



Norwegian People's Aid
South Sudan

CALL FOR CONSULTANCY 2023

TERMS OF REFERENCE FOR ENDLINE EVALUATION

Position/ Call:	End-line Evaluation Consultancy
Responsible To:	Programme Manager- Humanitarian and Resilience
Location:	Lakes (Cueibet, Rumbek Centre and Rumbek East) & Jonglei (Fangak & Pigi) and Pochalla (Pibor Administrative Area).
Provisional Time Frame:	28 Days- Including weekends for data collection and preparation of final report.
Tentative Start Dates:	4 th December 2023.

INTRODUCTION AND BACKGROUND:

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 been working in South Sudan since 1986 and runs 2 programmes: Civil Society Development and Humanitarian and Resilience.

NPA has implemented the South Sudan Food Security and Livelihood Programme since January 2020. The programme is funded by Norwegian Ministry of Foreign Affairs (NMFA), will run to the end of the year, December 2023. Some components of the programme are co-funded by World Food Programme (WFP).

The South Sudan food Security and Livelihood Programme is designed to save lives and protect the vulnerable population against hunger and malnutrition in a dignified and inclusive manner in Jonglei (Fangak and Pigi), Pochalla in Pibor Administrative area and Lakes (Cueibet, Rumbek East and Rumbek Centre). In order to ensure community participation, accountability and resilience to shocks in all locations, NPA and partners established and trained community-based committees and complaints desk. These include Beneficiary Selection Committees, Project Management Committees (PMCs), Community based disaster preparedness committees and complaints mechanism mobile desk including for SGBV cases. NPA coordinates with the FSL cluster in Juba and at the state level, to ensure that information is shared, and lessons learned. stakeholder including UN and NGO FSL actors, as well as with the NGO forum, sub-working groups on Cash programming and Sexual and Gender-Based Violence (SGBV) are coordinated with at all levels of implementation of the project.

The programme has components directly implemented by NPA while some component of the programme is implemented through partners. NPA is doing the implementation, monitoring and evaluation of the project, South Sudan Food Security and Livelihood programme in collaboration with local government authorities, local Civil Society Organizations (CSOs), National Non-Governmental Organizations (NNGOs). NPA is working in partnership with 3 national NGOs in this project, Support for Peace and Education Development Programme (SPEDP) in Fangak county, Action for Sustainable Improvement and Management Organisation (ASIMO) in Pochalla county, and Humanitarian Action for Grassroot Initiatives (HAGI) in Lakes State (Rumbek East, Rumbek Centre, Cueibet counties). The findings of the end-line evaluation will help in informing the outcomes and impact of the project in saving lives of the vulnerable households through dignified and inclusive manner.

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DESCRIPTION OF THE PROJECT:

The PFFA project is designed to save lives and protect the vulnerable population against hunger and malnutrition in a dignified and inclusive manner in Jonglei (Fangak, and Pigi), Pochalla in Pibor AA, and Lakes (Cueibet, Rumbek East and Rumbek Centre). The programme has 4 components;

The first component, emergency in-kind food assistance, co-funded and implemented in partnership with World Food Program (WFP). The project facilitates and supports the transportation, handling and distribution costs of food to some 224,000 beneficiaries in the first year (2020), within the three modalities General Food Distribution (GFD), Blanket Supplementary Feeding Program (BSFP) and Food for Asset (FFA). Through support from WFP (in-kind food assistance) and NMFA (operational cost), NPA provides food rations (GFD/BSFP) in mentioned locations. The BSFP targets children under 5 years and pregnant and lactating women (PLW), and is meant to ensure that they receive adequate nutrition and prevent them from becoming acutely malnourished.

NPA's focus on strengthening local capacity, through training Community Nutrition Volunteers (CNVs) who work in the communities to identify and follow up households with children under 5 years and PLWs, is critical during crises where local communities have to play a prominent role in protecting the nutritional well-being of this group. The FFA modality in Lakes state is a conditional food assistance provided as food for work, where participants are expected to participate in activities identified through community based participatory planning. NMFA funds are used to cover the transportation, handling and distribution costs of the emergency in-kind food assistance as well as support complaints and response mechanisms including SGBV related cases.

