



**International Action & Advocacy Division  
Emergency Department**

**Terms of Reference  
Final External evaluation – Gogrial, Warrap State, South Sudan**

**Request for Quotation for Provision of Consultancy Service for Final External  
Evaluation of Project – Gogrial, Warrap State.**

**RFQ No: 652/23/IPPASE**

**Opening Date: 28<sup>th</sup> November 2023**

**Closing Date: 12<sup>th</sup> December 2023**

**Submission and Deadline for tender documents**

A soft copy of request for application containing all the requirements shall be sent to email address; [ctpsupply@cafod.org.uk](mailto:ctpsupply@cafod.org.uk), and copy the following emails; [ekmorbe@cafod.org.uk](mailto:ekmorbe@cafod.org.uk), [akumi@cafod.org.uk](mailto:akumi@cafod.org.uk), [gabina@cafod.org.uk](mailto:gabina@cafod.org.uk), [bcharles@cafod.org.uk](mailto:bcharles@cafod.org.uk), and [syiey-puol@cafod.org.uk](mailto:syiey-puol@cafod.org.uk).

**Note:- please convert your documents into PDF form while sending via above  
emails.**

**CAFOD & Trocaire in Partnership (CTP)  
CTP Office Plot 19, Block XIII, P.O. Box 7, Hai Malakal  
Next to Save the Children International  
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**Project title**

**‘Supporting Farmers Livelihoods through collective organizations in selected localities in Gogrial East and West of Warrap State’.**

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**1. INTRODUCTION**

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**1.1. Background and rationale**

*From approved proposal submitted to Secours Catholique :*

The intervention logic of the project is to support farmers' livelihoods through collective organization, improving resilience and food security of vulnerable households targeted, the project focuses on forming and strengthening existent self-help and informal farmer groups, into farmer associations (FAs). FAs will be capacitated to function as democratic structures acting to empower members through collective organizing and engagement with markets. FA's are an entry point for integrated support delivered by the project. Support for FAs will strengthen food security, resilient livelihoods and coping capacities of members (particularly focusing on women-80% of FA members) increasing access to micro-finance, psychosocial support and GBV service provision. Addressing drivers and communities resilience to conflict and environmental shocks is crucial to supporting an enabling environment for FAs, as well as the broader community. FA members will participate in activities lead by peace and DRR committees supported by the project. To improve farm productivity and production, seed sovereignty, reduce post-harvest loss and increase their household's food security FA members participate in tool and seed fairs, receiving locally adapted varieties of seed and training on applying principles and practices in agroecology. Food security is the essential foundation for building resilience and improving agri-based livelihoods.

FA's will also be supported as Village Saving and Lending Associations integrating group saving and lending processes improving access to micro-finance. VSLA's act as a key entry point for income generating activities (IGAs), and training to support individual and collective businesses. VSLAs established prior to the project, will be further strengthened with micro-grants to implement, and expand business plans and IGAs in year 2, also 5 VSLAs will form into a Village Saving and Lending Federation (VSLF). VSLF's are the next layer of increasing access to micro-finance, as association members have more sustainable access to lending, while enabling social cohesion and larger collective marketing efforts. Access to micro-saving and lending, developing IGAs and enterprises supports communities coping capacity to manage gaps in income and shocks as well as invest in diverse livelihoods. FA's are also an entry point for psychosocial support, GBV case management and referral services and to lead activities in engaging other community members on issues of GBV and women's empowerment. From individual level, up to household, community, and county level, engaging local leaders, government officials and youth groups. Combining women's empowerment approaches and micro-finance provides a holistic approach and an enabling environment to strengthen coping capacities.

