender.

ADRA South Sudan through its ACCESS project is calling for quotations from reputable companies to conduct a project endline evaluation consultancy service as specified in the TOR document attached.

KEY INFORMATION TO BIDDERS: PLEASE FOLLOW THE GUIDANCE ON THE TOR ATTACHED.



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s/n	Item Description	Qty	Unit
1	Consultancy service for project endline evaluation	01	Lot/Study

Tender submission dateline: Strictly on 22nd October, 2026 at 4:00 PM CAT

Tender opening date: Friday 23rd October, 2026 at 2:00 PM CAT

SUBMISSION AND REQUIREMENTS

Vendors shall enclose all relevant legal registration documents of the company, latest bank statement of the last three months, valid Tax clearance certificate, certificate of incorporation, Evidence of previous experience of similar consultancy work, etc in a well-sealed and stamped two envelops clearly marked financial and technical proposal respectively.

Ensure to register your hand delivered quotation/bids with procurement (submission sheet) before you leave. Only successful and competitive bidder will be notified. ADRA South Sudan reserve the right to either amend or cancel this bidding process with or without notification. The prospective bidder is entirely responsible for any cost related to the preparation and submission of their quotations.

The envelope shall bear the warning “Not to be open before the time and date for bid opening”. ADRA South Sudan will not assume responsibility of any **UNSEALED** and **UNMARKED** envelope if misplaced, and will be rejected by the committee.

Tender submission:

Email and hard copy submission of tenders are accepted.

Email bids should send through; tender@adrasouthsudan.org, cc mealmanager@adrasouthsudan.org

Bids shall be submitted at our HQ office in Munuki SDA Church Compound during working hours.

The language for the bids shall be **ENGLISH** only.

FOR ANY CLARIFICATION OR INQUIRY, contact, ADRA South Sudan Head Office

Juba Munuki SDA Church Compound.


Wani James Joseph
Procurement & Operations Specialist
ADRA South Sudan



Terms of Reference

End of Project Evaluation Access to Sustainable Solutions (ACCESS) Project Maiwut County, Upper Nile State, South Sudan 2022 – 2025 with an extension to 2026



Introduction

ADRA South Sudan seeks an independent consultant to assess the results, implementation quality, and sustainability of the Access to Sustainable Solutions project. The evaluation will provide evidence for accountability to communities, ADRA South Sudan, ADRA Denmark, and Danida, and practical recommendations for future programming.

Background and project context

Access to Sustainable Solutions project was designed to respond to intersecting humanitarian, protection, and livelihood needs in conflict- and flood-affected communities. It combines emergency assistance with support to local institutions, productive assets, gender equality, disaster preparedness, and peaceful coexistence. ADRA South Sudan implements the project with support from ADRA Denmark and in collaboration with national organizations and community structures.

The design identifies CHADO as a partner and includes women and youth groups, faith-based structures, local authorities, and service providers. The evaluator will verify the partners, activities, and locations actually supported during each implementation year.

Project objectives

Objective 1: Strengthen vulnerable people's ability to meet lifesaving needs and improve their resilience to shocks. Interventions include multipurpose cash and non-food assistance, referrals, accountability committees, community disaster risk reduction plans, and early warning and response mechanisms.

Objective 2: Vulnerable groups experience increased protection. The design includes protection referrals, support for one-stop centers and women- and girls-friendly spaces, psychosocial support, community awareness, engagement with duty bearers, and prevention of harmful practices.

Objective 3: Women and youth improve their livelihoods and climate change resilience, and reduce the likelihood of conflict. Interventions include farming and fishing groups, climate-smart agriculture, village savings and loan associations, access to productive resources, peace dialogues, and community mediation.

Purpose

The evaluation will determine ACCESS achievements and prospects for continuation. It will assess the project's contribution to observed changes, explain shortfalls and unintended effects, and identify feasible priorities for transition, partner support, and future program design.



Specific objectives

- Assess the relevance of the design and adaptations to the changing needs of women, men, young people, persons with disabilities, older people, displaced people, returnees and host communities.
- Verify output and outcome achievements against approved targets and available baseline values, and explain differences across locations, population groups, and implementation periods.
- Assess efficiency, coordination and the added value of linking humanitarian assistance, development and peacebuilding, including collaboration with national partners.
- Examine protection, gender equality, inclusion, community participation, accountability and conflict sensitivity throughout implementation.
- Assess the continuation of benefits, capacities and services after project support ends, and produce prioritized recommendations with proposed responsibilities and timeframes.