Secondly, NPA provides cash assistance to beneficiaries for their immediate access to food through increasing their purchasing power. NPA targeted 2,800 (700 in each year), severely or highly vulnerable households (HHs) in Lakes with multipurpose cash assistance. In 2020, NPA supported the 700 HHs directly with MPC however, from 2021 to 2023, NPA uses the NMFA to co-fund the SDC cash intervention project with 235 HHs where SDC contributes 215 HHs to make 450 HHs on a yearly basis. Furthermore, NPA target HHs that are able to work/participate in Cash for Work activities with conditional cash transfers. Cash assistance gives wider choice and flexibility in meeting HHs' dietary needs and accessing alternative markets for desired commodities. Cash transfers are recognised as an effective, quick way of responding to humanitarian needs, while also adding value by boosting local economies through liquidity injection. It also reduces logistical and transaction costs and promotes ownership, dignity and resilience within target communities.

Thirdly, NPA target farmers with high-quality crop and vegetable seeds for crop diversification and to diversify their dietary consumption, and further gain income from sale of vegetables. The farmers formed vegetable groups, who are provided with environmentally friendly irrigation treadle pumps and additional agricultural tools. Training of trainers provided to selected farmers, focusing on climate-smart improved agronomic practices and post-harvest technologies, including drip irrigation systems, zero-tillage practices, improved water management and integrated soil management practices. The farmers further transfer the knowledge gained from the training to other farmers through farmers' field schools and on-farm demonstration plots, established, owned and managed by selected farmers.

Finally, NPA targeted women with cash grants or equipment assistance. The women are grouped into environmentally friendly income generating activities. SGBV survivors, who are also beneficiaries of NPA's SGBV emergency programme in Lakes (Rumbek Centre, Cueibet and Rumbek East), Pochalla and the Fangak/Pigi areas.

The overall objective of the programme is; Lives saved and vulnerable targeted population protected against hunger and malnutrition, in a dignified and inclusive manner. The project has 2 outcomes;

1. Reduced severe food insecurity and malnutrition among IDPs, returnees, vulnerable host communities and refugees.

To meet the needs of the most severe food insecure and vulnerable people in the target areas, NPA, in collaboration with World Food Programme, to provide emergency in-kind food assistance for some 224,000 IDPs, returnees,

vulnerable host and refugee households in Fangak, Pigi & Pochalla of Jonglei State; and Cueibet & Rumbek East of Lakes State. Additionally, 2,800 households provided with cash assistance through a technology based biometric system in Cueibet, Rumbek East & Rumbek Center of Lakes State, to stabilize and improve their food consumption.

2. Increased early recovery and community resilience to shocks amongst IDPs, returnees, vulnerable host communities and refugees.

Linking the in-kind food assistance with early recovery interventions, and activities to build resilience, NPA provided 1,600 (400 in year 1) farmers with training and inputs to improve crop and vegetable production in Fangak, Pigi & Pochalla of Jonglei State; and Cueibet, Rumbek East & Rumbek Center of Lakes State. This included introduction of climate-smart and renewable technologies at a household level. In the same locations, 1,200 vulnerable individuals targeted with income generating activities through cash grants. At the community level, NPA aim to increase the community participation and awareness on early warning systems.

Target beneficiaries of this project are household members who are extremely food insecure individuals (i.e. population in IPC level 4 - emergency and IPC level 5 - catastrophe). NPA followed a community-based approach by setting up a "beneficiary targeting committee", whereby the community takes up the role of selection of eligible households, particularly Internally Displaced Persons (IDP) households and returnees, while also including vulnerable members of host communities. A vulnerability selection criterion was developed where communities also participate in discussing and endorsing the beneficiary selection criteria. The project ensured continued programme integration and synergy with other livelihood, agriculture and resilience projects funded by NORAD, the Food and Agriculture Organisation, and the European Union.

