



**TERMS OF REFERENCE
FOR HIRING A CONSULTANT TO CONDUCT AN EXTERNAL EVALUATION
IN MAYENDIT COUNTY, UNITY STATE, SOUTH SUDAN
JULY - AUGUST 2019**

A. Program Description

In October 2015, under the financial assistance of The Office of U.S. Foreign Disaster Assistance (OFDA) - USAID, Samaritan's Purse International Relief (SP) began implementation of its "Integrated Response for Conflict-Affected Populations (INTERCAP)" program in Mayendit County. The program includes three major sectors of Agriculture and Food Security, Water Sanitation and Hygiene (WASH) and an Infant and Young Child Feeding (IYCF) care group's model program.

The agriculture and food security component covers improving agricultural production/food security, pests and pesticides, fisheries and irrigation sub-sectors. The intervention aims at the protection and rehabilitation of livelihoods. Proposed activities reflect the preference of targeted beneficiaries and are implemented in a manner that as much as possible, contributes to the sustainability of the environment. Under Agriculture and Food Security programming, Agricultural Training Groups (ATGs) are formed, seeds and tools is distributed to beneficiaries and fishing kits with training on best practices is provided to improve future food security.

The IYCF Care Group methodology is used to cascade nutrition behavior change messaging and activities to pregnant women and mothers of children under two years of age including Women of Reproductive Age (WRA). Key decision makers in the communities are mobilized and sensitized on maternal nutrition, optimal IYCF practices, HH dietary diversity, and gender empowerment. Households (HHs) with children under five years of age (U5) (who are more susceptible to water-related diseases and disproportionately affected by malnutrition) are specifically targeted for IYCF trainings to improve their nutritional wellbeing. Nutrition training and cooking demonstrations is also provided to ATGs and Care Group members to help mitigate the underlying causes of undernutrition, and complement Agriculture and Food Security, and WASH activities.

Under WASH to increase adequate access to clean water, hand pumps are rehabilitated, a manual drill has been utilized to drill additional wells, and existing water points are upgraded to solarized systems to enhance water yield for increased beneficiary coverage. Additionally, water-management committees (WMCs) are formed and hand pump mechanics trained in a bid to foster community ownership and sustainability of the water infrastructures. With regard to efforts to improve health and hygiene practices, communal and HH latrines, and gender-segregated bathing shelters are constructed, and trainings conducted on better health and hygiene practices.

The **ultimate outcome** of the INTERCAP program is: "To improve the health of IDPs and vulnerable host communities through the provision of safe water, sanitation and hygiene; food security and IYCF care groups."

Intermediate level outcomes for this program are:

1. Improved agricultural production/ food security
2. Improved IYCF practices and Behavior Change
3. Improved WASH infrastructure and practices in Unity regions



Immediate outcomes for the INTERCAP program include among others:

1. Increased engagement in efficient agricultural opportunities by women and men, particularly farming, fishing and tree planting
2. Enhanced access to improved seeds and tools for participant HHs
3. Increased knowledge of efficient pest control practices among participants
4. Increased diversified food production and consumption among participant HHs
5. Improved knowledge of IYCF practices among mothers and HHs
6. Improved use of LLINs among HHs
7. Improved access to safe drinking water from improved sources
8. Improved access to and utilization of improved sanitation services
9. Improved solid waste management, drainage and vector control in the communities
10. Increased awareness of gender sensitivity among participant HHs and community stakeholders as an opportunity for women's empowerment

B. Purpose for the Evaluation

Samaritan's Purse South Sudan (SPSS) intends to have an external evaluation conducted alongside internal endline assessments (which will be carried by SPSS concurrently) to assess the program implementation process and its effect on the community participants of the program. As part of recommendations from OFDA, an independent evaluation of the program is required to assess the performance and impact of the program on the targeted communities given that SP has had the program in the same area for the last 3 years. The evaluation results will build on knowledge to improve SP programming within Mayendit County and the country.

