



Norwegian People's Aid

Terms of Reference (TOR) for Mid-Term Evaluation

Position:	Mid-Term Evaluation Consultant
Responsible To:	Civil Society Program Manager
Location:	Unity, Upper Nile, Western Equatoria, Eastern Equatoria, Central Equatoria, Western Bahr-el-Ghazal, Lakes and Jonglei States
Project:	Civil Society influence for reduced inequality in South Sudan
Provisional Time Frame:	28 Working Days
Tentative Start Dates:	8 th August to 2 nd September, 2022

1. INTRODUCTION:

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 worked in South Sudan since 1986 and currently runs three programmes: Civil Society Development, Rural Development, and Emergency Response.

The Norwegian People's Aid's (NPA) Civil Society Development Programme (CSDP) has been implementing activities with local civil society partners and networks in South Sudan. The programme is funded by the Norwegian Agency for Development Cooperation (NORAD) and the Swiss Cooperation for Development (SDC).

Initiatives under the on-going programme support civil society activities aimed at reducing inequalities and strengthening the organizational and institutional capacities of local civil society partners.

The initiatives under the programme are implemented in several locations across the country under the thematic areas of land and resource rights – including oil for development; youth rights; media rights and women's rights. This initiative is implemented by 25 local partners.

2. DESCRIPTION OF THE PROJECT:

Project Title: Civil Society influence for reduced inequality in South Sudan

Duration: 5 years (January 2020-December 2024)

Donor: Norad

Location: Unity, Upper Nile, Western Equatoria, Eastern Equatoria, Central Equatoria, Western Bahr-el-Ghazal, Lakes and Jonglei States

Project Goal:

The overall goal of the project is a peaceful and just South Sudan where people are safe from violence and discrimination, and enjoy equal access to resources.

Key Outcomes

Outcome 1: Civil society organisations strengthened to influence

Outcome 2: People and communities from the target group acted and participated to influence

Outcome 3: Decision-makers' policies and practices changed

3. PURPOSE OF THE MID-TERM EVALUATION:

The overall purpose of this mid-term evaluation is to assess to what extent NPA is on its way in terms of achieving the defined outcomes or whether adjustments are needed

4. SPECIFIC OBJECTIVES

The specific objectives of the mid-term evaluation will assess the progress made by the project in fulfilling its agreed objectives through the planned activities and to evaluate the relevance, coherence, impact and sustainability of the project to the implementation areas; and to assess the efficiency and effectiveness with which resources have been used to generate results and achieve project objectives.

- To assess the extent to which the project outputs have been achieved considering the indicators given in the project document.
- To evaluate the level of contribution of the outputs towards the achievement of the expected project objectives, goal, and impact.
- To assess the relevance, coherence, effectiveness, and efficiency of interventions as well as, the impact and sustainability of the results, and the degree of satisfaction of the beneficiaries.
- To evaluate the appropriateness of the strategies and approaches used for implementing the project.
- To reflect on the NPA approach of working in local partnerships with civil society organizations to achieve programme objectives;
- To identify major external factors that influence or impact on the implementation of the project and evaluate their implication on the remaining project life interventions.
- To suggest key practical targeted recommendations and learning to be considered by NPA in particular inform with practical recommendations the continuation and further implementation of the current programme and provide a basis for decision making on necessary amendments and improvements.

The mid-term evaluation will assess early signs of programme success or failure; both intended and unintended positive and negative trends will be assessed. The mid-term evaluation report will further provide the basis for NPA decision-making with regard to necessary amendments of the programme.

The Consultant will assist to identify potential programme design problems and identify actions that may be taken to improve programme progress in the remaining period.

5. METHODOLOGY AND TECHNICAL APPROACH

The methodology design should be developed by the Consultant in consideration of the information outlined in this ToR to ensure accuracy and rigor. A detailed methodology and data collection methods should be included in the technical proposal, which will be further improved in consultation with NPA team during the inception phase of the evaluation. The choice of methods must also consider the needs and capacities of the different target groups and stakeholders.

A cross-sectional study will be conducted in the project implementation areas in sample counties in all the states mentioned. The consultant is expected to conduct a participatory evaluation providing for meaningful involvement by project local partner, beneficiaries, and other interested parties. Primary and secondary data is expected to be gathered using a mixed method to evaluate programme implementation. Thus, the evaluation will involve collecting the following data:

Quantitative data: It will be used to measure indicators of the project expressed in terms of numbers/percentages (quantitative indicators). Information will be collected using questionnaire survey which will be administered to a sample of households. The consultant will determine the sampling technique and size which would be representative, and adequate to detect the changes observed and do basic descriptive statistics.