1. PURPOSE OF THE CONSULTANCY:

The ultimate purpose of this evaluation is in line with the learning and accountability function of evaluations and shall contribute to the development intervention of the implementing organization, NPA.

The purpose of the evaluation is to capture outcomes achieved to date, the lessons learnt, whether appropriate strategies were deployed and provide information on the nature, extent and where possible, the potential impact and sustainability of this Project.

The evaluation will further help identify innovations in food security and livelihood (FSL) as well as new opportunities in FSL 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. The eligible consultant will collate and analyze lessons learnt, innovations undertaken, challenges faced and best practices obtained during the implementation period which will inform future programming of a similar interventions.

Under this call for consultancy, the end term evaluation will have the following specific objectives:

- *To assess the achievements of the projects (objectives and their respective indicators)*
- *To review the projects effort towards impact and perceived changes in the target community;*
- *To assess relevancy, efficiency, effectiveness, impacts, and sustainability of the project;*
- *To draw lessons, conclusions and recommendations that will be used in future programming;*

2. METHODOLOGY OF THE EVALUATION

The principles and standards of 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 evaluation should be guided by the "do-no-harm" principle. Key stakeholders to be sampled for interviewed includes; SMoA, CAD, NPA, Beneficiaries and other partners from all the locations 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:

- *Household survey (both targeted and control group) using a standardized questionnaire*
- *Review of projects documents such as projects proposal or plan, semi-annual 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, men and women, and youth groups project beneficiaries;*
- *Conduct key informant interview with key stakeholders.*
- *Discussion with projects' staff*
- *Conduct validation workshop/debriefing with all stakeholders and community representatives at the projects level and or Juba level with field staff virtually participating in the debriefing.*
- *Debriefings of the findings to NPA Juba virtually if possible together with key field staff, HoSO - Rumbek, Team leaders, Key project officers.*

3. KEY EVALUATION QUESTIONS

The end term evaluation of the project will be assessed under the DAC-OECD evaluation criteria: relevance, effectiveness, efficiency, impact and sustainability;

a) *Relevance*

- i. *How does the project fit to the relevant strategic reference frameworks (national, international level?)*
- ii. *Did the project conception respond to the core needs of the identified target groups?*
- iii. *Is the project design (activities, tools and methods) adequate for addressing the identified need?*
- iv. *To what extent are the objectives of the project still valid today?*
- v. *Were the needs of the communities/project participants assessed well?*
- vi. *Were the objectives of the program or project relevant to the needs?*

- vii. *Are the activities and outputs of the programme consistent with the overall goal and the attainment of its objectives?*
- viii. *Are the outputs and outcomes of the programme consistent with the intended impacts and effects?*

b) Effectiveness

- i. *To what extent have the project objectives and indicators been achieved to date /are likely to be achieved?*
- ii. *How do the activities and outputs of the projects contribute to the achievement of the project objectives (outcome)?*
- iii. *To what extent were the selected target groups reached?*
- iv. *How was participation and ownership amongst the different target groups? How far were women involved in the local processes?*
- v. *What were the major factors influencing the achievement or non-achievement of the objectives?*
- vi. *How did the implementation of this project affect relationships with/in the community, other stakeholders and between staff?*
- vii. *How effectively has the project been managed and coordinated by NPA?*

c) Efficiency

- i. *Were activities implemented cost-efficient?*
- ii. *Document which intervention(s) and or set of interventions produces efficient results for improved outcome achievements?*
- iii. *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?*
- iv. *Were project objectives achieved on time? (this is in regards to the implementation period so far covered)?*
- v. *Do the outcomes of the project represent value for money?*
- vi. *Was the project design timely in responding to the needs on the ground?*
- vii. *Were the activities timely implemented compared to the project work plan?*
- viii. *Were funds available on time during the implementation of the project activities?*

d) Impact

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

e) Sustainability

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

f) Learning and recommendations

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

- iv. *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?*

4. PRIMARY RESPONSIBILITY OF THE CONSULTANT

The successful consultant team will be primarily responsible to:

