

**TERMS OF REFERENCE (TOR)  
FOR END-LINE EVALUATION OF EMERGENCY  
RESPONSE PROJECT**

<b>AGENCY</b>	<b>Caritas Archdiocese of Juba</b>
<b>PROJECT NAME:</b>	<b>Emergency Response Appeal</b>
<b>DURATION:</b>	<b>4 months</b>
<b>LOCATION:</b>	<b>Gorom Refugees' Camp</b>
<b>STATE:</b>	<b>Central Equatoria State</b>

**1. TERMS OF REFERENCE (TOR).**

**(a) Background:**

Caritas Archdiocese of Juba with funding from Caritas Luxembourg through Caritas Swiss implemented emergency response which is known as "Emergency Response Appeal" which was meant to last for the period of four (4) months to be implemented in Gorom refugees' camp of Central Equatoria State. The Gorom Refugee Camp Humanitarian Assistance Project aims to provide immediate relief and support to the residents of the camp. This appeal encompasses two key areas: providing basic food items and offering nutritional support to vulnerable individuals.

The specific objectives of this appeal are that;

- ✓ To ensure access to basic food items for the households in the Gorom Refugee Camp.
- ✓ To provide nutritional support to the most vulnerable individuals in the camp.

While at the end of the project the expected outcome should be that;

- ✓ # of HH received emergency food supplies
- ✓ # of most vulnerable including (elderly, female headed HH, malnourished children & PSN) received nutritional supplementary support package,

**(b) Objective of the Evaluation:**

The overall objectives of the assignment are to conduct the End-line Evaluation of "Emergency Response Appeal". The specific objective will be but not limited to the following:

**Relevance:** is the project outcome consistent with the agreed upon outcome within the project on the ground?

**Efficiency:** to which extent was best value-for-money obtained (results delivered vs resources

expended)?

**Effectiveness:** To which extent were the objectives achieved? What were the major factors influencing the achievement or non-achievement of the objectives?

**Impact:** What are the positive and negative changes produced by the emergency interventions (direct and indirect)? What has happened as a result of the intervention? What real difference has the activity made to beneficiaries? Have outputs been achieved? And if so, to what extent have outcomes been achieved?

**Sustainability:** ownership of the results and the likely ability of project-supported interventions to continue to deliver benefits for an extended period of time after completion. Assess project's role in intervening in the lives of the refugees.

**Lessons learned:** the evaluation will also document the innovations and lessons learned from the project. This includes analysis of what has worked and what has not as well as observations related to the project design, management and operation.

**Recommendations:** Considering the progress made thus far, what could be future steps for Caritas Partners to promote effective intervention in emergency? What could be further improved if Caritas or any other agency implements a similar project in the near future?

#### Evaluation Phases:

<b>Inception Phase</b>	<p>This phase is meant to ensure that the evaluation team is fully prepared before undertaking the field mission. It includes:</p> <ul style="list-style-type: none"><li>✓ Desk review of existing documents, including project document, strategies developed by the project, reports and documents developed by the project and write-ups on the project initiatives</li><li>✓ Consultation with key external stakeholders.</li><li>✓ Drafting of the inception report, including timeline, evaluation matrix, methodology and data collection tools.</li><li>✓ Review by the Caritas SMT</li><li>✓ Finalization of logistics for field visits.</li></ul>
<b>Field Mission Phase</b>	<p>Consultation at field level (not just capital). The field mission will include:</p> <ul style="list-style-type: none"><li>• A debriefing session by Caritas field team and the project management</li><li>• Initial introductory meeting/workshop with the stakeholders and partners</li><li>• Interviews, key informant interviews and focus group discussions with the stakeholders and beneficiaries</li><li>• Visit to selected field offices</li><li>• Debriefing to the Caritas SMT and the stakeholders on the key findings</li></ul>
<b>Reporting Phase</b>	<ul style="list-style-type: none"><li>• Aggregation of findings from desk review and country mission</li><li>• Drafting of the evaluation report.</li><li>• Review by the stakeholders for quality assurance</li><li>• Incorporation of comments and revision of the report.</li><li>• Submission of the final report</li></ul>

#### Methodology of the Evaluation:

**Document review:** Read key background documentation on Emergency Appeal project. These

documents include: project document, project final report and budgets.

**Consultation:** Meet key stakeholders-including from CRA at field level; current project management team and director. The report should be logically structured, contain evidence-based findings, conclusions, lessons and recommendations, and should be free of information that is not relevant to the overall analysis.

**Scope of work:**

The overall objectives, scopes, methodology, expected deliverables from the evaluation have been articulated in the generic terms of reference for the evaluation. Following the evaluation terms of reference and under the supervision and guidance of the Caritas STM, the consultant will contribute to the analysis of the emergency appeal project by conducting evaluation in the assigned project area. The work can be expected to include:

- ✓ Prior to the mission, conduct preliminary research, compile documentation, and complete analysis in areas to be covered by the report;
- ✓ Develop a data collection plan, in consultation with the country office and the project;
- ✓ Plan, support and participate fully in the data collection mission in the field, including by taking a lead role in interviews in assigned areas of responsibility;
- ✓ Deliver high quality evaluation of the effectiveness of Caritas programs in refugees camp
- ✓ Participate in the evaluation team's joint meetings and analysis of key findings, conclusions and recommendations leading to the preparation of the final report.
- ✓ Prepare/ finalize the final report incorporating feedback from the Caritas office.
- ✓ Organizing the stakeholder debriefing, as appropriate, with the Caritas office.