Scope of the evaluation

The evaluation will cover the following payams: Maiwut Central, Pagak, Jekou, Jotome, Ulang, and Kigile.

Audience for the Evaluation

The primary audience for this evaluation will be ADRA South Sudan senior management; the MEAL, program, and operations teams; ADRA Denmark; and Danida. The findings will support accountability, learning, decision-making, project transition, and the design of future interventions. The evaluation will also be relevant to ACCESS implementation partners, including CHADO, as well as women's and youth groups, community structures, local authorities, service providers, protection actors, and other stakeholders in Maiwut County, Upper Nile. Communities and project participants will benefit from the dissemination of key findings and recommendations through appropriate feedback and validation mechanisms.

Evaluation criteria and key questions

The evaluation will assess the three ACCESS objectives using the OECD-DAC criteria of relevance, coherence, effectiveness, efficiency, impact, and sustainability. During the inception phase, the consultant will develop a detailed evaluation matrix linking each evaluation question to indicators or judgment criteria, data sources, respondents, data-collection methods, and the proposed analysis approach. ADRA South Sudan must review and approve the final evaluation matrix before data collection begins.

Category	Questions
Relevance	▪ To what extent did the design of each ACCESS objective respond to the actual needs, priorities and capacities of vulnerable women, men, children, young people, persons with disabilities, displaced people, returnees and host communities? ▪ Under Objective 1, how relevant were cash assistance, non-food assistance, referrals, accountability structures, disaster-risk-reduction plans and early-warning mechanisms to the lifesaving and resilience needs of targeted communities? ▪ Under Objective 2, how relevant were protection referrals, women- and girls-friendly spaces, psychosocial support, awareness activities and engagement with duty bearers to the protection risks faced by vulnerable groups? ▪ Under Objective 3, how relevant were farming and fishing groups, climate-smart agriculture, village savings and loan associations, productive assets, peace dialogues and community mediation to women's and young people's livelihoods, climate resilience and peaceful coexistence? ▪ How appropriate and inclusive were the project's targeting approach, beneficiary selection, geographic coverage and accessibility of services?



	▪ Were project adaptations to conflict, displacement, flooding, insecurity, market changes, climate-related shocks and access constraints timely, justified and informed by community feedback? ▪ To what extent did the project respond to priority needs and complement government priorities, local plans, donor strategies and other interventions in Maiwut County? ▪ Do communities, partners, local authorities and other stakeholders consider the project relevant, appropriate and responsive to their context? ▪ Are the project objectives and strategies still valid in light of the current context and emerging needs? ▪ What major needs, risks, capacities or opportunities were not adequately considered in the project design or implementation?
Coherence	▪ How effectively were lifesaving assistance, protection, livelihoods, resilience, disaster preparedness and peacebuilding linked? ▪ How well did cash assistance, referrals, accountability structures, and early warning activities contribute to protection and resilience outcomes? ▪ How well did protection activities in the project respond to priority needs through cash and non-food assistance, referrals, protection services, livelihoods support, disaster preparedness and peacebuilding? ▪ Are the project objectives and strategies still valid in light of the current context? ▪ How well did ACCESS complement government priorities, local plans, other donors and interventions in Maiwut County? ▪ What major risks, needs or opportunities were not adequately considered? Did ACCESS support women's and young people's participation in livelihoods and peacebuilding activities? ▪ How well did livelihoods, climate-resilience and peacebuilding activities contribute to reduced vulnerability and peaceful coexistence? ▪ How effectively did ACCESS complement the work of national partners, local authorities, service providers, humanitarian actors and other development partners? ▪ Were there any overlaps, gaps or coordination challenges between ACCESS and other interventions?
Effectiveness	▪ To what extent did ACCESS achieve its planned outputs and outcomes under each project objective? ▪ Under Objective 1, to what extent did cash assistance, non-food assistance, referrals, accountability committees, disaster-risk-reduction plans and early-warning mechanisms help vulnerable people meet lifesaving needs and cope with shocks? ▪ Under Objective 2, to what extent did protection referrals, women- and girls-friendly spaces, one-stop centers, psychosocial support, awareness activities and engagement with duty bearers improve protection for vulnerable groups? ▪ Under Objective 3, to what extent did farming and fishing groups, climate-smart agriculture, village savings and loan associations, productive assets, peace dialogues and community mediation improve livelihoods, climate resilience and peaceful coexistence? ▪ What factors explain the project's achievements, shortfalls and differences across payams, sectors and population groups? ▪ How effectively were stakeholders, partners, local authorities and community structures involved in project planning, implementation and monitoring? ▪ Was project implementation participatory, inclusive and responsive to changes in the economic, institutional, climatic and security environment? ▪ What unintended positive or negative effects resulted from implementation? ▪ What exceptional experiences, case studies, innovations or good practices should be documented?