1. Praxis for Samaritan's Purse – South Sudan: The primary purpose of this consultancy is to develop a thorough understanding of the effectiveness of the implementation processes, including the reasons for, and any barriers to the successful implementation of this program, and to provide recommendations for continuing programming relating to agriculture and food security, WASH and IYCF.
2. Network learning on integrated programming using ATGs, Care Groups models and other training approaches used in this program: Samaritan's Purse seeks to clearly understand the effectiveness of the implementation approaches used in this program with an aim to contribute to development and dissemination of best practices.
3. Accountability and Learning to OFDA: The assessment of the quality and appropriateness of the implementation of this program, along with the results of the endline survey will help SP's efforts to demonstrate both learning and accountability to OFDA who is providing resources for the program implementation.

C. Specific Objectives of the Evaluation and Evaluation Questions

The specific Objectives of this evaluation include:

- Analyze the effectiveness and efficiency of the implementation process
- Analyze the program's effects on the lives of other community members, men, women, boys, and girls
- Extract 'best practices' and lessons learned



Evaluation questions:

1. Was the implementation process conducive to the effective and efficient achievement of the program's immediate and intermediate outcomes?
 - a. What went well (best practices)?
 - b. What did not go well (challenges) and how were these challenges overcome?
 - c. What are the lessons learned from the implementation process, and areas of strengthening?

2. Do the program intermediate outcomes make a significant contribution to the ultimate outcome?
 - a. What were the most significant contributions toward the ultimate outcome, and why?
 - b. How could the link between intermediate and ultimate outcomes have been strengthened? (Or how could the intermediate outcomes have made a more significant contribution to the ultimate outcome?)

3. How have the immediate and intermediate outcomes affected the lives of other community members, men, women, boys, and girls?
 - a. Effect on Knowledge Attitudes and Practices (KAP) of participants and broader community members.

4. Has this program led to a sustainable self-reliant prospect among program participants?
 - a. Why? / Why not?
 - b. What are the lessons learned regarding the promotion of sustainable self-reliant development processes in the sectors?

D. Scope of Evaluation

The assessment will be conducted in Mayendit County, former Unity State, South Sudan in July-August 2019. The evaluation report will be written and completed by **15th September 2019**.

Target groups should include direct beneficiaries of the program, community members, implementing SP staff, community leaders, key informants of other organizations, and government stakeholders, among others. Target groups should include beneficiaries from each sector of the integrated emergency response programming that is WASH, Agriculture and food security and IYCF care groups, and reaching IDPs, returnees, and host families.

Samaritan's Purse is currently operational in Mayendit and continues OFDA programming there. Mayendit has been relatively stable in the last few months following the crises facing the country as a whole. However, should there be insecurity the assessment will only be carried out in areas that are relatively safe and accessible.



E. Evaluation Methodology

The methodology for the study will be further developed by the evaluator at the outset of the work, and will be presented to SP in detail upon inception. The study must employ both qualitative and quantitative data collection methodologies. Additionally, the chosen methodologies should be appropriate for rural areas as well as for illiterate, low-income populations and should take into account that food, nutrition, sanitation and hygiene and other practices are often a culturally-sensitive topic.

The evaluator is responsible for ensuring informed interviewee consent prior to beginning any surveying activities. The evaluator will also ensure the privacy and confidentiality of all interviewees.

Specifically, the following strategies for data collection and analysis shall be applied:

1. Desk review of relevant program documents, assessments and databases;
2. Discussion with SP management and OFDA representative;
3. Interviews with key informants;
4. Field visits to intervention sites;
5. Guided and structured interviews and focus group discussions with beneficiary communities including project staff and other key stakeholders.

The Consultant will also be asked to conduct a lesson learning session with SP staff. This would be a way for the Consultant to obtain feedback firsthand from the staff regarding what they have learnt during the life of the program, such as what worked well and what did not work well. This will assist the Consultant in making an evaluation of the achieved objectives as well as recommendations for future interventions.

F. Stakeholder Involvement

Stakeholder participation is fundamental to SP evaluations. The consultant is expected to conduct a participatory evaluation providing for meaningful involvement by program partners, beneficiaries and other interested parties. Stakeholder participation is to be an integral component of evaluation design and planning; information collection; the development of findings; evaluation reporting; and results dissemination.