FA leaders will act as key members of peace committees and natural resource management/DRR committees at the payam and county level. The project will form and strengthen women's and youth engagement in peace, to address specific issues faced by these groups, as well as strengthening peace committees incorporating faith and traditional leaders, women and youth leaders and local government to implement early warning and response mechanisms, with and between communities. DRR committees will be formed, incorporating key stakeholders representing FAs and other community leaders, working closely with local government to develop early warning mechanisms and risk reduction action plans. Establishing locally owned structures and mechanisms are key to increasing resilience to conflict and environmental shocks. This integrated approach, strengthens farmer food security and livelihoods, increases coping capacity through access to micro-finance, addressing women's empowerment, supporting diversified



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livelihoods and increases resilience to conflict and environmental shocks. The approach addresses the key drivers and barriers undermining rural population's resilience while developing sustainable collective organizations that will go on empowering their members beyond the project.

### **SCCF background - Donor**

Secours Catholique – Caritas France, is a non-profit organization recognized by French law, is a service of the Catholic Church in France. Created in 1946, it helps the most deprived people “without distinction of race, religion or nationality”. Founded on the Gospel, the organization’s strategy is based on the social doctrine of the Church. Its driving force is its more than 68,000 volunteers and the essential dimension of giving.

Every year, Secours Catholique – Caritas France welcomes and accompanies nearly 1.5 million people in regaining footing in society. Its many fields of action make it one of the first French charities: emergency situations, homeless and poorly housed people, literacy and school support, family and childhood, migrants and refugees, prisons and detainees, employment, inclusion, microcredit, solidarity and sustainable economy, social bond, human rights and citizenship, international solidarity and development, advocacy and expertise and cross-cutting and permanent spirituality.

### **Partner background**

#### **Grant Holder**

**CAFOD and Trócaire in Partnership (CTP)** – registered in South Sudan via CAFOD - CAFOD and Trocaire merged their programs in South Sudan in 2015 to what is now called CAFOD and Trócaire in partnership or CTP. Both organizations form part of the international Caritas network. CAFOD registered in South Sudan, is the official overseas development agency of the Catholic Church in England and Wales. CAFOD works with poor and disadvantaged communities in the global south to overcome poverty and bring about sustainable development and well-being. CAFOD aims to protect lives and relieve suffering during emergencies and reduce the risks to vulnerable communities affected by conflict and/or natural disasters. CAFOD has in the last five years responded to humanitarian emergencies, of both rapid and slow onset, in approximately 50 countries around the world.

Trócaire – registered in South Sudan via CTP - is the overseas development agency of the Catholic Church in Ireland, providing humanitarian assistance and long-term support to communities in 23 countries across Africa, Asia, Latin America, and the Middle East. 2

#### **Local Implementing Partner**

**The Organization for Children Harmony (TOCH)** – registered in South Sudan - was formed in 2008. TOCH operates in South Sudan with head office in Juba and it has branch offices in Kuajok and Tonj North (Warrap state), Wau (Western Bahr el Ghazal), and Rumbek (Lake State). The offices serve the purposes of coordination, networking, and implementation of the projects with government line ministries, communities, local authorities, commissions and UN/NGO agencies. TOCH is an implementing partner of CTP for the SCCF funded project in Gogrial West and Gogrial East Counties of Warrap State. TOCH also implements CTP projects in Yirol East funded by UK Aid Match (UKAM) and Caritas Norway. TOCH’s area of expertise is food



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security & livelihoods, WASH, child protection, GBV prevention and response, peace building programs. TOCH is the Co-lead of the GBV subnational cluster in Warrap State and Lakes State.

**1.2. Purpose of the evaluation**

The purpose of the evaluation is to:

- 1.2.1. Understand how well the programme/project achieved its outcomes.
- 1.2.2. Determine what worked well and what could be improved to inform future programmes/projects.
- 1.2.3. Provide evidence-based information that aids decision making.
- 1.2.4. Enable reflection and assist in the identification of future change.
- 1.2.5. Systematically and neutrally gather and analyze evidence to assess whether, why and how a program, initiative or policy works, with the aim of informing decision making, improvement, innovation, and accountability.

