**INVITATION TO BID FOR CONSULTANCY SERVICES**

**TERMS OF REFERENCE FOR CONDUCTING END OF PROJECT EVALUATION OF MARIDI SCHOOL OF NURSING AND MIDWIFERY (MSNM)**

**Project holder:** Action Africa Help International (AAH-I)

**Project Name:** A-SSD-2020-0034- Maridi School of Nursing and Midwifery (MSNM) in Western, South Sudan (Continuation).

**Project Location:** Maridi County, Western Equatoria State, South Sudan.

**Funding Partner:** Protestant Agency for Diakonia and Development (PADD)

**Projects Period:** 01.01.2020 to 31.12.2023

**The evaluation is commissioned by:** Action Africa Help International (AAH-I)

# INTRODUCTION TO AAHI

Action Africa Help International (AAHI-I) is a not-for-profit organisation that bridges the humanitarian–development divide. Its mission is to improve the quality of life of livelihood-challenged communities. AAHI-I provides high-quality, community-centred development approaches in fragile states and emerging market settings across Africa. This includes work with both refugee and host communities. It has its headquarters in Nairobi, Kenya, and country programmes in Somalia, South Sudan, Kenya, Uganda, Ethiopia and Zambia.

Conceived in South Sudan and originally registered in Germany, the organisation has over 30 years’ experience working with communities in conflict and post-conflict situations. AAHI works hand-in-hand with government and other development partners, while facilitating communities to play a lead role in their own development, providing technical assistance, support to system and infrastructure set up, training, and mentorship. Activities focus on: increasing quality and access to basic services (health, water, hygiene and sanitation, and education), improving food security and livelihoods, environmental management, and responsiveness to climate change; humanitarian relief and logistics, and governance, civil society strengthening and peace building, and research to support these other themes. AAHI-I strives to mainstream gender and disability equity, and HIV/AIDS in its work.

# FUNDING PARTNER

Bread for the World (BftW) is the international development agency of the Protestant Agency for Diakonia and Development (PADD), an organization of the Protestant Churches in Germany based in Berlin.

BftW supports projects in more than 90 countries funded by donations from the German public, protestant churches, and the government. Its fundamental aspirations are (1) a world without hunger and poverty, (2) climate justice and a sustainable transition, (3) a life of peace and dignity, (4) empowerment of all women, and (5) fair global digitalization. BftW/PADD works through faith-based and secular civil society partners worldwide with whom it shares similar values, and the Horn of Africa Regional Office of BftW supports partners in five countries, including South Sudan.

# MARIDI SCHOOL OF NURSING AND MIDWIFERY (MSNM) PROGRAMME OVERVIEW

Maridi school of Nursing and Midwifery (MSNM) initially Maridi Nurse Training School (MNTS) is a government institution supported by Action Africa Help International. The school has been operational since 1992 with funding largely from BftW/EED. From 1994, more than 947 health workers have graduated in various cadres; these includes lower cadres (e.g. CHWs and MCHWs) and middle-level cadres (e.g. nurses and midwives) health workers. The institution has strived to address the severe shortage of qualified health workers in South Sudan where prolonged conflict has adversely affected the health system. Currently, the school has been upgraded, offering diploma in Nursing and Midwifery in line with the Curriculum from the Ministry of Health.

Maridi school of Nursing and Midwifery (MSNM) Program phase 2 is a 4 years’ project (January 2020 – December 2023) funded by Bread for the World (BftW) with special emphasis on reducing Maternal and infant mortality rates in South Sudan. The project is implemented in the Maridi County in Western Equatoria State. This project phase is a continuation of the previous project phases implemented in the same county producing human resources for health by training competent and qualified health workers (Registered Midwives (RM) and Registered Nurses (RN),) for South Sudan health Sector**.**

The implementation of the project started in the midst of the Covid-19 pandemic with lockdown in place and that affected a number of processes in the initial project start up, however with lockdown measures being eased, implementation continued and now we are at the end of the fourth year and final-term evaluation is needed to determine if the planned objectives of the project have been achieved and advance measure for sustaining operations of the school after the funding by PADD, by the Ministry of Health. Operations of the school are guided by benchmarks in the proposal and also the national minimum standards for nurses and midwives training schools. After the successful completion and graduation, these nurses and midwives will play a pivotal role in addressing women and children health problems and will contribute towards curbing the high Maternal & Child Mortality rates in the country. Female candidates are given due consideration and when needed, affirmative action training processes.

Students were selected by the NMOH based on the local needs from all over South Sudan. The NMOH fully participates in the monitoring and evaluation process of the project. Final assessment and qualification are done through the South Sudanese National Health Professional Examination Board with the full participation of the NMOH. The Ministry of Health (MOH) awards national diploma certificates to successful students upon completion of the course.

