

Final evaluation Terms of Reference

Project Title	Promoting Gender Equality and Resilient Livelihoods in South Sudan (PROGRESS)
Geographical coverage: country(ies)-please specify	Eastern Equatoria State, South Sudan: Kapoeta East and North Counties
Program/project lifespan (from mm/yy to mm/yy)	1 st July 2020 to 30 th June 2022
Evaluation commissioning manager	Head of Programmes
Evaluation manager	MEAL Coordinator

• **Introduction**

The Promoting Gender Equality and Resilient Livelihoods in South Sudan (PROGRESS) project in Kapoeta East and North Counties started in 2020 for a period of 2 years running from July 2020 to June 2022 to respond to the impacts of years of conflict, violence and limited development investment. The project approach is based on the theory of change (ToC) that addresses lack of basic services and economic marginalization. The aim is to increase productivity and empowerment of smallholder farmers, youth and women, scale up and sustain equitable livelihood strategies e.g. agriculture system, IGAs and the underlying causes of vulnerability, insecurity and GBV incidents. The strategy will contribute to food security, improved protection, reduction of violence including GBV, and empowerment through increase of crop yield production, increased livestock production and contribution to reduction to the level of negative coping mechanism for survival. The strategy will also contribute to the improved protection, gender equality and reduction of GBV and capacity development among decision makers and community members.

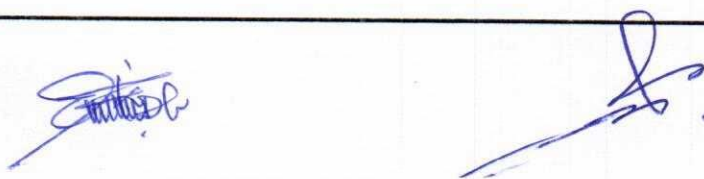
• **The Project background**

Islamic Relief South Sudan (IRSS) with funding from IR Canada is implementing a 24-month project "Promoting Gender Equality and Resilient Livelihoods in South Sudan (PROGRESS)" expected to increase resilience of most vulnerable populations (35,700 individuals) through the following:

- **Protection:** Access to structured PSS services to GBV survivors will be done through Community-Based-Protection Committees, Women and Child-Friendly Spaces and community sensitization.
- **Resilient Livelihoods:** 4,000 farmer households will adopt improved agricultural practices to increase food production, maintain livelihood assets, and mainstream DRR. Vaccination of 20,000 and treatment of 3,000 livestock with animal diseases will be undertaken by 20 trained Community Animal Health Workers.

The project specific objectives are:

1. Enhance livelihoods opportunities among conflict-affected IDPs, Returnees, and Host Community members, with special attention to female headed households 240 HHs (1,440 individuals)



2. Improved knowledge and skills on peace building, gender equality and GBV reduction, rights of children and people with disabilities.

Improve community awareness and practice to prevent COVID-19 among the target community in Kapoeta East

The activities are geared towards the overall goal of Enhanced community resilience including COVID-19 Prevention, women and girl's protection in Kapoeta East and North, Eastern Equatoria South Sudan

Islamic Relief South Sudan directly implemented all the aspects of the project.

• Objectives of the project Evaluation

The purpose of this final evaluation is to measure the performance of the project against the predefined key performance indicators and measure progress and immediate impact of the project implementation towards achievement of the overall goal and specific objectives.

Objectives of the Assignment:

- ❖ To assess the efficiency, effectiveness, impact and sustainability of Islamic Relief South Sudan's PROGRESS project in line with the impact and outcome of the project mentioned in the theory of change
- ❖ To Assess the effectiveness, immediate impact of different components of the project at different levels (household level, community level, organization level).
- ❖ To assess the extent to which the project has delivered against its objectives and expected result and activity implementation
- ❖ To identify adoptability and flexibility in its intervention to the changing humanitarian context.
- ❖ Assess the community perception in terms of the utilization of items distributed.
- ❖ To assess the sustainability of the project deliverables
- ❖ To draw key lessons from the project and incorporate them in recommendations that will help inform the design and implementation of future similar interventions.
- ❖ Document the findings of the project and the learnings including dissemination to the key audience and stakeholders


• Key questions of the evaluation

The scope for evaluation is determined in line with Islamic Relief's Evaluation policy, and relevant evaluation criteria (relevance, effectiveness, efficiency, impact and sustainability; **Gender sensitivity and core humanitarian standards**). The following are the key questions that need to be addressed and explored.

Key Questions and Evaluation Criteria

a. Appropriateness/Relevance

- To what extent does the program respond to priority issues?
- To what extent are the objectives of the project objectives still valid?
- Do stakeholders care about the project and believe it makes sense?