**2. PRESENTATION OF THE ACTION TO BE EVALUATED**

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The overall objective for this project is to support farmers' livelihoods through collective organizations in Gogrial East and West, Warrap State to enable farmers to become sustainably food secure, able to grow enough food to meet household needs and save seeds for the following year. Through integrating FA's with VSLA and VSLFs, the development of individual and collective enterprises, and participation in business skill training, FA members will increase household income, savings, and access to loans. FA members will have improved resilience and coping capacity by developing diversified livelihoods and improved access to micro-finance. Barriers that are impacting women and girls coping capacity at the individual, household, community, and county level will be addressed by empowering women and engaging men and boys. Through quarterly meeting with key stakeholders and opinion leaders on GBV and gender equality issues and engagement with 140 men and 140 women as Gender Champions in 7 payams, community based awareness raising, and county level campaigns will be led by empowered women and allies. Through this the project will support an enabling environment for women to continue to address barriers (to tackle harmful social norms and structures in their communities), increase their autonomy and coping capacity. The project will strengthen community owned and led peacebuilding processes, conflict mitigation and early warning mechanisms. It will build capacity of individuals to manage trauma, conflict and facilitate community dialogues for reconciliation and improved social cohesion, to address drivers of conflict. This will culminate in at least 2 intercommunity conflict resolution processes and agreements which reduced conflict and violence within and between communities, establish mechanisms to manage and resolve conflict between communities in the future. Through DRR committees, which will be formed, trained and supported through the project, communities will lead in reducing risk and building resilience to environmental shocks. Linking with local government, DRR committees will support FAs and others to prepare and respond to flooding, droughts and pests through early warning mechanisms.

**Impact: Farmer association households have improved food security, livelihoods and resilience.**

Three (3) outcomes that will contribute to the achievement of the results/change (impact)



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**Outcome 1: Improved food security for 1,500 (originally 1,800) vulnerable households.**

Following activities under this outcome it's expected 30% of those aged 2 to 12 years old (M/F) and 20% 12+ years (M/F) will eat 3 meals per day, and by year 2, these figures will be 50% of those aged 2 to 12 years old (M/F) and 50% of 12+ years (M/F). Baseline in 2021 in Gogrial East and Gogrial West indicated 17.5% of those aged 2-12 years eat 3 meals per day and 1.25% of those aged 12+ years eat 3 meals per day. Additionally, the acceptable food consumption score is expected to increase to 50% by year 1 and 70% in year 2, indicating improved quality and quantity of food.

60 FAs will be formed from informal farmer groups and self-help groups identified or supported in previous projects. FAs will be supported, to form democratic organizations agreeing key roles, establish by-laws, define vision, and mission and receive training on leadership and business skills, business plan development and collective marketing. Empowering groups to identify IGAs and value-chain opportunities.

60 Farmer Associations (each with 30 members) will participate in seed and tool fairs, receiving crop and vegetable seeds and hand tools each year. 1,800 FA members (1,440 women, 360 men, including 180 people living with disability (10%). Aged 18-65; 1,620, Aged 65+; 180). Supplying seeds and tools are essential to building food security, through improved yields and productivity. Experience working on these areas of intervention over 5 years in South Sudan has shown gender segregation with FA's linked to VSLAs and PSS support is the most effective approach balancing social cohesion, community acceptance and engagement and strengthening women's empowerment. As such, 12 FA's will be male, 48 will be all female.

14 Agricultural Extension Agents will support the management of 14 demonstration plots closely mentoring 3 model farmers (per FA) on Agroecology at key seasonal periods. The 3 model farmers will be supported to implement practices on their farms and cascade learnings among their FAs. In total there will be 180 model farmers – (144; Women, 56; Men, including 18 people living with disability (10%). All Aged 18-65; 180)

20 FA's will receive support in year 1, including training which will cover leadership and business skills, business plan development and collective marketing. Those 20 FAs selected will be ones that have previous experience of VSLAs (from a complementary project). FA strengthening benefits members in a number of ways; increasing their capacity, food security and livelihood diversification and increasing their voice and agency. 600 FA members (600 women. 60 people living with disability. Aged 18-65; 480, Aged 65+; 120) will be reached. In Year 2, the 20 FAs engaged in year 1 will receive microgrants, and the remaining 40 FAs will receive the training on key value chains, business plan development and collective marketing (see below for more information).