	Which geographic areas or project components achieved the most significant results, and what factors contributed to those results?
Efficiency	- To what extent were funds, staff, time, supplies, vehicles, systems and partnerships used economically to deliver results? - Was the project work plan regularly used, reviewed and adapted to reflect changing needs and implementation realities? - What proportion of planned activities was completed, and what factors affected completion? - Was financial expenditure aligned with the approved budget and implementation plan? - How did procurement, logistics, staffing, security, transport, and access constraints affect the timely delivery and quality of activities? - Were roles and responsibilities within ADRA, among partners, and among stakeholders clearly understood and effectively managed? - How effective were working relationships within the project team and between ADRA, partners, communities, authorities, donors, and other stakeholders? - Was cooperation with national partners efficient and supportive of local capacity strengthening? - Was monitoring data collected, stored, analyzed, and used to inform planning, adaptation, and management decisions? - How effective were feedback, complaints, coordination, self-evaluation and learning processes? - Did project governance and decision-making arrangements support efficient implementation and good results?
Impact	- What broader changes did ACCESS contribute to in the lives, wellbeing, safety, resilience and relationships of targeted communities? - To what extent did the project contribute to improved ability to meet lifesaving needs, cope with shocks, protection, access to services, psychosocial wellbeing, prevention of harmful practices and safer communities, livelihoods, climate resilience, women's and youth empowerment, social cohesion and peaceful coexistence? - What positive or negative changes occurred beyond the project's planned outputs and outcomes? - How did the project contribute to changes, and what other factors influenced those changes? - What differences in impact were experienced by women, men, young people, persons with disabilities, displaced people, returnees, host communities and other population groups? - Which changes are most significant from the perspectives of communities, partners, local authorities and service providers? - What outcome stories, case studies or best practices demonstrate the project's contribution? - What lessons can ADRA, its partners and local authorities use to strengthen or expand similar interventions?
Sustainability	- Which benefits, services, capacities and community structures established or strengthened through each ACCESS objective are likely to continue after project support ends? - Are women's and youth groups, community structures, protection mechanisms, savings groups, livelihood groups and peacebuilding structures able to continue operating? - What level of ownership does communities, partners, local authorities, and service providers demonstrate?



	▪ What technical skills, financial resources, supplies, leadership, and institutional support are required to sustain project benefits? ▪ Are there clear transition, exit, or handover arrangements for assistance, protection services, community structures, and livelihood activities? ▪ What social, political, economic, environmental, and security factors may support or threaten sustainability? ▪ What risks could undermine the continuation of benefits, and how can they be addressed? ▪ Is there evidence that partners, communities, or local institutions have replicated or adapted ACCESS activities? ▪ Which activities have potential for continuation, replication, or scale-up? ▪ What resources and cost implications would be required for continuation or scale-up? ▪ What modifications, savings or alternative approaches could support sustainability without compromising quality and protection?
Cross Cutting	▪ To what extent were gender equality, disability inclusion, age, participation, accountability and conflict sensitivity integrated across all project objectives? ▪ Were women, men, girls, boys, young people, persons with disabilities, older people, displaced people, returnees and host communities able to participate meaningfully and benefit equitably? ▪ Were feedback and complaints mechanisms accessible, safe, and used to improve project implementation? ▪ Did the project create or reduce risks related to gender-based violence, exploitation, exclusion, tension or conflict? ▪ Were environmental and climate-related risks considered in project planning and implementation? ▪ How effectively did the project strengthen local partners, community structures and local ownership? ▪ What improvements are needed in the project's monitoring, accountability and learning systems?

This structure keeps effectiveness focused on achievement of planned results, while impact focuses on broader changes and the project's contribution to those changes.

Methodology and sampling

The consultant will propose a mixed-methods evaluation design that combines quantitative and qualitative methods. The methodology must explain the rationale for the design, sampling approach, data sources, data-collection tools, analysis methods, quality-assurance procedures, ethical safeguards, security arrangements, anticipated limitations and mitigation measures.