- Develop/design a methodology and survey with consideration of the basic Methodology described under point 3, including development of a questionnaire for HH surveys, a checklist and tools for group interaction including FGD with target beneficiaries and stakeholders.
- Share the end line assessment plan, develop a study design including process, methods and questionnaires/checklist with NPA, collect feedback before finalizing the study design.
- Development of end line questionnaires to support the data collection by different methodologies in the assessment.
- Pre-test questionnaires and other tools before deploying to the field.
- Debrief/discuss with the project team about the effectiveness of the questionnaire, checklists and other tools used in pre-test. Collect feedback and finalize them.
- Orient, train and supervise the enumerators during data collection
- Carryout fieldwork together with the enumerators.
- Ensure quality of information collected from the field, cross check the validity of data collected and verify/revise where needed.
- Data entry, translation (English) and analysis of data collected. However, preference is given to the on-line data collection on tools like Kobocollect.
- Update progress of the study to NPA's Programme Manager – Humanitarian and Resilience Department.
- Update NPA in case of any emerging issues related to the survey arising during its development, implementation.
- Prepare a draft endline report, setting relevant values for the end line and establishing end line targets to share with NPA project team, project staffs and collect their feedback;
- Presentation of major findings to NPA and collect feedback.
- Prepare the final report incorporating feedback, suggestions and submission of the final report (a compiled version of the report – both hard copy and electronic version in word format) by the date given below.
- Collaboration with the NPA project team to develop practical guidelines including questionnaires, household surveys for ongoing monitoring of project progress against indicators, based on the final end line report.
- Training of NPA project staff and partner staff on information collection and monitoring including household surveys, key informant interviews, conducting focus group discussions, data analysis and reporting in order to develop capacity of the NPA project staff and partner staff for measuring and monitoring project progress

against indicators. Detailed content and schedule of capacity building training has to be organized in consultation with NPA.

- Incorporate stakeholder/expert comments and submit final report.
- Present the final evaluation report to NPA. The final report should be submitted to NPA South Sudan in both hard and soft copies.

5. KEY DELIVERABLES, SCOPE OF WORK AND STAKEHOLDERS

Key Stakeholders for the evaluation; Affected Community representatives, SGBV Response Service Providers, State level Food Security and Livelihoods Cluster, RRC, Line ministries (SMoA, CAD), community leaders among others.

SCOPE OF WORK	EXPECTED DELIVERABLE
<ul style="list-style-type: none"> • Hold a consultative meeting with staff and management of NPA in Juba, staffs at field level and other key stakeholders including relevant government departments of Agriculture and rural development. In this meeting, both parties will discuss and iron out major issues regarding the end term evaluation implementation that includes key expected deliverables etc.s 	Inception report within one week after signing contract.
<ul style="list-style-type: none"> • Work with NPA staffs to develop questionnaires, prepare the sample size, identify and train the survey enumerators on use of Mobile Data Collection tools (Tablets/ smartphones), survey questionnaires and methodology 	Data collection tools (Qualitative and Quantitative data collection tools)
<ul style="list-style-type: none"> • Hold Focus group discussions (FGD), Key informant interviews (KII) and conduct household interviews through use of household questionnaires with project direct beneficiaries and stakeholders. The household interviews shall be conducted using mobile / tablet tools; Kobocollect, ODK. 	Raw data (Quantitative data presented in form of analyse excel sheet and qualitative data presented in words documents for possible future use).
<ul style="list-style-type: none"> • Validation workshop with NPA and key stakeholder's relevant government departments from field offices and at Juba office upon completion of data collection processes. The field staff may participate virtually. 	Preliminary Report
<ul style="list-style-type: none"> • Preparation of a detailed end-line evaluation report of not more than 30 pages of the main body excluding annexes. The report should contain very clearly detailed values for all project indicators at Impact, Outcomes and Outputs level with a table detailing these values presented in a matrix should form part of the executive summary in the report. 	Final end-line survey report (Including list of Annexes)

Under the Food security and livelihood assistance, the end line-report should outline the following key components;

- Livelihoods and Recovery (trends and changes in household incomes, expenditures and indebtedness).
- Food Security (Food adequacy, number of meals, food access and gap analysis, food basket estimation, food types, sources and changes during crises, Hunger gap periods and Household Dietary Diversity Score (HDDS).