**Outcome 2: Improved coping capacities for women and girls.**

Following activities under this outcome it's expected 70% of 1,440 women demonstrate improved psychosocial wellbeing and coping and 90% of VSLA members are satisfied with support. Communities will be engaged on gender equality at multiple levels including activities, dialogues, and campaigns. Through this it's anticipated 80% of 360 male FA members targeted will demonstrate improved attitudes on gender equality by end of year 2. 70 opinion leaders, 10 per payam, including FA members, youth, women, traditional and faith leaders will be engaged each quarter each year on gender equality dialogues. 1,440 women (from the 48 women FAs) will receive 3 months of PSS support each year. 1440 (1440 Women, 144 women living with disability. Aged 18-65; 1296, Aged 65+; 144.). 80% of survivors accessing GBV case management and referral services will be satisfied with support provided by the end of year 2





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A key aspect of coping capacity for women and FA’s more broadly is improved access to micro-finance. 20 FAs (established as VSLAs in 2020) will receive strengthening support from VSLA Agents and 40 FA’s will receive VSLA start-up kits by end of Year 1. In Year 2, 2 groups of 5 VSLA’s will form Village Saving and Lending Federations (VSLFs) increasing access to lending, reducing risk and creating opportunities for joint marketing and enterprise development.

**Outcome 3: Increased preparedness and resilience to conflict and environmental shocks.**

Following activities under this outcome it’s expected 9 peace committees will strengthen their early warning and conflict mitigation measures by Year 1, continuing in Year 2. These 9 peace committees will be made up of 7 Payam-level Peace committees previously established requiring strengthening, and 2 county-level Peace committee, facilitating coordination between payam-level and county and state government will be formed and strengthened. 7 DRR committees will be formed and be supported to develop and implement risk management mechanisms.

Communities will be capacitated to reduce conflict and increase social cohesion at multiple levels, through trauma healing and conflict management training for 300 HHs (240 Women, 60 Men. 30 persons living with disability. Aged 18-65; 270, Aged 65+; 30) by end of year 2. 7 women and youth-led dialogues on peacebuilding and reconciliation will take place each year. 2 inter-community peace dialogues with support of county peace committees, government and traditional and faith leaders will also take place each year.

7 DRR committees will be formed in each payam and develop early warning systems to support FAs prepare and respond to drought, floods, pest outbreaks and other risks and hazards.

Committees will develop action plans and receive support over two years to carry out activities with FAs to mitigate and reduce risks.

**3. EVALUATION QUESTIONS AND CRITERIAS**

An evaluation of the project is proposed according to the following evaluation framework, in which the key questions will be analysed in accordance with the following criteria, as well as any other aspects deemed relevant in the process of obtaining information and analysing it.

The criteria to be used will be the 6 OECD Development Assistance Committee (DAC) criteria which was updated in 2019<sup>1</sup> and a seventh criterion added to measure accountability.

The key questions to be used per criteria are taken from the Core Humanitarian Standard<sup>2</sup>.

Criteria	Key Questions (by CHS Commitment - Core Humanitarian Standard)
<p><b>Relevance</b></p> <p>The extent to which the intervention objectives and design respond to beneficiaries’,5 global,</p>	<p><u>Commitment 1: Humanitarian response is appropriate and relevant.</u></p> <p>1. Was the intervention design and implementation based on an unbiased assessment of needs and risks, as well as an assessment of the vulnerabilities and capacities of the different groups?</p>

<sup>1</sup> <https://www.oecd.org/dac/evaluation/revised-evaluation-criteria-dec-2019.pdf>

<sup>2</sup> [https://corehumanitarianstandard.org/files/files/CHS\\_GN%26I\\_2018.pdf](https://corehumanitarianstandard.org/files/files/CHS_GN%26I_2018.pdf)