The project is expected to contribute to the following results.

**Goal of MSNM Project:**

Maternal and infant mortality rates in South Sudan are reduced.

**MSNM Specific objectives:**

Contribute to the human resources for health by training competent and qualified health workers (Registered Midwives (RM) and Registered Nurses (RN),) for South Sudan health Sector**.**

**Indicators applied to measure the degree of achievement of the project objective:**

* *At least 95% of 150 (at least 45 females) students trained are qualified as registered nurses and midwives at diploma level in the final examination at the end of 2023.*
* *At least 95% approved posts filled according to HRH cadres (Registered Nurses and Midwives) in Maridi State and beyond at the end of 2023.*
* *National Ministry of Health increase budgetary allocation for the school by 15% (from the current annual allocation of 635,457 South Sudanese pounds).*

# Objective of the End of project Evaluation

The ultimate purpose of this End of project evaluation is to determine if planned objectives of the project have been achieved and advance measure for sustaining operations of the school after the funding by PADD, by the Ministry of Health.

The evaluation is to cover and majorly focus on the entire MSNM implementation for the whole project period. The purpose of this evaluation is to capture outcomes achieved, the lessons learnt, whether appropriate strategies were deployed and provide information on the nature, extent and where possible, the potential impact and sustainability of the MSNM Project.

The evaluation will further help identify innovations in health as well as new opportunities in healthcare 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. They will collate and analyze lessons learnt, innovations undertaken, challenges faced and best practices obtained during this implementation period which will inform the sustaining MSNM in the future under other sources of funding.

Under this general framework, the end of project evaluation will have the following specific objectives:

The specific objectives are to assess:

* Relevance of interventions under this Project.
* Efficiency of implementation (including implementation approaches employed as a basis to guide future improvements in the subsequent phase of the project)
* Effectiveness of the intervention;
* Impact of the intervention;
* Identify potential sustainability measures,
* Identify the role of AAH-I in the target group/student selection process,
* Organizational/institutional and human resource capacity
* Generate findings on opportunities, constraints/challenges and lessons learnt during the implementation of the Project, which should adopted in the future.
* To draw lessons, conclusions and recommendations that will be used in remaining project period;

# TASK DESCRIPTIONS

* 1. **Scope of the external evaluation**

The evaluation should stress in particular on the following issues and aspects:

* + 1. **Context of the projects**

Assess the context of the projects, (regional, development and stakeholders) and state changes compared to the start of the projects as per underneath thematic areas:

1. **Development and policy context in the context of the project**

Assess and review how these have changed over the past years that may affect the objective and relevance of the projects and its implementation strategy

1. **Institutional context**

Review how ownership and institutional responsibilities and tasks have developed over the project’s period and reflect on their influence on the projects.

1. **The socio-political, socio-economical and gender context**

Analyze major changes in the socio-economic settings, government policies and development orientation that are of relevance for the context of the projects.

1. **Implementation arrangements**

Assess and review the roles and responsibilities within the implementation of the projects, the various parties involved in the projects, (government partners, implementing organizations, community, like-minded organizations etc.)

1. **Stakeholders analysis**

Stakeholders analysis and other players in the projects area at the time of the start of the projects and now. State major changes in the composition and contribution of stakeholders and other players in the project area over the last years and conclude the influence of these changes on the areas and selected locations of the projects’ interventions by the projects.

1. Apply DAC criteria as per the evaluation questions indicated below

# Key Evaluation Questions

In summary below are key aspects of the midterm evaluation of the MSNM that shall be assessed under the DAC-OECD evaluation criteria: relevance, effectiveness, efficiency, impact and sustainability.

* 1. **Relevance**
  2. How does the project fit to the relevant strategic reference frameworks (national, international level?)
  3. Did the project conception respond to the core needs of the identified target groups?
  4. Is the project design (activities, tools and methods) adequate for addressing the identified need?
  5. To what extent are the objectives of the project still valid today?

1. Were the needs of the communities/project participants assessed well?
2. Were the objectives of the program or project relevant to the needs?
3. Were the activities and outputs of the programme consistent with the overall goal and the attainment of its objectives?
4. Were the activities and outputs of the programme consistent with the intended impacts and effects?
5. **Effectiveness**
6. To what extent have the project objectives and indicators been achieved?
7. How do the activities and outputs of the projects contribute to the achievement of the project objectives (outcome)?
8. To what extent were the selected target groups reached?
9. How was participation and ownership amongst the different target groups? How far were women involved in the local processes?
10. What were the major factors influencing the achievement or non-achievement of the objectives?
11. How did the implementation of this project affect relationships with/in the community, other stakeholders and between staff?
12. How effectively has the project been managed and coordinated by AAHI
13. **Efficiency**
14. Were activities implemented cost-efficient?
15. Document which intervention(s) and or set of interventions produces efficient results for improved outcome achievements
16. How does the efficiency of implementation compare to other projects of this nature? Or Was the programme or project implemented in the most efficient way compared to alternatives
17. Were project objectives achieved on time? (this is in regards to the implementation period so far covered)
18. **Impact**

* What has happened as a result of the programme or project?
* What other factors have also contributed to impact?
* What real difference has the activity made to the communities involved?
* How has community resilience been affected?
* How have people’s lives been changed and how many people have been affected?