At a minimum, the evaluation will include:

1. A desk review of the project proposal, logical framework, approved targets, baseline or assessment findings, monitoring data, indicator tracking tables, work plans, budgets and expenditure records, partner reports, feedback and complaints records, safeguarding information where appropriate, learning documents, relevant government plans and other studies concerning Maiwut County.
2. Household or participant interviews using a structured questionnaire to verify achievements, access, relevance, satisfaction, protection, resilience, livelihoods and other outcome-level changes.



3. Key informant interviews with ADRA staff, national partners, local authorities, service providers, community leaders, women and youth representatives, protection actors and other relevant stakeholders.
4. Separate and inclusive focus group discussions with appropriate groups of women, men, young people and other population groups. The consultant must consider language, facilitator gender, safe locations, and the risks of discussing sensitive protection issues in group settings.
5. Physical observation of selected project-supported activities, facilities, productive assets, community structures and services, subject to security and access conditions.
6. A participatory debriefing or validation meeting with ADRA, partners and relevant stakeholders to clarify findings, verify factual information and discuss practical recommendations. The validation process must not compromise the evaluator's independence.

The sampling framework should clearly describe the target population, sampling frame, sample size, sampling method, selection procedures, allocation across payams, non-response assumptions, and inclusion of women, men, young people, persons with disabilities, older people, displaced people, returnees, and host communities. Findings should be disaggregated by payam and relevant population characteristics where the sample permits.

The consultant must triangulate evidence from monitoring data, documents, household or participant interviews, key informant interviews, focus group discussions, and observations. The evaluation should distinguish the project's contribution to observed changes from changes caused by other factors.

The inception report must include the evaluation matrix, sampling framework, stakeholder map, data-collection tools, fieldwork plan, team roles, training and supervision arrangements, data-quality procedures, analysis plan, data-management plan, ethical and safeguarding measures, security assumptions, limitations and a schedule of deliverables. ADRA South Sudan must approve the inception report and tools before field data collection begins.

Ethics, safeguarding, and data management

The consultant must comply with applicable ethical standards and ADRA safeguarding requirements throughout the assignment. The consultant must submit an ethics, safeguarding, and data-management plan before data collection begins.

The plan must address informed consent, voluntary participation, confidentiality, anonymity, privacy, safeguarding of children and adults at risk, prevention of sexual exploitation and abuse, safe referrals, prevention of harm, protection of sensitive information, enumerator safety, incident reporting, and data protection.

Participation must be voluntary and based on clear information about the purpose of the evaluation, the expected time, possible risks, and the right to decline or withdraw without losing access to assistance or services.

Sensitive protection, gender-based violence, or safeguarding information must not be collected in a way that exposes participants to retaliation, stigma, or further harm. Personal identifiers must be minimized and removed from analytical files wherever possible.

The consultant must establish secure procedures for data collection, transfer, storage, access, retention and disposal. The final report must not identify individuals without informed consent. Direct quotations, photographs, audio recordings and case studies require separate consent and must only be used when safe and necessary.

Deliverables, Evaluation Timetable



The end-of-project evaluation will be conducted from October and finalized in November 2026. This schedule is expected to accommodate the time adequate for the development of the evaluation design, finalization of the evaluation matrix, sampling strategy, development of assessment instruments (questionnaires, interview guidelines, etc.), review of documentation, domestic travel, Field (desk) research, Data analysis, Meeting with project staff and stakeholders on the initial findings and recommendations, preparation of the draft report, and incorporation of comments and finalization of the evaluation report.

The proposal deadline is **20 October 2026**. The successful consultant will undertake the following tasks and provide the following deliverables within the suggested timeframe.

Deliverable	Working days
Inception report	
Field team and tools	
Field team training and tool testing	
Field data collection and daily quality checks	
Draft evaluation report	
Review and feedback by ADRA	
Final evaluation report	30 Nov 2026

The final report must include the executive summary, project context, purpose and objectives, evaluation methodology, sampling and participants, data sources, analysis methods, ethical considerations, limitations, findings by evaluation criterion and project objective, conclusions, recommendations, lessons learned, and annexes. Recommendations must be evidence-based, realistic, prioritized, and linked to responsible actors and proposed timeframes.

Management and Responsibilities

ADRA South Sudan

ADRA South Sudan's MEAL Manager will serve as the evaluation focal point, coordinate the process, and consolidate feedback from the project team and ADRA Denmark. ADRA South Sudan will provide the consultant with approved project documents and ACCESS-related materials, facilitate introductions to relevant stakeholders, confirm administrative requirements, and coordinate available logistical, transport, and security support.