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<p>country, and partner/institution needs, policies, and priorities, and continue to do so if circumstances change.</p>	<ol style="list-style-type: none"> <li>2. Was the intervention adapted to evolving needs, capacities, risks and context?</li> <li>3. How have vulnerable groups been identified?</li> <li>4. Does the response include different types of assistance and/or protection for different demographic groups?</li> </ol> <p><u>Commitment 2: Humanitarian response is effective and timely</u></p> <ol style="list-style-type: none"> <li>5. Are constraints and risks regularly identified and analysed, and plans adapted accordingly?</li> </ol> <p><u>Commitment 3: Does the humanitarian response avoid negative effects?</u></p> <ol style="list-style-type: none"> <li>6. Were the results of the community risk assessment and preparedness plan used to guide activities?</li> <li>7. To what extent does the response strategy anticipate the risk of negative effects ("do no harm" approach)?</li> <li>8. In what ways (both formal and informal) are local leaders and/or authorities consulted to ensure response strategies are in line with local and/or national priorities?</li> </ol>
<p><b>Coherence</b></p> <p>The compatibility of the intervention with other interventions in a country, sector or institution</p>	<p><u>General</u></p> <ol style="list-style-type: none"> <li>1. Is there internal coherence? (Synergies and interdependencies between the interventions carried out by the NGO, as well as coherence between the intervention and the international norms and standards to which the NGO adheres).</li> <li>2. Is there external coherence (coherence between the intervention under consideration and those carried out by other actors in the same context). It encompasses complementarity, harmonization and coordination with other actors, and verifies that the intervention brings added value while avoiding duplication of activities.</li> </ol> <p><u>Commitment 4: Humanitarian response is effective and timely</u></p> <ol style="list-style-type: none"> <li>3. Have unmet needs been reported to organizations with the relevant expertise and mandate, or has advocacy been conducted to ensure that these needs are addressed?</li> </ol> <p><u>Commitment 6 : Humanitarian response is coordinated and complementary.</u></p> <ol style="list-style-type: none"> <li>4. Are the programmes of other organisations and authorities taken into account when designing, planning and implementing the project?</li> <li>5. Are gaps in coverage identified and addressed?</li> <li>6. Has participation in relevant coordination structures and collaboration with other organizations been ensured so as to minimize demands on communities and maximize coverage and service delivery of the overall humanitarian response?</li> </ol>



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	<p>7. Has the necessary information been shared with partners, coordinating groups and other relevant actors using appropriate communication channels?</p>
<p><b>Effectiveness</b></p> <p>The extent to which the intervention achieved, or is expected to achieve, its objectives, and its results, including any differential results across groups.</p>	<p><u>General</u></p> <ol style="list-style-type: none"> <li>1. Was the specific objective correctly formulated and was it achieved?</li> <li>2. Did the planned indicators allow to measure the achievement of the specific objective? Were they disaggregated by gender, age or other vulnerabilities?</li> <li>3. Are the sources of verification reliable, sound, and reasonably priced?</li> </ol> <p><u>Commitment 2: Humanitarian response is effective and timely.</u></p> <ol style="list-style-type: none"> <li>4. Does planning consider optimal times for activities, accounting for factors such as climatic factors, season or conflict?</li> <li>5. Are early warning systems and contingency plans used?</li> <li>6. Have relevant technical standards and good practices used in the humanitarian sector been used?</li> <li>7. Is a program monitoring system used to adjust programs and address quality of work issues?</li> </ol> <p><u>Commitment 3: Does the humanitarian response avoids negative effects?</u></p> <ol style="list-style-type: none"> <li>8. To what extent does the response strategy mitigate the risk of negative effects ("do no harm" approach)?</li> </ol>
<p><b>Efficiency</b></p> <p>The extent to which the intervention delivers, or is likely to deliver, results in an economic and timely way.</p>	<p><u>General</u></p> <ol style="list-style-type: none"> <li>1. Were the expected results and their indicators properly formulated and were they achieved? Were they performance indicators rather than activity indicators? Were they disaggregated by gender, age, or other vulnerabilities?</li> </ol> <p><u>Commitment 8: Staff are supported to do their job effectively, and are treated fairly and equitably.</u></p> <ol style="list-style-type: none"> <li>2. Is staff performance managed, under-performance addressed, and good performance recognised?</li> <li>3. Are staff aware of support available for developing the competences required by their role and are they making use of it?</li> <li>4. Do all staff have updated job descriptions and objectives, including specific responsibilities and objectives?</li> <li>5. Was the composition of the project teams adequate to ensure the participation of all vulnerable groups? (Women, the elderly...)</li> <li>6. Has the implementing partner put in place a system to ensure the well-being of the project teams?</li> </ol> <p><u>Commitment 9: Resources are managed and used responsibly for their intended purpose.</u></p>

