



CALL FOR CONSULTANCY 2023

TERMS OF REFERENCE FOR ENDLINE EVALUATION OF THE FOOD FOR ASSET (FFA) PROJECT IN LAKES STATE.

Position/ Call:	End-line Evaluation Consultancy
Responsible To:	Programme Manager- (Operational)
	Monitoring and Evaluation Coordinator (Technical).
Location:	Lakes (Cueibet and Rumbek East).
Provisional Time Frame:	22 Days- Including weekends for data collection and preparation of final report.
Tentative Start Dates:	1 st December 2023.

1. INTRODUCTION AND BACKGROUND:

Norwegian People's Aid (NPA) South Sudan is an International Non-Governmental Organization involved in humanitarian, relief and long-term development cooperation in South Sudan. NPA has been working in South Sudan since 1986 and presently runs 2 programmes: Civil Society Development and Humanitarian and Resilience.

NPA has implemented projects funded by European Union (EU), Norwegian Ministry of Foreign Affairs (NMFA) and Norwegian Agency for Development Cooperation (NORAD), World Food Programme, Food and Agriculture Organisation of the United Nations (UN FAO), and other project implemented by several NGOs, all of which seek to sustainably contribute towards ensuring improved food security and nutrition for vulnerable populations affected by food insecurity in South Sudan.

The Humanitarian and Resilience programme has been implementing the Food For Asset project acronymized as FFA in Lakes state (Rumbek East and Cueibet Counties) since January 2021 and the project will end in December 2023. The FFA project is funded by United Nations World Food Programme (WFP) South Sudan. The project's objective is in line with NPA's humanitarian and development cooperation to ensure local participation in planning, coordination, implementation and evaluation of the relief efforts. All humanitarian response must encompass both women and men and take their different needs into consideration.

The FFA project activities integrate skills development throughout the programmes which helps to equip the communities with the human capital to build and maintain assets and develop life skills such as better nutrition and hygiene, post-harvest handling and management skills, peaceful conflict resolution, and financial literacy among many other skills. The FFA project does not only address the immediate and short-term food needs of the communities which tends to be high during the lean season, but addresses the long-term food insecurity challenges in a sustainable style, thus, with FFA project, NPA with support from WFP, seeks to contribute towards enhanced livelihoods and resilience to seasonal climatic shocks and preventing negative coping strategies for vulnerable households in Rumbek East, and Cueibet Counties of Lakes State.

Full

2. DESCRIPTION OF THE PROJECT:

The Food for Asset project acronymized as FFA is a World Food Programme (WFP) funded project implementing in Lakes state (Rumbek East and Cueibet Counties) since January 2021 and will end in December 2023. The project's participants are the food-insecure households in crises affected areas and food-insecure small holders and communities in non-conflict areas whose are supported with conditional food and cash assistance and resilience interventions through establishment of community assets.

The World Food Programme (WFP)'s Food Assistance for Assets (FFA) initiative addresses immediate food needs through cash, voucher or food transfers, while at the same time it promotes the building or rehabilitation of assets that will improve long-term food security and resilience. FFA activities aim to create healthier natural environments, reduce the risks and impact of climate shocks, increase food productivity, and strengthen resilience to disasters over time.

The Food Assistance for Assets (FFA) project contributes to enhancing the livelihoods and resilience to seasonal climatic shocks and prevent negative coping strategies for vulnerable households in the target counties. Within this response framework, NPA targets 34,140 (18,780 female, 15,360 male) project participants, in Cueibet (19,200) and Rumbek East (14,940) across 32 project sites (15 in Cueibet and 17 in Rumbek East). Amongst targeted beneficiaries, 32,628 were enrolled into the FFA project in 2021 and 2023 is their final year in the project while the 1,812 participants enrolled in 2022 will graduate in 2024 in order to complete the three-year FFA project cycle. NPA implements a combination of cash and in-kind food assistance in this project. In Cuiebet County, 14,299 participants receive cash assistance while 4,901 participants receive in-kind food assistance. In Rumbek East County, 14,940 participants receive in-kind food assistance.

The FFA activities help to meet short-term hunger gaps while building resilience to shocks for the project participants. The project focuses on conditional food assistance, whereby project participants create assets and in turn receive food as a form of compensation. FFA activities enable restoration of the community productive capacity, creation of community infrastructure/assets and better management of the environment and natural resources. Moreover, skills development is integrated throughout the project to equip the communities with the human capital to build and maintain assets and develop life skills such as better nutrition and hygiene, post-harvest handling and management, peaceful conflict resolution and financial literacy among other skills. Local government institutions are empowered and supported so as to promote social cohesion and enhance sustainability of the project.

