



Norwegian People's Aid

CALL FOR CONSULTANCY 2024

TERMS OF REFERENCE FOR END LINE EVALUATION OF EXTRAORDINARY APPROPRIATION FOR CIVIL SOCIETY TO INCREASE FOOD SECURITY AND REDUCE HUNGER PROJECT IN SOUTH SUDAN

Position/ Call:	End line Evaluation Consultancy
Responsible To:	Programme Manager- Humanitarian and Resilience (Operational)
	Monitoring and Evaluation Coordinator (Technical)
Location:	10 Counties- Bor South, Terekeka, Awerial, Yirol East, Yirol West, Rumbek Centre / East, Wulu, Cueibet and Fangak.
Provisional Time Frame:	30 Days- Including weekends for data collection and preparation of the final report.
Tentative Start Dates:	13 th May 2024

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 runs two programmes: Civil Society Development (CSD), Humanitarian and Resilience (HR).

Since 1st June 2020 NPA has implemented the “Extraordinary Appropriation for Civil Society to Increase Food Security and Reduce Hunger (IFSREH)” project. The project is funded by the Norwegian Agency for Development Cooperation (Norad), will run for one year and is scheduled to end on 31st May 2024.

The IFSREH project is designed to improve food and nutritional security by promoting better livelihoods for rural small-scale farmers in Jonglei (Bor South), Lakes (Rumbek Centre / East, Yirol East / West, Awerial, Wulu), Western Equatoria (Mvolo) and Central Equatoria (Terekeka) states and increase household income and subsequent access to food by supporting small-scale food producers, including honey, fish, milk and peanut butter processing agro-enterprises, to establish and enhance their income-generating activities through strengthened agro-based value chain activities. The project mainstreamed climate adaptation, disaster risk management, conflict mitigation and resolution, nutrition sensitivity, gender-based violence awareness and prevention, women’s land access rights, legal support and gender equality as a nexus to ensure, at a longer-term perspective, a peaceful and conducive environment for sustainable agricultural production and strengthened markets and value chains. The project will benefit 6,500 small-scale farmers, including 3,500 women and 2,000 youth.

NPA is doing the implementation, monitoring and evaluation of the BREL project in collaboration with local government authorities, local Civil Society Organizations (CSOs), National Non-Governmental Organizations (NNGOs), pastoralists/agro-pastoralists, Community Based Organisations (CBOs),

fisherfolk groups and households, Community Animal Health Workers (CAHWs), farmer producer groups, farmer association groups/cooperatives, village and market committees and value chain actors. NPA is working in partnership with 7 national NGOs in this project. The findings of the end line evaluation to assess the effectiveness, efficiency, impact and sustainability of IFSREH; to identify any problems or challenges that the initiative has encountered; to issue recommendations, and to identify lessons learned on design, implementation and management of the project by the end of the project in May 2024.

2. DESCRIPTION OF THE PROJECT

The Extraordinary Appropriation for Civil Society to Increase Food Security and Reduce Hunger acronymised (IFSREH) is designed to improve food and nutritional security by promoting better livelihoods for rural small-scale farmers in Jonglei (Bor South, Fangak), Lakes (Rumbek Centre / East, Yirol East / West, Awerial, Wulu), Western Equatoria (Mvolo) and Central Equatoria (Terekeka) states and increase household income and subsequent access to food by supporting small-scale food producers, including honey, fish, milk and peanut butter processing agro-enterprises, to establish and enhance their income-generating activities through strengthened agro-based value chain activities. The project mainstreamed climate adaptation, disaster risk management, conflict mitigation and resolution, nutrition sensitivity, gender-based violence awareness and prevention, women's land access rights, legal support and gender equality as a nexus to ensure, at a longer-term perspective, a peaceful and conducive environment for sustainable agricultural production and strengthened markets and value chains. The project will benefit 6,500 small-scale farmers, including 3,500 women and 2,000 youth.

The overall objective of the IFSREH project; Improve food and nutritional security by promoting better livelihoods for rural small-scale farmers. The project has 2 specific objectives.