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	<ol style="list-style-type: none"> <li>7. Have the project been designed and processes implemented to ensure the efficient use of resources, balancing quality, cost and timeliness of each phase of the intervention?</li> <li>8. Have resources been managed and used to achieve the intended objective, minimizing waste?</li> <li>9. Is expenditure monitored regularly and the reports shared across programme management?</li> <li>10. Have the risks of corruption been managed and have appropriate measures been taken if such risks have been identified?</li> <li>11. Are services and goods procured using a competitive bidding process?</li> <li>12. Are potential impacts on the environment (water, soil, air, biodiversity) monitored, and actions taken to mitigate them?</li> </ol>
<p><b>Impact</b></p> <p>The extent to which the intervention has generated or is expected to generate significant positive or negative, intended or unintended, higher-level effects.</p>	<p><u>General</u></p> <ol style="list-style-type: none"> <li>1. What are the social, environmental and economic effects over the long term or on a large scale?</li> <li>2. What are the potential effects on people's well-being, human rights, gender equality and the environment?</li> </ol> <p><u>Commitment 7: Humanitarian actors continuously learn and improve.</u></p> <ol style="list-style-type: none"> <li>3. Were lessons learned and past experiences used to design the project?</li> <li>4. Did learning, innovation and implementation of change come from monitoring and evaluation, as well as feedback and complaints?</li> <li>5. As the learning and innovation been shared internally, with communities and individuals affected by the crisis, and with other stakeholders?</li> </ol>
<p><b>Sustainability</b></p> <p>The extent to which the net benefits of the intervention continue, or are likely to continue.</p>	<p><u>Commitment 3: Humanitarian response strengthens local capacities?</u></p> <ol style="list-style-type: none"> <li>6. Has a transition or exit strategy been planned from the early stages of the project to ensure longer-term positive effects and reduce the risk of dependency?</li> <li>7. Was the project based on local capacities and designed to enhance the resilience of communities and individuals affected by the crisis?</li> <li>8. Did the intervention contribute to the development of local leadership and local organizations in terms of their capacity as first responders in the event of future crises, while taking steps to ensure that marginalized and disadvantaged groups are adequately represented?</li> <li>9. Resilience and Humanitarian-Development-Peace Nexus approach: have complementarities between humanitarian and development actors been established?</li> <li>10. Climate change/environment: did the project strategy include minimizing the carbon footprint and increasing the climate resilience of the humanitarian response?</li> </ol>
<p><b>Accountability</b></p>	<p><u>Commitment 4: Humanitarian response is based on communication, participation and feedback.</u></p>



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Set-up appropriate mechanisms through which affected populations can measure the adequacy of interventions, and address concerns and complaints.

1. Has information been provided to communities and individuals affected by the crisis about the organization, the principles it upholds, the behaviour it asks of its staff, the programs it implements, and the assistance it seeks to provide?
2. Has this information been provided in languages, formats and media that are easily understood, respectful and culturally appropriate for different members of the community, especially vulnerable and marginalized groups? (Women, the elderly, etc.).
3. Has the inclusiveness of representation been ensured, involving the participation and commitment of communities and people affected by the crisis in all phases of the intervention?
4. Are equitable opportunities promoted for participation of all groups in the affected population, especially marginalised and vulnerable people?
5. Have communities and people affected by the crisis been encouraged and supported to report their level of satisfaction with the quality and effectiveness of the aid received, paying particular attention to the gender, age and diversity of those giving their views?

Commitment 5: Complaints are welcomed and addressed.