- How were the different needs of women and men integrated into the design and implementation of the project and how could gender be better mainstreamed?
 - b. Effectiveness**
 - What have been the major achievements of the project in relation to the respective objectives?
 - What factors have contributed to achieving or not achieving intended project outcomes and set-objectives
 - Identify any exceptional experiences/achievements of the projects e.g. case studies, stories, best practices
 - Were the projects' activities implemented in a timely manner as was planned?
 - c. Efficiency**
 - Was this project the most cost effective as compared to similar projects?
 - Were the resources for running all the activities available, adequate and was this the best use of resources?
 - Is the relation between input of resources and results achieved appropriate and justifiable?
 - Were there substantial cost over-runs (extension of budget) to complete the project?
 - d. Accountability**
 - Was there functional accountability system during the project implementation to share information, ensure participation, regularly collect feedback complaints and feedback from the community and provide on time response?
 - e. Sustainability**
 - Will the project contribute to lasting benefits? Which organizations could/will ensure continuity of program activities in the program areas?
 - Is there evidence of organizations/partners/communities that have copied, upscaled or replicated project activities beyond the immediate project area? Is such replication likely?
 - f. Impact**
 - What has happened as a result of the programme or project?
 - What real difference has the activity made to the beneficiaries?
 - How many people have been affected?

• **Scope of the Evaluation**

The project final evaluation will be undertaken in the project implementation locations mentioned above. The evaluation will focus on the collection of relevant data for a set of indicators outlined in the project proposal. Though the project logic model includes mainly quantitative indicators, qualitative data will be used to get in-depth information about the project's contribution in the life of the targeted community and acceptance by the community.

The evaluation will also undertake a case study of the basic agronomic skills and agribusiness skills trainings that the beneficiaries received in the targeted project locations. In addition, a cost benefit analysis of food assistance shall be done comparative to agricultural inputs provision. The consultancy shall develop a communications strategy and disseminate the findings and all learnings of the project at the end of the evaluation.

• **Evaluation Methodology**

In this assessment, the consultant is expected to utilize methodologies well aligned with the tasks at hand. The methodology will involve both qualitative and quantitative methods including **OECD DAC criteria** of qualitative analysis. The collection of primary data from the project implementation areas covering a representative sample size of project locations and target beneficiaries. A participatory methodology using **household questionnaire surveys, FGDs, KIIs etc.** should be used as appropriate for the data collection. Appropriate scientific methodologies should be employed in the sampling techniques and further data analysis. Key data and reports from registration, distributions and trainings shall also be considered during the evaluation.

Stakeholder participation: Design and implement a survey which includes participation of project primary stakeholders who may include the Project volunteers, representatives from the respective local authorities and sector offices from the County, agriculture extension workers, and other stakeholders. In addition, the methodology should spell out how stakeholders will participate at each level during the final evaluation process.

Techniques: The combination of quantitative and qualitative techniques needs to be considered to this end line. Creativity in use of techniques is at discretion of the consultant. However, all techniques must be globally acceptable randomized techniques.

Gender: The consultant shall explicitly address gender in the final evaluation different level during the survey. Take note that gender inclusion is not limited to only responses in the questionnaires.

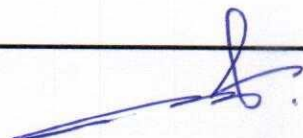
Data quality: The consultant to design techniques of data collection which ensure and enforce data quality with quick steps back to revalidate data collected. All data shall meet standards such as accuracy, reliability and validity of data. As part of data collection preparation, the consultant shall conduct training of enumerators within 3 days including pretesting.

Case studies; The consultant shall conduct three (3) or more case studies on the impact of the project on the beneficiaries during the survey using a well-developed case study tool.

Data collection steps should generally include: -

- Development of structured and non-structured household survey questionnaires;
- Develop FGD guideline and Key Informant Interview (KII) checklists to facilitate data collection in agreement with the project implementing partner
- Identification and training of enumerators and pre-test of questionnaires before actual field exercise
- Develop work plan with a detailed description of the methodology, study tools and instruments for data collection and analysis and the time frame given for the survey.
- Arrange for pre- testing and finalization of the study instruments based on the comments from different stakeholders at all levels.
- Collect, organize and analyze data obtained from the field and from secondary sources
- Review literature related to the assignment and attach a full bibliography of the references to the final report

• **Tasks and deliverables**

A handwritten signature in blue ink, located at the bottom left of the page.A handwritten signature in blue ink, located at the bottom center of the page.