- Access to Markets and Recovery (Status of markets in the project area, physical state and functionality; availability, commodity types and source markets, accessibility of markets and transaction currency, stock turnaround/restocking time, market constraints).

6. RESPONSIBILITIES OF NORWEGIAN PEOPLE'S AID (NPA).

The Norwegian People's Aid will be responsible to;

- Provide payment and cover other necessary cost with the survey enumerators.
- Provide/ assigned staffs for coordination on planning of the survey.
- Provide vehicles to facilitates the data collection processes.
- Provide flights/ transport to and from field location.
- Provide population data for sampling for the target location.
- Provide survey enumerators training materials (flip chart, note books, marker pens, projector and training space).
- Facilitates the piloting of developed tools/questionnaires after enumerators' trainings.
- Provide relevant security briefings and organize relevant travel permits if required.
- Provide accommodation to the consultant at the field, but NPA won't provide meals.
- Supervision of the evaluation process including working with the team- mainly Programme Manager for operational and M & E coordinator for technical support respectively.

7. REPORTING:

- The consultant will be required to report on regular basis to the Humanitarian and Resilience - Programme Manager.
- All written deliverables produced under this work order shall be submitted as scheduled to NPA Programme Manager – Humanitarian and Resilience or Monitoring and Evaluation 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 NPA and shall be defined in writing.

8. CONDITIONS OF WORK:

- During the period of this consultancy, the consultant will be based in NPA Field office or hire accommodation with frequent travel to field locations for data collection, supervisions and monitoring. He will be asked to have overnight in the far counties of the target project sites under NPA cost if in hotel and or in NPA guest house.
- The consultant will be required to abide by NPA security procedures and other relevant policies, e.g. Code of Conduct, Conflicts of Interest, which are outlined in the contract for this Job.
- NPA won't allow paper work questionnaire data collection due to time constraints and related challenges.
- 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 survey.

9. TIME FRAME:

- This assignment will last approximately for 28 days starting from 4th December – 6th January 2024.
- The timeframe assumes data collection with electronic handsets, and as such does not include time for data entry.
- The overall work should be completed in not more than 28 days including the final approved report for the evaluation.

10. EXPERIENCE AND QUALIFICATION

- The team Leader (TL) / lead consultant should possess extensive work experience and in-depth knowledge of or have experience in GBV/protection and food security and livelihood in particular, conducting evaluations and surveys.
- The team leader / lead consultant should at least have a post graduate degree in statistics, economics, Monitoring and Evaluation, Law or social studies, social work and Administration.
- Preference will be given to applicants who possess past experience working with INGOs and conducting similar evaluations / surveys in South Sudan.
- In case, Co-consultant should possess educational background at bachelors' level, and work experiences of at least 3 years in evaluation / surveys in South Sudan. Consultant's experience in capacity building on monitoring systems is also required.

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.
 - Understanding of TOR and the task to be accomplished in the consultancy
 - Proposed methodology for the evaluation
 - Draft work/implementation plan for the evaluation
- **Financial proposal:** The financial proposal should contain the details on how much the consultant intend to achieve on the consultancy, the estimated amount of money needed for the consultancy, how that estimated amount / money will be used.
- **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 preferably at the most recent employer / organisation / company.

11. PAYMENT SCHEDULE

The payment schedule is subject to negotiation with the consultant based on proposal submitted as well as NPA policy, and to be detailed in contract to be signed with consultant. The payment shall be made in 30% after accepted inception report and 70% after approved final report. The financial proposal should clearly articulate obligations for the consultant e.g. tax withholding.

12. 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 on Friday 24th November 2023, 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.