6. Have communities and individuals affected by the crisis been consulted on the design, implementation and monitoring of the complaints processes?
7. Was there communication about how the mechanism was accessible and the scope of issues it could address?
8. Is the complaints handling process documented and in operation? This process should cover the project, sexual exploitation and abuse, and other forms of abuse of authority.
9. Have complaints been handled in a timely, fair and appropriate manner that prioritizes the safety of the complainant and those affected at all stages?
10. Are there agreed and respected timeframes to investigate and resolve complaints? Is the time between a complaint is filed and its resolution recorded?
11. Are there specific policies and procedures in place to deal with situations of sexual exploitation, abuse or discrimination? Are they known to staff?

Commitment 8: Staff are supported to do their job effectively, and are treated fairly and equitably.

12. Do staff sign a code of conduct or similarly binding document? If so, do they receive orientation on this and other relevant policies which allows them to understand it properly?
13. Are complaints received about staff or partners' staff? How are they handled?
14. Are suppliers asked to sign a code of conduct (including the prevention of sexual exploitation and abuse) and is this code of conduct appropriately presented to them?.



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#### **4. WORK APPROACH AND METHODOLOGY**

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The evaluation team will carry out a methodological proposal for the achievement of the objectives set in this evaluation. This proposal will be sent to Secours Catholique-Caritas France and to CAFOD & Trocaire in Partnership (CTP) for validation before the beginning of the field work. The work plan will include a cabinet phase and a fieldwork phase.

The evaluation will be conducted over: **(30) days** and this will include (inception report; design of tools; recruitment and training of data collectors; data collection exercise; data analysis; presentation of draft findings; report writing; feedback; report finalisation).

The consultant will be responsible for defining and implementing the overall approach of the evaluation. The consultant's work includes defining data collection and analysis techniques, structured field visits, and interactions with beneficiaries and the evaluation team. The tools, methodology and conclusions of the evaluation must be reviewed and validated with various stakeholders and approved by the person in charge of the evaluation at Secours Catholique-Caritas France.

The results of the evaluation must be presented, distinguishing between: data, interpretations and value judgments. The conclusions will be presented, as well as the lessons learned (cause and effect relationship between the activities carried out and the conclusions obtained) and the recommendations (proposal to improve the cause and effect relationship and the logic of the intervention, information systems that are recommended to be put in place, etc.).

#### **5. STRUCTURE AND FORMAT OF THE EVALUATION REPORT**

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The evaluation team will be asked to provide :

- An interim report in English (electronic version in Word format). Concluding the evaluation fieldwork, this report will be submitted prior to the return within a reasonable period of time to allow the interested parties to familiarize themselves with all the documents.

- A final report in English (in electronic version in Word format, between 30-50 pages max, not including annexes). The latter will be accompanied by an executive summary of 3-4 pages maximum including the essential information of the report. The report will integrate the remarks made during the restitution meeting. It will be the property of the SSCF and CAFOD & Trocaire in Partnership (CTP) who may distribute it if necessary.

The evaluation report should contain the following index:

0. Executive Summary: (3-4 pages maximum): including main conclusions and recommendations.
1. Introduction:
  - ✓ Background and purpose of the evaluation.
  - ✓ Initial Questions and Criteria: Definition.



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2. Summary description of the intervention evaluated, summary of the background, organization and management, actors involved and context in which the intervention takes place.
3. Methodology used in the evaluation.
  - ✓ Methodology and techniques applied.
  - ✓ Prerequisites and limitations of the study carried out.
4. Analysis of the information collected and answers to the key questions of the evaluation criteria.
5. Conclusions of the evaluation, in relation to the established evaluation criteria.
6. Lessons learned from the overall conclusions that illustrate good practice and can feed back into the intervention's actions or be used for future interventions.
7. Recommendations classified according to the criteria chosen by the evaluation team. If possible, mention the actors to whom the recommendation is addressed.
8. Appendices:
  - ✓ ToRs,
  - ✓ The work plan, composition and description of the mission.
  - ✓ Proposed methodology, techniques and sources used to collect information.
  - ✓ Literature review: list of secondary sources used.
  - ✓ Interviews: list of informants, interview plans, transcripts and notes.
  - ✓ Surveys: models, raw data collected and statistical analysis.
  - ✓ Participatory workshops: report and products.
  - ✓ Claims and comments from different stakeholders on the draft report if they are relevant, including any disagreements that were not reflected in the report.