G. Deliverables

The Consultant will be expected to provide a written evaluation work plan along with data collection and analysis tools prior to the commencement of the evaluation. Upon completion, a final evaluation report will be written and submitted along with data sets. All documents are to be written in English. The documents are expected to contain the following:

1. An evaluation work plan:
 - i. Expectations of evaluation
 - ii. Evaluation methods
 - iii. Evaluation Framework
 - iv. Data collection and analysis tools
 - v. Reporting
 - vi. Work Scheduling
 - vii. Detailed Evaluation Budget



2. An evaluation assessment report is required and should include the following information:
 - i. Acknowledgements
 - ii. List of Abbreviations and Acronyms
 - iii. Executive Summary
 - iv. Background and Context
 - v. Aim
 - vi. Objectives
 - vii. Methodology
 - viii. Limitations
 - ix. Results
 - x. Discussion
 - xi. Recommendations
 - xii. Conclusions
 - xiii. References
 - xiv. Annexes
 - a. Summary indicator table (including confidence intervals where appropriate)
 - b. Data collection tools
 - c. Consent form

3. All collected quantitative and qualitative data should be submitted along with the report, as well as raw datasets that has been cleaned and analyzed.

H. Evaluator Qualifications and Competencies

- Demonstrable expertise in monitoring and evaluation methodologies
- Track record in developing, conducting and reporting on various types of evaluations, including qualitative and quantitative data collection, for international NGOs
- Strong oral and written communication skills with an ability to respond to comments and questions in a timely, appropriate manner
- Fluent in English
- Fully acquainted with the USAID/ OFDA donor requirements
- Experience in the region and sectors of programming

The working languages in South Sudan are English and Arabic, and the contractor will be responsible for hiring its own professional translators. Familiarity with Arabic or any of the other local languages is an asset.

I. Evaluation Budget and Payment Schedule

A standard payment schedule should be included:

- 10% upon contract signing
- 20% on acceptance of Inception Report and completion of its oral presentation
- 40% on acceptance of top line results
- 30% on acceptance of the final report



The Consultant will need to submit a clear bid in USD (\$) indicating the costs for the assessment. The budget should include ALL related expenses and costs that the Consultant should incur including consultant fee, and any other support staff/ enumerators required. Any international flights in and out of South Sudan, visa and registration fees required should also be included as well as transport and accommodation for duration of stay in Juba.

The table below provides some estimate figures as a guide for some expenses.

Single entry Visa	125 USD
Registration fee (required for non-South Sudanese)	30 USD
Hotel (B&B) per night in Juba	150 USD
Meals in Juba (approximate cost per meal)	10–15 USD
Basic Enumerator	15-25 USD per day

Items that will be covered by SP that do not need to be included in the budget:

- Food and lodging at the SP base in Mayendit
- Transport in field locations
- Internal flights to and from Juba to Mayendit

In the bid proposal, the Consultant must clearly itemize the relevant costs so it is clear how the total cost/budget has been determined. Once an agreement has been made, any additional costs that the Consultant should incur above and beyond what was stipulated in the bid will need to be covered by the Consultant.

J. Data ownership and confidentiality

All datasets and documents passed to the Consultant remain the property of SP and are under the strictest confidence. The data sets and documents must not, under any circumstance, be shared with a third party without the prior agreement of the SP Director of Program Development.

Summary

This is an open and competitive selection process. The successful candidate will be selected following the review of each bidding Consultant's proposal documents. These must be submitted to SP ¹ no later than **5th August 2019** and are to include the following:

- 1) A cost analysis bid broken out by cost per line item
- 2) A short 1-2 page proposal that briefly outlines methodology, logistics plan, and work schedule at a high level
- 3) An example of the Consultant's past work, such as written evaluation reports
- 4) Applicants should submit their most up-to-date CVs
- 5) A minimum of two written references

¹ Please send submission documents to: SouthSudanSealedBid@Samaritan.org