The overall objective of the FFA project is to contribute to restoration and rebuilding the livelihoods in the post conflict and post disaster circumstances in South Sudan. The project 2 specific objectives;

Specific outcome 1 (SO1): To improve the food security situation of 34,140 crises-affected individuals in Rumbek East and Cueibet counties through provision of conditional food and cash assistance by December 2023.

Specific outcome 2 (SO2): To enhance the resilience of 34,140 food-insecure individuals in Rumbek East and Cueibet counties through creation of productive assets and improving their livelihood skills by December 2023.

3. PURPOSE OF THE CONSULTANCY:

The purpose of the evaluation is to capture outcomes achieved to date, the lessons learnt, whether appropriate strategies were deployed and provide information on the nature, extent and where possible, the potential impact and sustainability of this Project.

The evaluation will further help identify innovations in food security and livelihood (FSL) as well as new opportunities in FSL programming that the Programme will need to capitalize on for best results in future.

The evaluation will assess the project design, scope, implementation status, complementarity with other projects, services and the capacity to achieve the expected outcomes. The eligible consultant will collate and analyze lessons



learnt, innovations undertaken, challenges faced and best practices obtained during the implementation period which will inform future programming of a similar interventions.

Under this call for consultancy, the end term evaluation will have the following specific objectives:

- *To assess the achievements of the projects (objectives and their respective indicators)*
- *To review the projects effort towards impact and perceived changes in the target community;*
- *To assess relevancy, efficiency, effectiveness, impacts, and sustainability of the project;*
- *To draw lessons, conclusions and recommendations that will be used in similar future programming;*

4. METHODOLOGY OF THE EVALUATION

The principles and standards of OECD/DAC for a participatory, credible, gender-sensitive and fair evaluation shall be observed. Both quantitative and qualitative methods can be used. Field research shall promote self-reflection amongst the target groups. The chosen methods shall be inclusive and respect the social and cultural context of the target groups.

In the development of the evaluation design and the choice of methods, correct research ethics need to be applied. The evaluation should be guided by the "do-no-harm" principle. Key stakeholders to be sampled for interviewed includes; SMoA, CAD, NPA, Beneficiaries and other partners from all the locations of the project.

The consulting firm is expected to use a robust and valid research approach in the process of the evaluation. To collect primary data using mobile data collection is mandatory. The evaluating firm will employ a participatory approach and use both quantitative and qualitative data help to scrutinize the objectives of the evaluation. Both primary and secondary data will be used in this assessment. Primary data will be collected by survey from representative target households, Key Informant Interview and Focus Group Discussion with different community groups (male, female, male and female, youth), government line departments, and other stakeholders is also used.

Similarly, on field observation will be used to triangulate the data. Secondary data from project and government reports, research papers, proceedings of journals can be used. Details of methodologies to be used are as follows:

- *Household survey (both targeted and control group) using a standardized questionnaire*
- *Review of projects documents such as projects proposal or plan, semi-annual reports (both progress and financial),*
- *Discussion and consultation with concerned government line sector offices including grass root government structures;*
- *On field observation and project site visit physical activities at sites*
- *Focus group discussion (FGD) with men, women, men and women, and youth groups project beneficiaries;*
- *Conduct key informant interview with key stakeholders,*
- *Discussion with projects' staff including community-based extension workers.*
- *Conduct validation workshop/debriefing with all stakeholders and community representatives at the projects level and or Juba level with field staff virtually participating in the debriefing.*
- *Debriefings of the findings to NPA Juba virtually if possible together with key field staff, HoSO- Rumbek, Team leaders, Key project officers.*

5. KEY EVALUATION QUESTIONS

The end term evaluation of the FFA project will be assessed under the DAC-OECD evaluation criteria: relevance, effectiveness, efficiency, impact and sustainability;

a) Relevance

- i. How does the project fit to the relevant strategic reference frameworks (national, international level?)
- ii. Did the project conception respond to the core needs of the identified target groups?
- iii. Is the project design (activities, tools and methods) adequate for addressing the identified need?
- iv. Were the needs of the communities/project participants assessed well?
- v. Were the objectives of the project relevant to the needs at the community?
- vi. Are the activities and outputs of the project consistent with the overall goal and the attainment of its objectives?
- vii. Are the outputs and outcomes of the project consistent with the intended impacts and effects?

b) Effectiveness

- i. To what extent have the project objectives and indicators been achieved to date /are likely to be achieved?
- ii. How do the activities and outputs of the projects contribute to the achievement of the project objectives (outcome)?
- iii. To what extent were the selected target groups reached?
- iv. How was participation and ownership amongst the different target groups? How far were women involved in the local processes?
- v. What were the major factors influencing the achievement or non-achievement of the objectives?
- vi. How did the implementation of this project affect relationships with/in the community, other stakeholders and between staff?
- vii. How effectively has the project been managed and coordinated by NPA?