ADRA South Sudan will be responsible for:

- Preparing and signing the consultancy contract.
- Providing relevant project documents, monitoring data, and reports promptly.
- Facilitating stakeholder meetings and introductions to partners, authorities, communities, and other relevant actors.
- Coordinating available logistical, transport, and security arrangements for the evaluation.
- Processing payments in accordance with the agreed deliverables and payment schedule.
- Reviewing and providing consolidated feedback on the technical proposal, inception report, data collection tools, draft report, and final report.
- Supporting the debriefing and validation of the evaluation findings.



Consultant or Evaluation Team

The consultant or evaluation team will be responsible for designing and implementing the evaluation in accordance with these Terms of Reference and the approved inception report. This includes developing the methodology, sampling framework, data collection tools, and work plan; recruiting and managing field staff; providing training and supervision; conducting data collection; ensuring data quality; analyzing the findings; and submitting all deliverables on time. The consultant or evaluation team will also be responsible for:

- Seeking clarification from ADRA South Sudan to ensure a clear understanding of the evaluation scope, procedures, and expectations.
- Providing regular updates on progress, emerging risks, implementation challenges, and any changes to the agreed work plan.
- Ensuring that all data collection and analysis processes meet the required ethical, safeguarding, confidentiality, and data-protection standards.
- Maintaining confidentiality regarding information collected about the ACCESS project, participating communities, stakeholders, and the evaluation assignment.
- Remaining available and adequately engaged throughout the agreed period of the assignment.
- Conducting the evaluation objectively, transparently, and independently, while protecting confidential information.
- Ensuring the timely and high-quality submission of the inception report, tools, preliminary findings, draft report, final report and agreed annexes.

Consultant qualifications

The expert or team of experts should have the following skills, experience, and knowledge:

- University degree in economics, education, international development, development studies, social sciences, public policy, livelihoods, or a related discipline.
- Proven experience in conducting end-of-project evaluation
- Strong experience in end-of-project evaluation in the food security and livelihood, protection, and peacebuilding sectors in South Sudan.
- Proven experience in qualitative data collection, analysis, and reporting.
- Experience working with Non-Government Organizations (NGOs) is preferable
- At least seven years of relevant evaluation or applied research experience, including leading evaluations of humanitarian or development programs in fragile contexts.
- Demonstrated mixed-methods sampling, analysis, and reporting skills, with experience assessing protection, livelihoods, resilience, or peacebuilding interventions.
- Strong English analytical and report-writing skills. The consultant must disclose any actual or potential conflicts of interest and must not have been directly responsible for designing or implementing the ACCESS activities being evaluated.

Reporting

The consultant will share a preliminary report of the initial findings with key actors involved in the assessment process. The final report will accommodate reactions to the preliminary report. The final report will be made available by 30th November 2026



Generally, the report should include the following: an executive summary; the methodology used; the study context, constraints, and challenges; detailed findings based on the study; and analysis of the findings, conclusions, and recommendations for ADRA South Sudan, co-implementing partners, and other stakeholders.

Budget

Submit a total budget, including the consultant/s daily fees and field travels costs and field data collection costs, with the application.

Application process

The proposal deadline is 22 October 2026. Proposals should be submitted using the email address; tender@adrasouthsudan.org, cc mealmanager@adrasouthsudan.org with the subject line: Confidential proposal for ACCESS end-of-project evaluation.

Proposals from interested consultant/s should, as a minimum, include:

1. Letter of expression of interest
2. Technical proposal of no longer than 5 pages, including:
 - a. Understanding of the Terms of Reference
 - b. Proposed approach and methodology
 - c. Work plan including deliverables
 - d. Proposed team, including roles and responsibilities and time allocated for each member

Additionally, the following must be provided with the technical proposal:

- a. CVs of each member of the team
 - b. Two examples of relevant previous studies undertaken
 - c. Two referees who can be contacted to discuss the experience and work ethic of the applicants.
3. A financial proposal, including the consultant/s daily fees, travel, and field data collection costs.

Annexes to the evaluation report:

- Terms of Reference for the evaluation
- Evaluation matrix
- Timetable
- List of individuals interviewed and of stakeholder groups
- List of supporting documentation reviewed
- Research instruments: questionnaire, interview guide(s), etc.
- Project logical framework
- Specific monitoring data, as appropriate
- Summary tables of progress towards outputs, targets, and goals