Qualitative data: Qualitative information will be collected through Focus Group Discussions (FGDs), Key Informant Interviews (KIIs) and In-depth Interviews (IDIs) with key stakeholders including beneficiaries, community leaders, community/traditional leaders, local government offices, civil society organizations, project staff and others to complement the information collected through quantitative approaches.

Secondary documentation: Review of related documents will also be important to establish key insights relevant to the effective implementation of the project.

It is expected that the assessment and data collection will use a mixed methodology approach, combining use of secondary data, primary quantitative data collected through electronic/digital data systems and primary qualitative data. The evaluation must collect detailed demographic data on target beneficiary groups (both direct and indirect beneficiaries) in the project locations. All data, both qualitative and quantitative must also be disaggregated by location, age, sex, disability etc. All data and analysis developed must be handed over to Norwegian People's Aid at the end of the evaluation and must be in English.

Triangulation of information gathered during the quantitative and qualitative research will be a critical aspect of this evaluation. The analysis must provide a clear explanation of how the different data sets relate to one another and how they relate to the findings in the secondary documentation. The complete project log-frame detailing the process, output and outcome indicators will be provided to the selected consultant prior to project initiation.

Furthermore, it should combine evaluation tools based on international standards and guidelines, notably OECD DAC Quality Standards. It is expected that the Consultant will assess the quality of the programme's

theory of change and, if necessary, to develop a realistic impact logic based upon on the conducted interventions.

6. SCOPE OF WORK

The Midterm Evaluation will be conducted in the project implementation sites by sampling counties in Unity, Upper Nile, Western Equatoria, Eastern Equatoria, Central Equatoria, Western Bahr-el-Ghazal, Lakes and Jonglei States, South Sudan.

Specific Tasks

Specifically, the consultant will work closely with Norwegian People's Aid project staff and MEAL Team to:

- Participate in briefing and consultation meetings to discuss the assignment, become familiar with the *Civil Society influence for reduced inequality in South Sudan* project and to collaborate with the NPA project on the development of the end line evaluation design and execution plan.
- Develop in collaboration with NPA a detailed research and analysis plan, including plans for pre-testing tools, recruitment and training of research assistants, meaningful participation of civil society partners and community, sampling methodology, data collection in the field, qualitative and quantitative data analysis and reporting.
- Develop in collaboration with NPA, rigorous and robust, qualitative, and quantitative data collection tools that can gather reliable and replicable data on each of the project indicators (sample tools to be developed, shared, and approved by NPA prior to data collection). Provide detailed indicator protocols describing the data collection methodology for each indicator.
- Lead data collection in the field including designing and leading key informant interviews and focus group discussions; designing and leading surveys; training research assistants/enumerators; monitoring and ensuring data quality and research ethics of research assistants.
- Analyse data in a rigorous, robust manner using appropriate statistical and qualitative analysis techniques.
- Draft a high-quality mid-term evaluation report. The report must be written in good quality English and must include robust and detailed analysis of data findings.
- Review the project Results Framework, to identify challenges and shortcomings, and present strong recommendations for improved programming for the remaining life of the project.

7. Outputs and Deliverables

1. Develop an inception report that should include data collection tools to guide field interviews and final schedule of field work and serve as an agreement between parties on how the evaluation will be, conducted.
2. Develop and submit an acceptable draft report after the analysis of data for NPA staff feedback following an agreed upon format. The report should be comprehensive and provide detailed specific findings within each result area and considerations/recommendations. The draft report should be no more than 40 pages (excluding references and annexes) following an agreed upon format.

3. Lead the analysis and synthesis of evidence to develop key findings; discuss findings with NPA and incorporate feedback to generate the final report.
4. Develop and submit to NPA an acceptable final report of no more than 40 pages (excluding references and annexes) and an abridged version of 2 pages following an agreed upon format. The report should be in the format indicated below. It is preferable to illustrate the results by appropriate graphs, visuals, tables and/or a dashboard with an accompanied explanatory text.