Specific objective 1: Increased sustainable climate-resilient food production among the targeted population.

To increased sustainable production, NPA is implementing climate Resilient Food Production in the rural areas by Provision of Climate-resilient agricultural technical training, Climate resilient infrastructure (solar-powered sustainable, resource-efficient and labor-saving irrigation systems), Provision of Inputs, including seeds, tools, ox-ploughs, and breeding small livestock (chicken, sheep and goats), Use seed varieties adapted to climate change, i.e. drought and flood-tolerant varieties and species, which will be short-season maturing varieties resistant to pests and diseases.

To exploit steady production, NPA engages, production methods that are climate and environmentally friendly. These Climate Resilient Agricultural practices / methods are not limited to Agroforestry, Mulching, Intercropping, Crop rotation, Manure and Compost application, Integrated pest management and disease control for field and vegetable crops. These production methods are considered.

NPA Promotes Livestock Production through Livestock pass on (Re-stocking) and access to animal health services (Vaccination and Treatment) through partnership with humanitarian partners like FAO.

Specific objective 2: Strengthened roles for small-scale farmers in local value chains and better access to local markets.

The project aims to improve access to Income (capital for Agro-enterprises) mainly through Village Lending and Savings Associations and Provision of Startup Capital to Agro-enterprise Groups.

Relatedly, the project objects access to agricultural inputs, information and extension Services by Village Input Retail Shops Strengthening (Agro dealers and Capacity building for Community and County Extension Workers).

The project works on improving access to Post Harvest Handling and Processing and Storage Infrastructure. This involves Increased use of post-harvest equipment and value addition technologies (labour saving processing Tools, Storage facilities - construction and promotion (Grain Aggregation Centres, Fish Processing Units with Solar Drying Kilns, and Vegetable Market Shade with packaging Equipment), Tricycles for transportation of produce to the markets.

In order to strengthen roles of small-scale farmers in local value chains, NPA ensures market access and improved market infrastructure; Infrastructure improvements (construction or rehabilitation of existing market structures), Creation and or strengthening of grain aggregation (and Processing) and trade networks, Digital market linkage platform.

3. PURPOSE OF THE CONSULTANCY

The end line evaluation is designed as a “before-and-after” mixed methodology study to assess the extent that the IFSREH project contributed to achieving its proposed results, contribute to improving the lives of the project beneficiaries and evaluate lessons learned for future programming. The purpose of the evaluation is not limited to the following;

- Develop tools and methodology for conducting the end line, developing standard questionnaires that can also be measured at the end-line of the project as those questions will constitute an integral part of the monitoring plan.
- Conducting sample size data collection activities in NPA’s project target locations as explained in the description of the project.
- Develop an end line evaluation report which will compare defined indicators related to the project outcome, output and against the baseline data. The established benchmarks (baseline) generated results to enable comparison throughout the implementation to the end of the project.
- Document the lesson learnt during the implementation of the IFRESH project to help improve future programming of similar programmes.

4. PRIMARY RESPONSIBILITY OF THE CONSULTANT

The successful consultant team will be primarily responsible to:

- Develop/design an end line methodology and survey with consideration of the basic Methodology described under point 3, including development of a questionnaire for HH surveys, a checklist and tools for group interaction including FGD with target beneficiaries and Key Informant Interviews (KII) stakeholders.
- Develop and share an end line evaluation plan, develop a study design including process, methods and questionnaires/checklist with NPA, collect feedback before finalizing the study design.
- Development of end line questionnaires related to the baseline one to enable comparative analysis of results of the project.
- Pre-test questionnaires and other tools before rolling out during the evaluation.
- Debrief/discuss with the project team about the effectiveness of the questionnaire, checklists and other tools used in pre-test. Collect feedback on the questionnaire and finalize them while incorporating the feedback provided.
- Orient, train and supervise the enumerators for the evaluation in coordination with the project team.
- 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 cleaning, translation (English) if any and analysis of end line data collected.
- 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 end line report, setting relevant values for the end line and establishing end line results to share with NPA project team, project staffs and collect their feedback;
- Presentation of major findings to NPA and collect feedback to support final report writing.
- 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) by the date given below.
- 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.