## 6. EVALUATION TEAM

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The evaluation team will be composed of one or two experts who should correspond to the desired profile:

- Master's degree (Development Studies, Economics or assimilated disciplines),
- More than 7 years of professional experience with at least 5 years of experience in managing and conducting project evaluations,
- Solid and updated knowledge in Food Security and Livelihoods; Protection; DRR.
- Knowledge of results-based management principles,
- Knowledge of the Core Humanitarian Standard,
- Mastery of participatory techniques and other approaches to data collection and analysis,
- Ability to put forward group dynamics, organize and propose discussion workshops and prepare capitalization documents.
- Ability to synthesize and be able to write documents in English.
- Knowledge of the local context.



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The evaluation team will have to present the curriculum vitae of each of its members.

The evaluation team will have to appoint an evaluation coordinator who will have final responsibility for the work and who will serve as a contact with the evaluation management unit.

The evaluation will be carried out in Warrap State (Gogrial West and Gogrial East), South Sudan in close collaboration and with the participation and support of **The Organisation for Children's Harmony (TOCH)**.

**7. PRESENTATION OF THE TECHNICAL AND ECONOMIC OFFER AND  
EVALUATION CRITERIA**

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The technical proposals will have to respect the following characteristics:

- Cover showing:
  - Name of the firm or consultant
  - Contact information for the firm or consultant
  - References, CV and experience of the consultant(s),
  - Where applicable, the specific roles and responsibilities of the team leader, supervisory chain, and other key members of the evaluation team.
- Technical offer: indicating understanding of the ToR, the selected evaluation methodology, the evaluation matrix and a detailed work plan.
- Financial offer: including the overall budget (excluding tax and all taxes if VAT is applicable) and detailed prices (fees, per diems, transportation, etc.). Field expenses (accommodation, food, transport, etc.) will not be included, as they will be paid after presentation of supporting documents.

Bids received will be evaluated according to the following criteria and scales:

CRITERION 1: Profile and experience of evaluators (40%)

CRITERION 3: Methodological proposal (40%)

CRITERION 4: Economic offer (20%).

Bidders must also indicate the country of which they are a national by presenting the usual proof in this respect according to their national law (registration number + copy of passport or national identity card).





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***Place and deadline for submission of tenders :***

The technical and economic proposals will be sent to the following e-mail addresses: [ctpsupply@cafod.org.uk](mailto:ctpsupply@cafod.org.uk), indicating on the mail the reference "CTP SCCF Final Evaluation Gogrial", accompanied by a letter of presentation and a photocopy of the identity card or passport.

The deadline for the submission of bids is (12<sup>th</sup> December 2023) at 4:00 pm (Juba time).

The contract will be signed with CTP.

**8. Submission and Deadline for tender documents**

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A soft copy of request for application containing all the requirements shall be sent to email address; [ctpsupply@cafod.org.uk](mailto:ctpsupply@cafod.org.uk), and copy the following emails; [nmusiyazwiriyo@cafod.org.uk](mailto:nmusiyazwiriyo@cafod.org.uk) , [gabina@cafod.org.uk](mailto:gabina@cafod.org.uk) , [bcharles@cafod.org.uk](mailto:bcharles@cafod.org.uk) , and [syiey-puol@cafod.org.uk](mailto:syiey-puol@cafod.org.uk) .

**Note:- please convert your documents into PDF form while sending via above emails.**

**9. Additional information**

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Consultant (s) will be required to sign and adhere to CAFOD mandatory Policies in annexes below.

**Annexes:**

- a) Annex A: CAFOD Terms and Conditions
- b) Annex B: CAFOD Ethical Code of Conduct for Supply
- c) Annex C: CAFOD Safeguarding Policy
- d) Annex D: CAFOD Antibribery Policy