c) Efficiency

- i. Were activities implemented cost-efficient?
- ii. Are set of interventions produce efficient results for improved outcome achievements?
- iii. Project implemented in the most efficient way compared to alternatives?
- iv. Were project objectives achieved on time? (this is in regards to the implementation period so far covered)?
- v. Do the outcomes of the project represent value for money?
- vi. Was the project designed timely in responding to the needs on the ground?
- vii. Were the activities timely implemented compared to the project work plan?
- viii. Were funds available on time during the implementation of the project activities?

d) Impact

- i. What has happened as a result of the project?
- ii. What other factors have also contributed to impact?
- iii. What real difference has the activity made to the communities involved?
- iv. How has community resilience and coping strategies been affected?
- v. How have people's lives been changed and how many people have been affected?

e) Sustainability

- i. To what extent will or did the benefits of the project continue after the project is finished?
- ii. What are/were the major factors which influence/d the achievement or non-achievement of sustainability of the project?
- iii. How much of the impact will continue beyond the life of the project and what is being done to ensure that this occurs?

f) Learning and recommendations



- i. *Identify and document lessons learnt & best practices so as to understand what has and what has not worked.*
- ii. *Identify innovations as well as best/promising practices/ new programming opportunities to inform future design of interventions.*
- iii. *Document key findings and recommendations to inform stakeholders and as well the next implementation period including thematic integration and partnership strengthening.*
- iv. *What approaches taken by the projects can be regarded as innovative or as appropriate adaptations of good practice? What lessons could be used beyond the projects period and worth for the next phase? What lessons and good practices could be scaled up beyond the projects?*

6. PRIMARY RESPONSIBILITY OF THE CONSULTANT

The successful consultant team will be primarily responsible to:

- Develop/design a methodology and survey with consideration of the basic Methodology described under point 4, including development of a questionnaire for HH surveys, a checklist and tools for group interaction including FGD with target beneficiaries and stakeholders.
- Share the summative evaluation plan, develop a study design including process, methods and questionnaires/checklist with NPA, collect feedback before finalizing the study design.
- Development of questionnaires for the summative evaluation
- Pre-test questionnaires and other tools before deploying to the field.
- Debrief with the project team about the effectiveness of the questionnaire, checklists and other tools used in pre-test. Collect feedback and finalize them.
- Orient, train and supervise the enumerators during data collection.
- Carryout fieldwork together with the enumerators.
- Ensure quality of information collected from the field, cross check the validity of data collected and verify/revise where needed.
- Data entry, translation (English) and analysis of data collected. However, preference is given to on-line data collection.
- Update progress of the study to NPA's Programme Manager – Humanitarian and Resilience.
- Update NPA in case of any emerging issues related to the survey arising during its development, Implementation.
- Prepare a draft evaluation report to share with NPA project team, project staffs and collect their feedback;
- Presentation of major findings to NPA and collect feedback for incorporating in the final report.

- Prepare the final report incorporating feedback, suggestions and submission of the final report (a compiled version of the report – both hard copy and electronic version in word format) within the time frame specified.
- Collaboration with the NPA project team to develop practical guidelines including questionnaires, household surveys for ongoing monitoring of project progress against indicators, based on the final end line report.
- Training of NPA project staff and partner staff on information collection and monitoring including household surveys, key informant interviews, conducting focus group discussions, data analysis and reporting in order to develop capacity of the NPA project staff and partner staff for measuring and monitoring project progress against indicators.
- Detailed content and schedule of capacity building training has to be organized in consultation with NPA. Incorporate stakeholder/expert comments and submit final report.
- Present the final evaluation report to NPA. The final report should be submitted to NPA South Sudan to the programme Manager – Humanitarian and Resilience in both hard and soft copies.

7. SCOPE OF WORK, KEY DELIVERABLES AND STAKEHOLDERS.

SCOPE OF WORK	EXPECTED DELIVERABLE
<ul style="list-style-type: none"> • Hold a consultative meeting with staff and management of NPA in Juba, staffs at field level and other key stakeholders including relevant government departments of Agriculture and rural development. In this meeting, both parties will discuss and iron out major issues regarding the end line survey implementation that includes key expected deliverables etc. 	Inception report, <i>(one week after signing contract)</i>
<ul style="list-style-type: none"> • Work with NPA staffs 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 analyse excel sheet and qualitative data presented in words documents for possible future use).</i>
<ul style="list-style-type: none"> • Validation workshop with NPA and key stakeholder's relevant government departments from field office in Rumbek and at Juba office upon completion of data collection processes. 	Preliminary Report
<ul style="list-style-type: none"> • Preparation of a detailed end-line evaluation report of not more than 30 pages of the main body excluding annexes. The report should contain very clearly detailed values for all project indicators at Impact, Outcomes and Outputs level with a table detailing these values presented in a matrix should form part of the executive summary in the report. 	Final end-line survey report <i>(Including list of Annexes)</i>