**Timeframe and deadlines:**

The review will take 15 working days over a period of 1.5 months, broken down as follows:

Activity	Indicative time frame
1. An inception report, including evaluation matrix, methodology and data collection tools.	22 <sup>nd</sup> July 2024
2. A draft report and presentation on the key findings of the team	30 <sup>th</sup> July 2024
3. Final evaluation report incorporating all the observation and comments from the key stakeholders	9 <sup>th</sup> August 2024

The report should be logically structured, contain evidence-based findings, conclusions, lessons and recommendations, and should be free of information that is not relevant to the overall analysis. It should include a set of specific recommendations formulated for the project, and identify the necessary actions required to be undertaken, who should undertake those and possible timelines (if any).

S/No	Deliverables	Days Required
1	Submission of an inception report based on desk review	07 Days
2	Conduct field mission (meeting, consultation, interview with the stakeholders)	04 Days

3	Submission of Draft and Final Evaluation Reports	07 Days
<b>Total</b>		<b>19 Days</b>

Expected outputs and timeframes:

S/No	Deliverables	Days Required	% of payment
1)	Finalization of inception plan including evaluation matrix, methodology and data collection tools in consultation with the evaluation team and the country office	07 Days	20%
2)	Conduct field mission (meeting, consultation, interview with the stakeholders) and prepare draft report	04 Days (field-mission to Gorom)	40%
3)	Submission of Final evaluation report incorporating all the observation and comments from the key stakeholders	08 Days	40%
<b>Total</b>		<b>19 Days</b>	<b>100%</b>

## 2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### **a. Academic Qualifications:**

Post-Graduate degree in Computer Science/ Public Administration/ Public Policy/ Economics/ Political Science/ Social Science or related fields.

### **b. Years of experience:**

- ✓ 10 years of professional experience in research, and policy analysis/support and advocacy
- ✓ Experience of leading evaluations e.g. end-line, outcome, goal-based, impact evaluations
- ✓ Proven experience of working with multilateral or bilateral donor supported emergency related projects;
- ✓ experience in applying any Caritas member and/or other prominent development partner approaches to planning, monitoring and evaluation;
- ✓ Proven experience in evaluating Caritas member programmes or project.

### **c. Corporate Competencies:**

- ✓ Demonstrates commitment to UNDP's mission, vision and values
- ✓ Knowledge in working with governance issues will be get advantages
- ✓ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- ✓ Familiar with and shares the vision of human development as laid out in the flagship HDR series

### **d. Functional Competencies**

- ✓ Encourages Knowledge Sharing and Learning

- ✓ Disseminates specialized knowledge and experience
- ✓ Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills

**e. Development and Operational Effectiveness**

- ✓ Able to perform a variety of standard specialized and non-specialized tasks and work processes that are fully documented, researched, recorded and reported
- ✓ Ability to review a variety of data, identify and adjust discrepancies, identify and resolve operational problem
- ✓ Able to perform work of a confidential nature and handle a large volume of work
- ✓ Ability to provide input to business process re-engineering, implementation of the newsystem.

**f. Leadership and Self-Management**

- ✓ Focuses on result for the client
- ✓ Has demonstrable leadership skill.
- ✓ Consistently approaches work with energy and a positive, constructive attitude
- ✓ Remains calm, in control and good humoured even under pressure
- ✓ Demonstrates openness to change
- ✓ Responds positively to feedback and differing points of view

**4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- Detailed CV/Resume (including past experience in similar projects or with same partner/donor and at least 3 references)
- Financial Proposal (including fee, travel cost, DSA, and other relevant expenses)

**5. FINANCIAL PROPOSAL**

**Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

**Travel**

Out of the total 19 days, the consultant is expected to spend 04 days including need-based field visits in Gorom. The total days include preparation, travel, meetings, workshops, presentations and report writing.

**NB:** Since this is a short evaluation, Caritas will focus on an evaluator who is already within Juba as flight travels will not be covered under this consultancy. All envisaged travel costs must be

included in the financial proposal.

## 6. EVALUATION

### \_ Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, and
  - b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.
- \* Technical Criteria weight; [70]  
\* Financial Criteria weight; [30]

Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation

Criteria	Max. Point
Relevance of Education	20
Experience of conducting evaluation of similar nature (or with similar partner/donor)	20
Understanding on similar thematic areas (e.g. Emergency Appeal project)	15
Experience of working with Caritas Agencies	15
Financial	30
<b>Total</b>	<b>100</b>

### SUBMISSION:

*Any consultant individual or firm that meets the qualification for this should submit the requested documents latest by 14<sup>th</sup> July 2024 by 12:00 am (CAT).*

### HOW:

Submit your application to [caritasjubahr@gmail.com](mailto:caritasjubahr@gmail.com) and copy [caritasjubahp@gmail.com](mailto:caritasjubahp@gmail.com)

*NB: For this specific process we don't accept hardcopies or hand deliveries, all should be submitted electronically.*

*Note that, applications will be reviewed on rolling basis as this is very urgent to do.*