



## Re-advertised\_Terms of Reference (TOR) Project External Evaluation (End of Project Evaluation)

**Education in Emergencies (EiE) project: Providing access to basic education, protection, livelihood services to populations affected by conflict.**

**Contract days:** 22 days

**Timeframe:** 1 month

**Location:** Fangak County, Jonglei State and Panyikang County, Upper Nile State, South Sudan

**Main sector(s):** Education in Emergencies (with components of child protection and livelihoods)

### 1. Background of the evaluation

Since July 2020, FCA has been implementing a 21 month integrated education program (combining the sectors of Education in Emergencies, child protection and livelihoods). The project is funded by the European Union Humanitarian Aid. It started in July 2020 and will end in March 2022. The project is implemented in Fangak County, Jonglei State and Panyikang County, Upper Nile State. The project seeks to achieve the following:

**Principal Objective:** Addressing critical humanitarian needs through emergency lifesaving activities in particular in the case of new shocks (conflict-related displacement, epidemic outbreaks, and/or natural disasters/climate shock) or in newly accessible areas.

**Specific Objective:** Reinforced coping capacity of IDP, host and returnee communities through improved access to education services, child protection services and basic food security activities.

**Outcome 1, Education:** Improved access to safe, inclusive and quality education in emergencies for IDP, host and returnee communities.

**Outcome 2, Protection:** Enhanced protection of children through support of localized referral system, response, information dissemination and awareness raising.

**Outcome 3: Livelihoods:** Improved food security for vulnerable IDP, host and returnee communities.

**Outcome 4, crisis modifier:** Enhanced safe return to quality learning for teachers, learners and school communities

Beneficiaries targeted are as follows;

**Education in emergencies:** Teachers, learners (in both formal education and overage pupils in non-formal education), County Education Officials, PTA members/School Management Committees and community members on awareness raising on education issues.

**Protection:** Children in need of PSS support, children living with disabilities and community members on awareness raising on child protection issues.

**Livelihoods:** Vulnerable parents, County Agricultural/Fisheries Extension Officials as well as PTA/SMC members.

## 2. Purpose and priority objectives of the evaluation

The purpose of this project evaluation is to assess the achievements of the project vis-à-vis the project goal, objectives and outcomes and take learnings from the intervention. The outcome of the evaluation will also be used to establish a basis for learning as well as form part of accountability both for FCA and for the donor. The evaluation should also come up with recommendations that will future project design in the target area surrounding, newly accessible areas.

The evaluation will assess the effectiveness of the implementation strategy and the results. This will include the implementation modalities, replication and sustainability of the project. It will assess the extent to which the project results have been achieved, its replicability to a larger scale as well as the effectiveness of the integration strategy. The evaluation will also recommend areas for improvement and learning. In order to achieve these objectives; the evaluation will focus on the key areas below (evaluation questions).

## 3. Scope of the evaluation

Scope of the evaluation is as follows:

- **Project name:** Providing access to basic education, protection and livelihood services to populations affected by conflict in Jonglei and Upper Nile States, South Sudan.
- **Total budget of project:** 1,160,000 EUR.
- **Timeframe covered in this evaluation:** 1<sup>st</sup> July 2020 to 31<sup>st</sup> March 2022.
- **Geographic locations:** Fangak County, Jonglei State and Panyikang County, Upper Nile State, South Sudan.

The main thematic areas of focus for this project is as follows:

- Education in Emergencies (support to learners, teachers, County Education Officials, PTAs (Parent Teachers Associations and SMCs (School Management Committees and use of mobile learning spaces).
- Child protection (support in managing cases of child protection, referral pathway, support to children living with disabilities, support to teachers and PTAs in managing and/or referencing child protection cases).
- Livelihoods (support to vulnerable parents).
- Crisis modifier (establish learnings on how well the strategy has worked in responding to a crisis).

## 4. Evaluation questions

In line with FCA Evaluation Guideline the evaluation utilizes the OECD DAC evaluation criteria. The evaluation assesses the project achievement in terms of its Relevance, Effectiveness, Efficiency, Impact, coherence and sustainability.

**Relevance**

1. To what extent did the project achieve its overall objectives?
2. Was the project relevant to the identified needs?

**Effectiveness**

1. How effective has the project been in responding to the needs of the beneficiaries?
2. To what extent were the results (outputs, outcomes and impacts) achieved and what were the challenges and constraints if any?

**Efficiency**

1. Was the process of achieving results efficient? Specifically did the actual or expected results (outputs and outcomes) justify the costs incurred?
2. Did enrolment and retention levels for girls in school improve?

**Impact**

1. What positive changes are observed in the lives of the target group as a result of the implementation of the project?
2. Did the response contribute towards preparedness towards future vulnerabilities and shocks?

**Coherence**

1. Did the response collaborate and deliver results in line with other actors in the field.

**Sustainability**

1. To what extent are the benefits of the project likely to be sustained and can be scaled up?
2. What are the key factors that will require attention in order to improve prospects of sustainability of project outcomes and the potential for replication of the approach?

In terms of implementation of the evaluation process, it needs in itself to be inclusive and ensure the participation of different stakeholders, particularly women and men who are most likely to have their rights violated.

