



**TERMS OF REFERENCE: External Evaluation for Inkomoko Livelihood Program in Juba/Maban**

**POSTING DATE:** 8 August 2023

**DEPARTMENT:** Monitoring, Evaluation, and Learnings Department

**REPORTS TO:** Director of MEL

**LEVEL:** Consultancy - Monitoring and Evaluation Company

**LOCATION:** Juba (Mangalla) and Maban Refugees Camp (Batil, Doro and Gendrasa)

**Background Information**

Inkomoko provides business training, advisory, financing, and market linkages to help refugee, IDP, and host community entrepreneurs grow and improve their businesses. With improved businesses, entrepreneurs will have improved livelihoods and will contribute to thriving communities. Inkomoko has operations in Rwanda, Kenya, and Ethiopia, and opened an INGO in South Sudan in August 2023 to provide livelihood programming to entrepreneurs.

Starting in October 2023, Inkomoko will serve 600 entrepreneurs in Juba (Mangalla) and Upper Nile (Maban Refugee Camp). We will take a phased approach to supporting entrepreneurs in two locations, including refugees and internally displaced people, by providing training, consulting, and access to finance services to entrepreneurs. We have a particular focus on serving women and youth.

It is against this background that Inkomoko is seeking to hire a South Sudanese Monitoring and Evaluation (M&E) firm to assess the outcomes and impact of Inkomoko's first program in South Sudan.

**Objectives**

The primary objectives of this assignment are to:

- Measure the change brought about by Inkomoko's intervention at the participant level, comparing participants from baseline to endline metrics, as well as to a counterfactual group.
- Assess change in business knowledge, business practices, revenue, jobs created, and improved livelihoods factors.
- Contextualize Inkomoko's MEL tools/system for the South Sudan context
- Provide accurate, reliable, and timely data that will inform evidence-based decision-making that contributes to program improvement and iteration.
- Generate insights and learnings to improve the program operations in alignment with Inkomoko's theory of change and disaggregated by demographics to determine applicability of the intervention for various groups.
- Establish a robust system for ongoing program tracking and reporting to monitor the implementation of project activities, outputs, and outcomes.

**Scope of Work:**

The M&E firm will be responsible for the following scope of work in partnership with Inkomoko program staff and MEL management team, including Inkomoko's data team:

- Implement and conduct baseline and endline surveys in line with the established Inkomoko methodology, tools, and data collection SOPs to assess change in business knowledge, business practices, revenue, jobs created, and improved livelihoods factors.
- Modify Inkomoko data collection tools in collaboration with the Inkomoko MEL team including surveys, questionnaires, and interview guides, to fit the South Sudanese context, while maintaining mappable data sets for consolidation with Inkomoko's multi-country data.
- Establish and measure a counter-factual group for comparative analysis of Inkomoko results against a non-intervention group.
- Ensure all data protections, protocols, and relevant clearances are secured to collect, store, and share client information, including client consent forms.
- Recruit and train enumerators for data collection as needed, using gender-sensitive approaches
- Conduct data collection, ensuring data quality and consistency, using local languages and technology tools, ensuring unique identifiers for all respondents.
- Analyze survey data and prepare detailed reports, disaggregated by demographics and other programmatic elements.
- Establish a program tracking system, including the development of indicators and data collection mechanisms.
- Run focus groups for qualitative and quantitative insights
- Regularly track and monitor project activities, outputs, and outcomes, and provide timely reports.
- Provide insights and recommendations based on data analysis for program improvement.
- Conduct periodic field visits to project sites in South Sudan (Juba and Maban Refugee Camp) to assess project progress, identify challenges
- Provide technical support and capacity-building to Inkomoko project staff to understand the South Sudan context

### **Deliverables:**

The M&E firm will be expected to deliver the following:

- Data sets and data analysis files.
- Baseline Report with overview analysis of point-in-time standing of demographics, capacities
- Mid-term report from focus groups
- Comprehensive Endline Report with analysis and findings, including comparative analysis to a counterfactual group.
- Regular program tracking reports as per the agreed-upon schedule.
- Presentation of survey findings and program tracking results to Inkomoko.

### **Consultancy Term**

The contract duration for the term will be eight (8) months, including onboarding/inception, data collection and analysis, and report writing of final deliverables. **We anticipate that the contract will begin around 15 September 2023, and conclude around 15 May 2024,** depending on contracting and other contingencies.

Successful completion of this contract on time and within budget with quality results may result in subsequent contracts with Inkomoko in additional locations.

### **Required Qualifications of Successful Applicants:**

The team dedicated to this assignment should demonstrate the following skills in their proposals:

- Data collection using Kobo ToolBox or other similar software
- Data cleaning and analysis and visualization
- Skilled in data collection, management, and analysis software/tools.
- Report writing for donor audiences
- Ability to travel to Maban and throughout Juba
- Fluency in English and Juba Arabic are required with additional language skills for Maban as needed.
- Registered with the government of South Sudan, including tax certification, with work authorization throughout the country

The team should also have previous experience:

- Conducting baseline and endline surveys, program tracking, and data analysis
- Conducting evaluation for international NGOs or large development organizations
- Disaggregation of data by gender, age, and other demographic factors
- Running counterfactual groups for comparative data
- Running focus groups for insights and qualitative insights
- Working in refugee camps or IDP settings
- Securing permissions for data collection
- Managing contracts of similar nature and size

### **Proposal Submission**

Interested consultants are invited to submit a proposal of no longer than 5 pages that includes:

- Company profile, relevant experience, and contact information
- Proposed methodology, detailed work plan and timeline to complete the scope
- Description of gender-sensitive approaches and client protections to be used
- Full budget
- References from three (3) previous clients of similar scope.
- CVs of all staff assigned to the project
- Copy of company registration document and TIN

### **Submission Deadline**

Proposals must be submitted no later than 31 August 2023 to [recruitment@inkomoko.com](mailto:recruitment@inkomoko.com) with the all proposal submission documents outlined above attached. Hand delivery of proposal submissions should be done to INKOMOKO office, located at Afex Hotel, Juba.

Applicants may go through further due diligence and refinement after review from the Inkomoko selection committee. Finalists will be contacted for the potential to refine further. If you have any questions, please address them to the Director of People & Culture [peopleteam@inkomoko.com](mailto:peopleteam@inkomoko.com).

### **Contractual Arrangements**

The selected firm will enter into a formal contract with Inkomoko outlining the terms and conditions of the assignment, including deliverables, payment schedule, and reporting requirements. Consultancy contracts for the scope of work above do not constitute employment with Inkomoko.