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## TERMS OF REFERENCE

### For Engagement of Consultant for Climate Resilient Agriculture & Renewable Energy Solutions for Sustainable Livelihood Development (CARE) Upper Nile project mid-term evaluation.

**Introduction:** The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh Day Adventist Church whose Purpose is “**To serve humanity so all may live as God intended**”. ADRA South Sudan has been actively serving the communities of South Sudan for over 35 years. ADRA South Sudan’s thematic areas are health, education, food security and livelihood and emergency response.

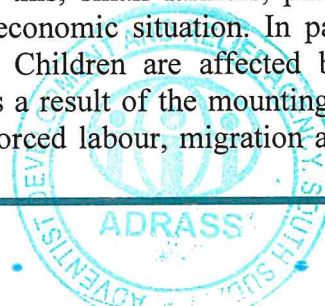
**ADRA’s Motto:** *Justice. Compassion. Love*

**ADRA’s Values:** *Courageous. Compassionate. Connected*

#### 1. Project Background and Context

The CARE project covers four Payams (counties) along the Sobat River in Nasir and Ulang districts in Upper Nile State. Nasir and Ulang are neighbouring districts partially separated by the Sobat River to the north and south. Upper Nile State is located in the northeast of South Sudan. It covers 77,773 km<sup>2</sup> and has an estimated population of 1.2 million. The project is being implemented in a consortium of four partners: Community Health and Development Organisation (CHADO), Ulang Women Association (UWA), Sobat Area Youth Association (SAYA), and ADRA South Sudan. CHADO is a registered local NGO and has a mandate to implement project activities in all States of South Sudan. South Sudan lacks experienced local civil society organizations (CSOs) capable of implementing high budget projects independently and reliably. Therefore, in order to build civil society capacities and at the same time ensure the sustainability of the project, ADRA partnered with the above mentioned three organisations.

Ulang and Nasir counties, like most parts of South Sudan, experience persistent food insecurity partly due to a lack of resilience to the effects of climate change on food production, processing, and utilization. Income-generating endeavours are poor and there are no value chains to support their viability. Environment and natural resources continue to be poorly managed at the household and community levels due to lack of knowledge about how they impact persistent food insecurity in these districts and across the country. Reliance on natural resources for energy without their appropriate use has led to serious shortages of these resources. Because of this, small farmers, pastoralists, fishermen, and forest-dependent communities are in a difficult economic situation. In particular, women and girls are exposed to extreme hunger and disease. Children are affected by acute malnutrition. People's coping mechanisms have been weakened as a result of the mounting shocks, leading many young people to adopt negative practices such as forced labour, migration and child



marriage. The economy in Ulang and Nasir districts continues to be in a downward spiral, pushing people to the brink of subsistence. It is against these challenges that the CARE project is being implemented in the two counties of Ulang and Nasir.

The CARE project is designed as a multi sectoral project focusing on the "triangle": climate resilient agriculture, renewable energy and employment promotion in order to reduce the above challenges and strengthen the resilience of the target groups. A combination of measures implemented with the involvement of four local civil society actors including: 1) strengthening local production groups to increase production and food security through the application of climate-resilient and organic agriculture, including the introduction of innovative irrigation techniques (e.g. solar pumps); 2) Construction of biogas plants for energy production and organic fertilizer production (contribution to emission reduction); 3) Application of the genuine ADRA approach "Farmer Market School Approach" - to promote a sustainable value chain for agricultural cooperatives & fisheries groups; 4) Creation of employment opportunities for young people in agriculture and renewable energy; 5) Strengthening veterinary services; 6) Capacity building of civil society, formal and informal local governance structures; 7) Cross-cutting themes: Conflict Prevention and Peacebuilding, Gender and Gender-Based Violence (GBV) Prevention, and Environmental Protection Issues. The project was initially designed to target 2,200 most vulnerable households (HH) in Nasir and Ulang counties. 40% of the target group being households from the host community, while IDP and returnee households will each account for 30% of the total target group. Of the 2,200 HH, 1320 are female-headed HH (60%) and 880 are male-headed HH (40%). 500 women will benefit from the vegetable production component. 850 individuals (510 women and 340 men) will benefit from the crop production and livestock component, while 850 households will have access to renewable energy (680 are women and 170 are men, of which 20% are youth). All 2,200 HH are included in income generation activities (VSLAs) and value chains. Particularly most vulnerable households will be selected from those who have the willingness to participate in the project activities throughout the project period. A community-based approach was adopted to select households to ensure inclusivity and equal opportunities for all participants.