7.1 Key Tasks

- Review Project documents including Project result framework and propose the most appropriate evaluation design for this project and develop end line methodology.
- Map relevant research that has been completed or is planned by partners in each project location pertaining to the thematic programming areas.
- Whenever relevant, disaggregate data by sex (male, female), age (children, adolescent, young people), conflict profile (IDPs, refugees, returnees, host communities), and disability
- Process, analyse and present the data in a user-friendly format
- Presentation of findings to key stakeholders in a one day validation workshop that will be organized by Islamic Relief and to target key stakeholders of the project where possible.
- Produce a report that will be widely shared with partners and stakeholders as an important tool for mapping and guiding the implementation of the project.

7.2 Key deliverables

- Development of an **inception report** highlighting details of the deliverables and methodologies, detailed tools, and instruments (First of all the inception report will be approved by Islamic Relief before allowing any end line activities. The agreement with the consulting company can be cancelled if the inception report is not approved). This would include all practical operational tools that would be deployed in the survey, the enumerators to be engaged in the survey and the work plan including survey and report deliveries.
- Enumerators Training and Survey Questionnaire Testing - the consultant will be responsible to train the enumerators which is agreed as per inception report, and test the tools agreed. Refinement will be checked after field testing.
- Survey Execution - According to the agreed sample size and area, beneficiary/community and stakeholder coverage. If possible, the data collection should be conducted with the support of GPS to map the respondents for future reference.
- Transcript of FGD and KIIs
- Draft Evaluation Report - The outline for this delivery could be agreed in the inception report. However, it should meet the survey objectives put in the TOR. The timing frame could also be included in this TOR, as well.
- Final Report incorporating feedback of IRSS;

7.3 Payment schedules

1. A draft report will be presented to Islamic Relief by the research team. The evaluation team will facilitate the presentation, which will be aimed at discussing preliminary findings and conclusions of the study.
2. 30% payment upon approval of Inception report and 70% payment up submission of a final Evaluation report which should include presentation of the findings and learnings to the key project stakeholders, recommendations and lessons learnt.

Tentative schedule

A handwritten signature in blue ink, appearing to be "S. Alkhatib".A long, horizontal handwritten signature in blue ink, possibly "S. Alkhatib".

The study should be completed within a maximum of **30 days** from the first day of commencement of the task. The consultant should submit technical and financial proposal considering the following points:

- Technical proposal should include (Introduction and background, Objectives, understanding of ToR, methodology, detailed work plan using Gantt Chart, Summary of team composition capturing the previous experience of similar assignment. Moreover, the technical proposal should include the following as well:
- The evaluation design, finalization of the evaluation matrix, sampling techniques & formula
- Development of research instruments (questionnaires, focus group discussions guides, interviews guides etc.)
- Review of secondary documents
- Inception report including the proposed tools for survey and qualitative study;
- Training of Enumerators
- Data collection and field visit
- Data analysis and report writing
- Preparation and submission of the draft report
- Meetings with Islamic Relief management, program/project staff and stakeholders on the initial findings and recommendations
- Incorporation of comments and finalization of the evaluation report

• **Consultant team (qualifications and skills needed)**

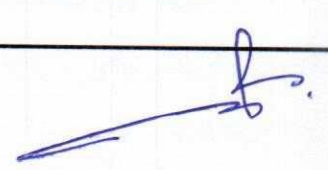
The consulting firm/team should have experience and conversant in conducting project end line survey, case studies and evaluation for humanitarian response and development programme in general and FSL project/programme specifically, and it should be well acquainted with the current situation in South Sudan. The consulting firm/ evaluation team should come with the following different mix of qualifications and skills:

- Higher university degree in Food Security and Livelihoods (FSL), Rural Development, Social Sciences, Gender Studies, Sociology, Anthropology, International Development and any other related field
- Proven experience in conducting quality end line surveys, case studies, evaluations and assessing development and humanitarian response programmes.
- Extensive experience working with international humanitarian organizations globally and specifically in South Sudan.
- Sound technical knowledge extensive experience in FSL and gender projects/programmes
- Excellent attention to detail and evidence of quality outputs from previous assignments.
- Strong analytical and research skills
- Fluent in verbal and spoken English
- Good facilitation skills

• **Roles and Responsibilities**

The consultant should:

- Be familiar with the resilience, recovery and humanitarian response program (more specifically in FSL related programme) in South Sudan and specifically in the response area.

A handwritten signature in blue ink, appearing to be "M. M. M." or similar.A handwritten signature in blue ink, appearing to be "J. J. J." or similar.