5. STAKEHOLDERS AND KEY DELIVERABLES

Key Stakeholders for the evaluation; Community representatives, State level Food Security and Livelihoods Cluster, Relief and Rehabilitation Commission, Line ministries (State / National); (State Ministry of Agriculture / Forestry, Ministry of Livestock and Fisheries, County Agriculture Department, Enterprise groups, Cooperative societies, agro -dealers, out growers in the counties of the project.

SCOPE OF WORK	EXPECTED DELIVERABLE
<ul style="list-style-type: none"> Hold a consultative meeting with staff and management of NPA in Juba, staff 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 implementation that includes key expected deliverables etc. 	<p>Inception report (<i>within one week after signing contract</i>).</p>
<ul style="list-style-type: none"> Work with NPA 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 	<p>Data collection tools (<i>Qualitative and Quantitative data collection tools</i>)</p>
<ul style="list-style-type: none"> Hold Focus group discussions (FGD), Key informant interviews (KII) and conduct household interviews through use of household questionnaires with project direct beneficiaries and stakeholders. The household interviews shall be conducted using mobile / tablet tools; Kobocollect, ODK. 	<p>Raw data (<i>Quantitative data presented in form of analyse excel sheet and qualitative data presented in words documents for possible future use</i>).</p>
<ul style="list-style-type: none"> Validation workshop with NPA and key stakeholder’s relevant government departments from field offices and at Juba office upon completion of data collection processes. The field staff may participate virtually. 	<p>Preliminary Report</p>
<ul style="list-style-type: none"> Preparation of a detailed end line report of not more than 40 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. 	<p>Final end line report (<i>Including list of Annexes</i>)</p>

Under the Food security and livelihood assistance, the end line report should outline the following key components;

- Livelihoods and Recovery (trends and changes in household incomes, expenditures and indebtedness).
- Food Security (Food adequacy, number of meals, food access and gap analysis, food basket estimation, food types, sources and changes during crisis, Hunger gap periods and Household Dietary Diversity Score (HDDS).
- Access to Markets and Recovery (Status of markets in the project area, physical state and functionality; availability, commodity types and source markets, accessibility of markets and transaction currency, stock turnaround/restocking time, market constraints).

6. Experience and Qualification

- The team Leader (TL) / lead consultant should possess extensive work experience and in-depth knowledge of or have experience in food security and livelihood in particular, conducting evaluations; Baseline, Mid Term Evaluation and End line 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 end line surveys in South Sudan.
- Co-consultant should possess educational background at bachelors' level, and work experiences in similar surveys in South Sudan.
- Consultant experience in capacity building on monitoring systems is also required.

7. REPORTING:

- The consultant will be required to report on regular basis to the Program Manager – Humanitarian and Resilience.
- 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.

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

The Norwegian People's Aid will be responsible to;

- 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 relevant security briefings and organize relevant travel permits if required.
- Provide accommodation to the consultant at the field, but NPA won't provide meals.

9. CONDITIONS OF WORK:

- During the period of this job, 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 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 Peoples Aid-NPA and the consultant will have no any rights of ownership after the end of the survey.

10. TIME FRAME:

- This assignment will last approximately for 30 days starting from 13th May – 11th June 2024 including weekends.
- 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 30 days including the final approved report for the end line survey.

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
 - Proposed methodology
 - Draft work/implementation plan
- **Financial proposal:** The financial proposal should contain the details on how 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,
 - Tax withholding (20%) including all associated costs deemed necessary for the consultancy.

- 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.
- Legal documents; registration certificate, tax certificate and related legal documents to support legality of the firm / consultant.

11. 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. NPA financial policy on consultancy allows 30% payment after accepted inception report and 70% after approved final report.
- NPA reserves the right to accept or reject any proposal received without giving reasons and is not bound to accept the lowest or the highest bidder.

12. 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 8th May 2024, 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.