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**Project Location:** Nasir and Ulang Counties in Upper Nile State, South Sudan

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**Project Name:** Climate Resilient Agriculture and Renewable Energy for Sustainable Livelihoods Development

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**Project budget:** Euro 1,906,508.19

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**Donor(s)/ funding sources:** BMZ

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**Project duration:** 39 months (November 2021 to January 2025)

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**Implementing agency and partners:** ADRA Germany, Partners: ADRA South Sudan, CHADO, UWA and SAYA

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## **2. Purpose and Objectives of the Evaluation**

This mid-term evaluation is designed to assess the project against its own stated goals and objectives in the half-way life of the project in a view of enhancing project impact, developing recommendations for further developments of the project or the guidance of similar projects in the future, providing an analysis of accountability with respect to the use of project funds, drawing key lessons learned to contribute to organizational learning, and enhancing ADRA South Sudan and co-implementing partners credibility and transparency. The mid-term evaluation will provide an opportunity for in-depth reflection on the assumptions and strategy guiding the project and recommend adjustment to the strategy if necessary. The mid-term evaluation will also act as a means by which to assess how well project-level actions link to and support higher level strategies and objectives of ADRA Germany and BMZ.

## **3. Audience for the Evaluation**

The results of the study will be used by program and management staff of ADRA South Sudan and ADRA Germany. The results will assist the organizations to decide on further developments of the project or the guidance of similar projects in the future, the use of project fund, drawing key lessons learned to contribute to organizational learning, and enhancing organizational credibility and transparency. The management of the partner organisations will use the results of the study for their growth and future fund raising. The local leadership and government departments will learn from the lessons of the project to improve coordination, implementation and monitoring for future coordination with other partners and the community.

## **4. Evaluation Issues and Key Questions – Evaluation Matrix**

The assessment of evaluation details more fully the scope of the evaluation, building on the purpose and objectives above. The evaluation criteria (i.e. the questions to be answered) are indicated below.

The following are general criteria and questions as guidance. Tasks and requirements/questions should be prioritised, modified and added in response to the precise project situation and to help the evaluation focusing on the essential issues.

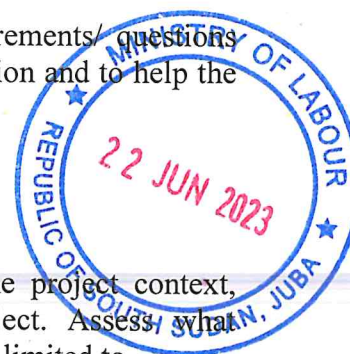
### **4.1 Quality and Relevance of Design**

Assess the continuing appropriateness and relevance of the design/project. The project context, threats and opportunities may have changed during the course of the project. Assess what adjustments have been made and what others might be necessary including but not limited to

- To what extent does the project respond to priority issues?
- To what extent are the objectives of the project still valid?
- Is the project team planning the most appropriate strategies?
- Are there any major risks that are currently not being taken into account?
- Do stakeholders care about the project and believe it makes sense?
- How well does the project complement and link to activities of other donors at local level?
- How well does the project fit within the broader local donor context?

### **4.2 Effectiveness**

The evaluation is intended to assess the major achievements of the project to date in relation to its stated objectives and intended results. As far as possible this should be a systematic assessment of progress based on monitoring data for the planned goal, objectives and strategic activities. (Data



already collected by the project's monitoring and reporting systems should provide much of the basic information).

- Focus on the higher-level results.
- Assess what has been achieved, the likelihood of future achievements, and the significance/strategic importance of the achievements
- Refer to quantitative assessments as far as possible
- Include also qualitative evidence e.g. opinions on the project's effectiveness based on impressions and interviews with target groups, partners, government, etc.
- Describe any unforeseen impacts (whether positive or negative).
- Identify any exceptional experiences that should be highlighted e.g. case-studies, stories, best practice
- How have stakeholders been involved in project implementation?
- Is project management and implementation participatory and is this participation contributing towards achievement of the project objectives?
- Has the project been appropriately responsive to economic, institutional, climate etc., changes in the project environment?
- In which areas (geographic, sectoral/component) does the project have the greatest achievements? Why is this and what have been the supporting factors? How can the project build on or expand these achievements?