1. **Sustainability**

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

1. **Learning and recommendations**

* Document lessons learnt & best practices so as to understand what has and what has not worked
* Identify innovations as well as best/promising practices/ new programming opportunities to inform future design of interventions
* Document key findings and recommendations to inform stakeholders and as well the next implementation period including thematic integration and partnership strengthening.
* 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?

1. **EVALUATION METHODOLOGY**

The principles and standards of the 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 documentation for the methodical approach is requested by Bread for the World and is a fundamental component of each evaluation report. The evaluation should be guided by the “do-no-harm” principle. Key stakeholders to be sampled for interview includes; MoH, SMOH, CHD, AAH-I, Beneficiaries and other partners from the location 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. Furthermore, 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. To assess the “without the project” scenario and properly attributing the achieved impacts of the project, significant number of control group households from the community having similar socioeconomic situation is considered in this evaluation. Details of methodologies to be used are as follows:*

* + *Review of projects documents such as projects proposal or plan, semiannual 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 project beneficiaries;*
  + *Conduct key informant interview*
  + *Discussion with projects staff*
  + *Conduct validation workshop/debriefing with all stakeholders and community representatives at the projects level*
  + *Consolidate main findings of the projects planning workshop*
  + *Debriefings of the findings to PADD and AAHI virtually if possible*

1. **Summarized tasks of the consulting firm**

The consultant for the end of project evaluation is expected to undertake the following tasks:

* Develop Inception report and present for review and approval.
* Develop detailed methodology of the evaluation, data collection tools, sampling and data analysis instruments and present for review and approval.
* Facilitate an expert/stakeholder review of the tools and methodology proposed for the survey in the project location.
* Revise the tools and methodology proposed for the survey based on feedback from the expert/stakeholder review.
* Train data collectors (Enumerators) on use of data collection tools.
* Lead the data collection exercise with participation of AAH-I staff and relevant government staff.
* Perform data analysis.
* Generate and present the draft evaluation report for review by AAH-I management.
* Facilitate local stakeholder’s review of the draft report and input in project location. To check the factual basis of the evaluation, and to discuss the draft findings, conclusions and recommendations.
* Incorporate stakeholder/expert comments and submit final report.

1. **TIME FRAME**

The assignment is expected to take a maximum of **14** working days effective 24th November to 7th December 2023, and final report including all annexes, tools etc should be submitted to AAH-I South Sudan not later than 14th December 2023.

**Summary tasks and time requirements of the consultant**

|  |  |  |  |
| --- | --- | --- | --- |
| No | Duties and Responsibilities | Consultancy Days | Time – Frame |
| 1 | Preparation: analysis of relevant documents,  developing design and instruments of the evaluation tools and submission for a suggestion of approach and schedule for the evaluation | 2 |  |
| 2 | Field visit, key informant interview, discussion with target group, projects field staff and with concerned stakeholders | 5 |  |
| 3 | Feedback of the preliminary findings at projects level and planning framework for the way forward (debriefing) | 1 |  |
| 4 | Writing the report and handing over the draft to the implementing organizations and funding agent | 2 |  |
| 7 | Finalizing the report | 1 |  |
| 8 | Handing over of final report | 1 |  |
| 9 | Traveling days | 2 |  |

1. **SUPPORT FROM AAH SOUTH SUDAN TO THE EVALUATION**

AAH will provide the following support to facilitate the midterm of project evaluation process:

* Transport into and out of the country as well as within the country during the review process.
* Meals and accommodation for the consultant during review process in-country in accordance to AAH-I policies.
* Enumerators’ fees and training materials.
* Logistical support for the data collection process.
* Supervision of the process including working with the team.

1. **KEY DELIVERABLES**

Based on this TOR the consultant shall deliver the following:

1. Within one week of signing of the contract, the consultant shall provide an inception report detailing the methodology and clear timelines of the tasks to be performed; this will be guided further by AAH-I policy and security protocols. This must be accompanied by tools for data collection.
2. A draft (soft copy) end of project evaluation report two weeks after data collection.
3. Submit to AAH South Sudan the final report for the assessment (both hard copy and soft copies). The report should not be more than 25 pages excluding annexes.
4. Data sets used for analysis as well as any other form of transcripts used and data protection policy should be applied.