8. RESPONSIBILITIES OF NORWEGIAN PEOPLE'S AID (NPA).

The Norwegian People's Aid will be responsible to;

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



- Provide payment and cover other necessary cost with the survey enumerators.
- Provide/ assigned staffs for coordination on planning of the survey.
- Provide vehicles to facilitates the data collection processes.
- Provide flights/ transport to and from field location.
- Provide population data for sampling for the target location.
- Provide survey enumerators training materials (flip chart, note books, marker pens, projector and training space).
- Facilitates the piloting of developed tools/questionnaires after enumerators' trainings.
- Provide accommodation to the consultant at the field, but NPA won't provide meals.
- Supervision of the evaluation process including working with the team- mainly Programme Manager for operational and M & E coordinator for technical support respectively.

9. REPORTING:

- The consultant will be required to report on regular basis to the Humanitarian and Resilience - Program Manager.
- All written deliverables produced under this work order shall be submitted as scheduled to NPA Programme Manager – Humanitarian and Resilience or Monitoring and Evaluation Coordinator in both electronic formats, using MS Word and PDF, and printed hard copies.
- Changes in the scope of work shall require prior discussion and approval by NPA and shall be defined in writing.

10. CONDITIONS OF WORK:

- During the period of this consultancy, the consultant will be based in NPA Field office or hire accommodation with frequent travel to field locations for data collection, supervisions and monitoring. He will be asked to have overnight in the far counties of the target project sites under NPA cost if in hotel and or in NPA guest house.
- The consultant will be required to abide by NPA security procedures and other relevant policies, e.g. Code of Conduct, Conflicts of Interest, which are outlined in the contract for this Job.
- NPA won't allow paper work questionnaire data collection due to time constraints and related challenges.
- All raw data collected and reports generated will remain the property of the Norwegian People's Aid- NPA and the consultant will have no any rights of ownership after the end of the survey.
- Changes in the scope of the consultancy shall require prior discussion and approval by NPA and those changes shall be defined in writing to the Programme Manager - Humanitarian and Resilience.

11. TIME FRAME:

- This assignment will last approximately for 22 days starting from 1st December – 22nd December 2023 including weekends. Those days include days for presentation of draft and final report to NPA.
- 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 22 days including the final approved report for the evaluation.
- The eligible consultant will be required to present evaluation findings (PowerPoint slides) to the management in Juba while field management shall attend virtually.

12. EXPERIENCE AND QUALIFICATION

- The team Leader (TL) / lead consultant should possess extensive work experience and in-depth knowledge of or have experience in GBV/protection and food security and livelihood in particular, conducting evaluations and surveys.
- The team leader / lead consultant should at least have a post graduate degree in statistics, economics, Monitoring and Evaluation, Law or social studies, social work and administration.
- Preference will be given to applicants who possess past experience working with INGOs and conducting similar evaluations / surveys in South Sudan or similar context around the world.
- In case, Co-consultant should possess educational background at bachelors' level, and work experiences of at least 3 years in evaluation / surveys in South Sudan. Consultant's experience in capacity building on monitoring systems is also required.

All applicants should include the following:

- **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 in the consultancy work.
 - Proposed methodology for the evaluation
 - Draft work/implementation plan for the evaluation
- **Financial proposal:** The financial proposal should contain the details on how much the consultant intend to achieve on the consultancy, the estimated amount of money needed for the consultancy, how that estimated amount / money will be used.
- **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 preferably at the most recent employer / organisation / company.



Norwegian People's Aid
South Sudan

13. PAYMENT SCHEDULE

The payment schedule is subject to negotiation with the consultant based on proposal submitted as well as NPA policy, and to be detailed in contract to be signed with consultant. The payment shall be made in 30% after accepted inception report and 70% after approved final report. Those payments shall be made through the bank and the consultant shall incur the government taxes as stipulated.

14. SUBMISSION

Interested applicants should submit application by email to rss-tenders@npaid.org . Or hand delivery to the NPA South Sudan Head Office, Martyrs Street (opposite UNICEF) Juba.

Applications submitted after 5:00PM on Wednesday 29th November 2023, will not be considered.

Note: For the purpose of urgency, applicant will be reviewed on daily basis and NPA reserves the right to terminate this advert before the stated deadline.