#### **4.3 Efficiency of Planning and Implementation**

It also assesses to what extent resources are being used economically to deliver the project.

Are plans being used, implemented and adapted as necessary? For example:

- Is the overall project action plan used and up to date?
- What % of activities in the work plan is being delivered?
- Is financial spending in line with the plan?
- Is monitoring data being collected as planned, stored and used to inform future plans
- Assess other programme management factors important for delivery, such as:  
Capacity gaps (these could be in the project team, other internal functions such as HR or Finance, or external organisations as appropriate).
- Working relationships within the team
- Working relationships with partners, stakeholders and donors
- Has cooperation with project partners been efficient?
- Learning processes such as self-evaluation, coordination and exchange with related projects.
- Internal and external communication.
- Does project governance facilitate good results and efficient delivery? Is there a clear understanding of roles and responsibilities by all parties involved?



#### **4.4 Impact**

The assessment is expected to identify to what extent is the project contributing to a long-term positive effect on people? How is ADRA South Sudan and co-implementing partners making a difference?

Normally this should assess to what extent the project is achieving its vision and goal. It can be combined with Section 4.2 Effectiveness if it makes sense to do so.

#### **4.5 Potential for sustainability, replication and magnification**

Assess the key factors affecting sustainability of the project, including:

- What is the social and political environment/ acceptance of the project?

- Will the project contribute to lasting benefits? Which organisations/local institutions/structures could/ will ensure continuity of project activities in the project area?
- Is there evidence of organisations/partners/communities that have copied, upscaled or replicated project activities beyond the immediate project area. Is such replication or magnification likely?
- What are the cost implications for scaling up impact?
- Are there savings that could be made without compromising delivery? Assess and make recommendations on the key strategic options for the future of the project i.e. exit strategy, scale down, replication, scale-up, continuation, major modifications to strategy
- Comment on any existing plans
- Make recommendations in addition

## 5. Methodology

While it is up to the consultant(s) to develop and discuss with ADRA South Sudan and co-implementing partners the precise methodology to be used in the assessment; however, a guidance note for the mid-term evaluation should also be considered; generally, the consultant will follow ADRA South Sudan and co-implementing partners guidance. The evaluation should be carried out through a combination of (e.g. field observations, interviews, focus groups, questionnaires, participatory methodologies, etc.). Note the possible geographic scope of the sampling and any cultural conditions that may affect the methodology.

1. The evaluation may include review of project document, reports and agreements commitments, implementation plans and policies, government initiatives and programs as well as ADRA South Sudan and co-implementing partners documentation (Country Strategies, Country Programs and relevant thematic and project level documents), to be compiled into a report including recommendation as described above. Food security and socio-economic study, baseline survey, and other studies conducted in Ulang and Nasir including project terminal reports.
2. Household interviews; physical observation intervention areas in the targeted counties and Payams;
3. Focus Group Discussions with communities in targeted counties and Payams
4. Interviews with key stakeholders, Payam administration, Agriculture department, water, and DRR department, representatives of civil society. NGOs, CBOs, and interviews with grass roots public representatives. Interviews with project staff for ADRA and partner organisations. Conduct discussions with management for ADRA South Sudan and project partners.
5. A final study meeting to agree on the findings, analysis, conclusions and recommendations.

The consultant will propose a detailed methodology and tools during the inception phase of the consultancy to discuss and finalize with the CD, PD, PC and other members of the team.

## 6. Profile of the Evaluation Team.

The consultant will be a local firm with extensive experience managing and conducting qualitative research in South Sudan, including assessments of programme processes evaluations and impacts. This will be augmented with significant experience with process evaluations of resilience, livelihood and/or food security programs and a track record in of delivering research analysis on time. Experience with livelihood analysis is required, particularly that in pastoral and agro-pastoral areas. This significant experience includes but not limited to;

- A long-term/resilience livelihood program planning and development and implementation and evaluation experience;
- Good understanding of resilience, food security and livelihood programs in pastoral and agro-pastoral community of South Sudan particularly Upper Nile;



- Good understanding of the sustainable livelihood approach and livelihood assessment;
- Academic background in socio-economic development, resilience, food security, livelihood or related;
- Extensive experience in conducting field research and surveys, preferably in pastoral area;
- Strong interviewing and communication skills in a field-based setting;
- Excellent analytical and report writing skills;
- Fluent in spoken and written English; Nuer language is an asset;
- Knowledge of the local situations and cultures of the area is an added advantage.
- Have renewed license, tax clearance, TIN registration, VAT registration certificate

## 7. Outputs and Deliverables

The product should contain list of key outputs/deliverables and deadlines including but not limited to work plan, briefings, draft report, final report. The required format for the evaluation report is attached as Annex 1.