**Reporting**

The final report written in English should be a minimum of 50 pages, excluding annexes It should be submitted not later than 5th December 2023. It should contain an executive summary of a maximum 2 pages. The report should follow the following structure:

1. Key data of the evaluation (1 page):

Title of the projects, projects number, duration of the projects evaluated, the title of the evaluation, principal of the evaluation (who commissioned the evaluation), contractor of the evaluation, date of the report

1. Executive summary:

A tightly drafted, to-the-point, free-standing document (about 1 1/2 – 2 pages in English), including the key issues of the evaluation, main analytical points, conclusions, lessons learnt and recommendations.

1. Introduction

a) Purpose of the evaluation, scope and key questions. Short description of the projects, relevant socio-economic and political frame conditions

b) Evaluation design/methodology

1. Evaluation Methodology
2. Key findings of the evaluation

Key results/findings: concerning the questions and DAC criteria pointed out in the TOR (including projects and context analysis),

1. Conclusions
2. Recommendation

Regarding future steps/ activities / follow up carefully targeted to the respective and appropriate audiences at all levels, relevant and feasible (if possible, for each conclusion one recommendation)

1. Lessons

Generalization of conclusions applicable for a wider use

**Annexes**

1. ToR, list of persons/organizations consulted, literature and documentation consulted etc.
2. CVs of the professionals involved in evaluation
3. The inter-linkages between key results/findings, conclusions and recommendations/lessons learnt have to be clear and transparent and should be presented in a table with the columns of Findings, Conclusions, Recommendations

Attachments

1: Terms of Reference

2: Recommended table - overview of conclusions, recommendations, and

implementation plan

3: Applied instruments (questionnaire guideline, KII and FGD)

1. **EVALUATOR’S PROFILE AND REQUIREMENTS**
2. Hold a Master Degree in Medicine and Surgery, Public Health, Community Health, Epidemiology, Project Management or qualifications related to health and nutrition sector.
3. At least Five (5) years’ experience in evaluating/reviewing of health projects in South Sudan or similar contexts in the East African region.
4. The consultant must be able to demonstrate experience in the systematic verification and analysis of both quantitative and qualitative data, preferably in a health services support context.
5. Excellent analytical and report writing skills with contextual knowledge of humanitarian settings like South Sudan or other countries/fragile states.
6. Previous experience in undertaking similar assignments-thematic and geographical context.
7. **APPLICATION PROCEDURE**

The interested candidates are requested to submit:

1. Technical proposal document maximum **ten** pages excluding annexes which shows how the consultant intends to carry out the consultancy *(Ensure evaluation criteria, methodology, evaluation question, Sampling and Data management processes are clearly articulated).*
2. Financial proposal with detailed budget clearly broken down not exceeding five pages.
3. Samples of previous work on similar or related projects evaluation.
4. Curriculum Vitae of the consultant/s with references/referees preferably previous organizations for whom they were contracted.
5. Profile of the consultancy firm- with proof of compliance with regulatory obligations.

All the above documents should be submitted to [procurement.southsudan@actionafricahelp.org](mailto:procurement.southsudan@actionafricahelp.org) with the title **END OF PROJECT EVALUATION OF MSNM PROJECT** on the subject line on or before **17th November, 2023.** Hard copies should be submitted to: **AAHI OFFICE, HAI GABBAT, OPPOSITE JIT SUPERMARKET, BEHIND SOUTH SUDAN CUSTOMS OFFICE.**

1. **EVALUATION AND AWARD OF THE CONSULTANCY**

Eligible proposals will be evaluated based on full and open competition, in strict adherence to the Scoring Criteria detailed below. Please note, failure submit the administrative requirement will be disqualified for technical evaluation.

|  |  |
| --- | --- |
| **Criterion** | **Score** |
| **Administrative requirement** | |
| Tax registration certificate | 5 points |
| **Technical Requirement** | |
| Interpretation of scope of work | 15 points |
| Suitability of the proposed Methodology | 25 points |
| Experience and expertise in similar assignments | 25 points |
| Work schedule | 10 point |
| **Financial Proposal** | 20 points |
| **Total** | **100 points** |

AAH South Sudan 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.

1. **PAYMENT SCHEDULE**

The payment schedule is subject to negotiation with the consultant based on proposal submitted as well as AAH-I policy, and to be detailed in contract to be signed with consultant.

1. **SPECIAL PROVISIONS:**

* All written deliverables produced under this work order shall be submitted as scheduled to AAH-I Country Programme 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 AAH-I and shall be defined in writing.

**TOR Prepared By: Head of Programme**

**TOR Approved by: Country Programme Coordinator**

**Date: 23rd October 2023.**