- Agree with Islamic Relief team (management, technical leads and MEAL team) on the methodology of the final evaluation.
- Lead on the evaluation survey process and outputs
- Draft and finalize data collection tools
- Collect and analysis data
- Submit the draft end line survey report to Islamic Relief
- Submit the final Evaluation report incorporating comments and inputs to Islamic Relief

Islamic Relief will:

- Facilitate the work as per the specified activity and timeframe in the outline above
- Provide relevant documents to the consultant
- Effect payments according to the agreement
- Provide timely feedback on the evaluation report from all relevant staff members.
- **Budget**
- Submit a financial proposal that indicates all-inclusive costs for conducting the survey. Islamic relief will not provide any travel, food and accommodation cost directly. The financial proposal should be inclusive of all travel costs;

The consulting firm shall bear all costs associated with the preparation and submission of the proposal. The consultant shall **submit ONE (1) copy of technical and ONE (1) copy of financial proposal in electronic form or in a single envelope**. The technical and financial proposals should be clearly marked and should include the name and detailed contact of the consultant/ firm.

All costs should be quoted in USD and will remain valid up to sixty days (60) from the day of proposal submission.

• **Confidentiality and data protection**

All the out-puts – Final evaluation report, database, etc., produced under this assignment will not be disseminated in part or whole without express authority from Islamic Relief South Sudan. Thus, the consultant firm shall not produce these materials in any form (electronic, hard copies, etc.) to a third party without written permission from Islamic Relief South Sudan.

• **Research management**

The commissioning manager is Head of Programmes for Islamic Relief South Sudan Country programme. The consultancy will also be coordinated with the Country MEAL coordinator or Islamic Relief MEAL Team who will constitute part of the review committee, which will be responsible for overseeing the work of the consultancy firm and ensuring the effective implementation of the final evaluation. Interaction with the review committee will be at specific points such as the inception, draft and final reports.

• **APPLICATION REQUIREMENTS**

Interested candidates in the position are expected to provide the following documentation:

- A technical proposal with detailed response to the TOR, with specific focus on addressing the scope of work and methodology to be used



- Sample of previous works on project End line surveys, case studies, evaluations, etc.
- Initial work plan based on methodology outlined, and indication of availability
- A financial proposal detailing the daily rate expected, transportation costs, accommodation costs, etc. and initial work plan
- Company profile or CV including a minimum of 3 traceable, recent and relevant references to this task
- Team composition with a lead consultant, and a CV of each person to be involved in the assignment, including relevant experience.

The application process

- Interested Parties are requested to submit a proposal explaining their comprehension of the proposed consultancy, and how they would approach this assignment with a summary of their methodology, especially in terms of how the party plans to meet the objectives. Additionally, they should submit one or two examples of similar evaluations (including a combination of quantitative and qualitative methodologies) conducted previously. The application should include a team composition with a Lead Consultant and at least 2 experienced evaluators. International consultants/firms must show proof of in-country capacity to carry out the evaluation within the context of COVID 19 restrictions. The application should include a minimum of three CVs of the persons to be involved in the assignment, relevant experience, a detailed budget in USD, and time availability.
- The deadline for submission of proposals from interested parties is **Monday August 22nd, 2022**
- Proposals must contain a proposed methodology, work plan and budget. Proposals can be submitted to. IRSS.Tender@islamic-relief.com.ss
- Guiding Principles and Values:
- Adherence to Islamic Relief Code of conduct, PSEA, Child Safeguarding practices, and confidentiality when interviewing or photographing children.
-
- Only shortlisted candidates will be notified.
- NB: The consultancy is for a period of 30 days

Annex 1. Recommended outline of the Final evaluation report

1. Cover page

- Title
- Project title /affiliate identification code
- Date that the report was finalized
- Islamic Relief logo (unless not appropriate)

2. Table of contents

3. Glossary

4. List of abbreviations.

5. Executive summary that can be used as a stand-alone document

6. Introduction, stating objectives of the end line survey

Two handwritten signatures in blue ink are visible at the bottom of the page.

7. The intervention and context
8. Methodology, including an indication of any perceived limitations of the evaluation
9. Presentation of the findings and their analysis following OECD DAC criteria
10. Conclusions
11. Learning and Recommendations
12. Appendices:
 - Terms of reference
 - Summary table with list of indicators and evaluation values
 - A list of interviewees (name, function and working environment) and places visited.
 - List of documents and bibliography used.
 - Evaluation instruments such as questionnaires and interview guides

Two handwritten signatures in blue ink, one on the left and one on the right, positioned above a horizontal line.