## 8. Evaluation Timetable

The mid-term evaluation will be conducted during the month of July to September, 2023. (Timetable of activities is attached). This schedule is expected to accommodate the time adequate for development of the evaluation design; finalization of the evaluation matrix; sampling strategy, development of research instruments (questionnaires, interview guidelines, etc.), review of documentation, domestic travel, Field (or desk) research, Data analysis (usually half the number of days of the research), 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.

## 9. Reporting

A preliminary report/presentation of the initial findings will be made available to key actors involved in the assessment process. Reactions to the preliminary report/presentation will be accommodated in the final report. The final report will be made available by 15<sup>th</sup> September 2023.

The final report written in English should address the issues highlighted in section 2. The report content includes the main text, executive summary, containing the main findings, key conclusions drawn from analysis.

Generally, the report should contain (but not be limited to) the following:

1. Executive Summary presenting the major findings and recommendations;
2. A short description of the methodology used;
3. A short description of the study context and process including its constraints and challenges;
4. Detailed findings based on the study;
5. Analysis of the findings;
6. Conclusions and recommendations for ADRA South Sudan and co-implementing partners

## 10. Quality and Ethical standards

Participation should always be on the basis of potential respondents being adequately informed about the intended research. Assessment mostly completed anonymously thus ensuring confidentiality – though researchers should be aware of the risk of substantial qualitative data identifying the respondent. The survey instrument; this might entail provision of a written information sheet and consent form. In most cases it is not normal to seek formal written consent, indeed given that most surveys are completed anonymously.

## 11. Roles and responsibilities



### a. ADRA- Care Project

The following are some of the key roles to be performed by the ADRA CARE Project staff during the evaluation:

- Timely provision of necessary project documents and ADRA CARE Project related reading materials to help the consultants get a better understanding of the project.
- Preparation of contracts and signing of the same with the consultants.
- Logistical arrangements including arranging for meetings with stakeholders, transport or management of the whole evaluation process.
- Make payments (for local consultants) based on the agreed timeframes and deliverables.
- Review of the technical proposal, inception report, draft and final report and provision of feedback to the consultants.

### b. Evaluator(s)

The following are some of the key roles to be performed by the consultants during the evaluation:

- To ensure that the evaluation is done as elaborated in the ToRs.
- Seek clarifications to ensure they fully understand the processes and ADRA's expectations.
- It shall be their responsibilities to provide progress made in the evaluation process.
- The evaluators shall be expected to be as transparent and open about the process as possible to ADRA South Sudan.
- Transparency shall not compromise the need and importance of ensuring confidentiality on any information collected about ADRA CARE Project and with regard to this assignment.
- To guarantee availability throughout the duration of the assignment.
- To ensure strict adherence to timely and quality delivery of the desired outcomes and deliverables.

### Proposals

National consultants/firms interested in conducting the assignment are invited to present their proposals, which consist of a detailed technical offer including

- their understanding of the TOR
- a suggested methodology to be applied
- a proposed time schedules
- CVs of the persons involved in the evaluation with their roles & responsibilities
- references on similar assignments already conducted and a detailed budget.



### INSTRUCTIONS FOR APPLICATIONS:

Interested companies are requested to submit their sealed/waxed & stamped proposal (proposal that do not include a costing or daily rate will not be considered) on the above assignment in person to ADRA South Sudan Country office (Address: *The Seventh Day Adventist Church Compound, Kuwait Estate Road, Munuki*) in person by **4pm on 11<sup>th</sup> July 2023**. The opening of the envelopes will take place on **12<sup>th</sup> July 2023** at **11am**.

### SAFEGUARDING:

*ADRA South Sudan has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.*