The report should consist of;

- i. Executive Summary in bullets
 - ii. Introduction
 - iii. Methodology, including sampling and limitations
 - iv. Analysis and findings of the midterm evaluation. The analysis should be done according to the objectives: including an implementation strategy for the recommendations.
 - v. Address concerns, lessons learned and comments from NPA. Stories of change and quotes from respondents.
 - vi. Conclusions for each of the mid-term evaluation objectives
 - vii. Recommendations on any adjustments that may be deemed necessary before the end of the project.
 - viii. Annexes:
 - Relevant maps and photographs of the evaluation areas where necessary
 - Bibliography of consulted secondary sources
5. Summary of key findings in the form of Data Infographics format to be used as a quick and engaging way of sharing the key findings.
 6. Summary of the findings in (MS PowerPoint) to be used for subsequent dissemination.
 7. The final cleaned data set used for analysis and production of the final report in an acceptable electronic format. All raw data (quantitative data files, transcripts from In-depth Interviews, FGDs etc should also be submitted to NPA Office in Juba for reference and future use.
 8. Proposal for a learning event/validation of evaluation findings.

8. TIMEFRAME

- This assignment will last approximately for 28 working days starting from 8th August to 2nd September 2022
- The timeframe assumes data collection with electronic handsets, and as such does not include time for data entry.
- For applicants intending to propose data collection using paper questionnaires please indicate this clearly in the proposal document.
- The overall work should be completed in not more than 28 days including the final approved report for the mid-term evaluation.

9. CONSULTANT PROFILE

The composition of the evaluation team is up to the consultant (s)/consultancy who can choose, depending on their internal system, ideas and logic but the team members must fulfil the following competency criteria.

NPA recommends that the team should be comprised of Team Leader who takes overall responsibility for this evaluation and coordinate/liaise between NPA and the evaluation team.

The consultant (s)/consultancy firm must have the following qualifications and experience to be eligible for this assignment:

- The team Leader (TL) should be skilled in conducting evaluations and reviews and must have substantive understanding of issues related to rights based projects, human rights, democracy, and the context of South Sudan. Knowledge of programme management and implementation is critical for this assignment. The TL should demonstrate ethical consideration including respectful attitude towards NPA partners and their constituency, as well as other stakeholders.
- It is desirable that they have a post graduate degree in law or social studies, social work and administration.
- Preference will be given to someone who possess past experience working with INGOs and conducting similar mid-terms or endline evaluations and in delivering agreed outputs on time and within budget.
- Demonstration of good knowledge of the context in South Sudan is an added advantage.

Supervision of the field work and quality (reliability and validity) of the data/information collected at field level is the primary responsibility of the Programme manager and project coordinators. In each step and process, consultation with the NPA Programme Manager is vital.

10. ETHICS

It is the responsibility of the consultant to demonstrate commitment to strictly adhere to NPA's Safeguarding Policy for Preventing Sexual Exploitation, Abuse and Harassment. The consultant has the responsibility to ensure that any persons hired, used, or consulted during the process are made familiar with the policy and commit to abide by it during execution of this work. The consultant and associates must sign the policy prior to engagement in the assignment.

11. REPORTING:

The consultant will be required to report on regular basis to the Civil Society Program Manager.

12. RESPONSIBILITIES OF THE NORWEGIAN'S PEOPLE AIDS- NPA

The Norwegian's Peoples Aid will be responsible to:

- Provide payment and cover other necessary cost with the evaluation consultant.
- Provide/ assigned staff for coordination on planning of the evaluation
- Provide vehicles to facilitates the data collection processes
- Provide flights/ transport to and from field location
- Provide relevant security briefings and organize relevant travel permits if required.

13. CONDITIONS OF WORK:

- During the period of this job, the consultant will be based in NPA Field office or hired accommodation with frequent travel to field locations for data collection supervisions and monitoring. S/He may be asked to overnight in the far counties of the target project sites under NPA cost in hotel and or in NPA guest house.
- 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 evaluation.

14. HOW TO APPLY

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
 - Proposed methodology
 - Draft work/implementation plan
- 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

The evaluation criteria are based on technical and financial criteria:

- Known reliability in delivery of timely and quality services
- Relevant field/ country experience
- Relevant sector specific technical experience & qualifications
- Relevant monitoring and evaluation experience
- Cost/ budget

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 Friday, 29th July 2022, 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. Due to travel restrictions linked to the COVID-19 pandemic preference will be given to consultants who are in country and can start the assignment as soon as is possible.