Particular attention must also be paid to the inclusion of women and individuals/groups who are marginalized and/or discriminated against. The appropriate methodology should allow identifying and including in the data-gathering and analysis process those most likely to have their rights violated.

As any other data collection and analysis processes, evaluations have potential for exacerbating existing tensions. Therefore, the principles of conflict sensitivity/do no harm should be followed in minimum by considering the potential negative effects of the process on existing latent or open conflicts.

The evaluation questions may be expounded or modified during the inception stage if needed. This will be reflected in the service contract for the assignment.

### 3. Methodology required & available data

The consultant is invited to propose the best methodology to best accomplish the task at hand. This needs to be clearly stated and outlined in the Technical Proposal, and further specified in the inception reports which will be approved by the FCA.

At the very least, quantitative and qualitative data will be collected through the following methods:

1. Desk study and review of relevant project documentation including project proposal, project reports etc.
2. In depth interviews to gather primary data from key stakeholders<sup>1</sup> using a structured methodology.
3. Focus Group Discussion (FGD) with project beneficiaries and other stakeholders.
4. Interviews with relevant key informants.
5. Observations (field visits using observation tool).

## 6. Evaluation process

**Inception stage:** The consultant will prepare an inception report before fieldwork can begin, which details the consultant's understanding of the assignment to ensure that both the consultant and FCA have a shared and common understanding. The inception report will include the detailed methodology, data sources, data collection and analysis tool(s). The consultant will prepare an Evaluation Matrix against the jointly agreed Evaluation questions. In addition, the report will include the scope of work, work plan (including selection of field missions), agreed timeframe/schedule of tasks (for the contractual 22 days), activities and deliverables. Draft inception report will be submitted for the review and comments for the FCA. Once the comments have been addressed and inception report approved, the evaluation process can proceed to actual evaluation stage.

**Data collection and analysis:** The consultant is welcome to propose appropriate data collection and analysis tools, methodologies and approaches in the technical proposal. These will be analysed by the procurement committee (technical analysis) and compared against competing proposals as part of the evaluation criteria (see section 11). Electronic data collection methods, where applicable, are also acceptable.

**Draft reporting stage:** The draft report will be prepared by the consultant and submitted to FCA for review and comments. There will be a presentation of findings to stakeholders during this stage. Final comments (in writing) from FCA will be provided within 5 days after the reception/presentation of the draft report.

**Final reporting stage:** This final report will be submitted within 5 days after receiving comments and will incorporate the comments from FCA. Final report must be approved by FCA.

*See timetable for further details.*

FCA will support in the consultant in the following:

1. Making appointments with key respondents.
2. Booking for transport from Juba to the field.
3. Provide transport in the field.
4. Provide accommodation in the field.

The consultant should cater for the following:

5. Selecting, interviewing and remunerating translators and enumerators.
6. Cater for international travel.
7. Cater for transport within Juba.
8. Cater for accommodation in Juba.

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<sup>1</sup> Includes: teachers, learners, County Education Officials, PTA/SMC members, parents of children living with disabilities including other vulnerable parents and County Agricultural/Fisheries Extension Officials.

## 7. Timetable

The assessment is expected to take an estimated duration of 22 working days. This will include desk reviews, fieldwork, interviews, and report writing.

Activity	Deliverable	Duration
Inception meeting Initial briefing with selected consultant.	Inception Report	1 days
Desk Review: Evaluation design, methodology and detailed work plan.		4 days
Field visits and data collection.	Field work	8 days
Data analysis and compilation of draft Evaluation Report.	Draft Report	4 days
Draft report presentation and validation meeting with consultant.		1 day
Finalization of Evaluation Report incorporating additions and comments and submission to FCA.	Final Evaluation Report	3 days
Presentation of final report		1 day
<b>TOTAL DURATION</b>		<b>22 days</b>

## 8. Deliverables & Payments

1. An inception report
2. The draft report
3. The final report

The content and the structure of the final analytical report with finding, recommendations covering the scope of the assessment should meet the requirements of the FCA by including the following:

- i. Executive summary
- ii. Introduction
- iii. Description of the evaluation methodology
- iv. Situational analysis
- v. Key findings
- vi. Conclusion and recommendations.
- vii. Appendices: evaluation matrix, including charts, terms of reference, field visits, people interviewed, and documents reviewed, etc.

### Payment schedule

Deliverables	Payment %
Upon approval of the Inception report	30%
Upon approval of draft report	30%
Upon Approval of final report	40%

## REQUEST FOR PROPOSAL

### 9. Skills and qualifications required

The consultant must have the following expertise and qualifications:

1. Master's degree or higher in Humanitarian/Development Studies, Education, Economics, Community Development, Statistics, Social Sciences or any other or relevant studies.
2. Relevant Bachelor's degree with extensive expertise, knowledge, and experience working in humanitarian or development fields in preferably in South Sudan.
3. Proven experience of conducting project-level evaluations in education sector as the sole evaluator or the head of the evaluation team.
4. Previous experience in Education in Emergencies (EiE), project management, monitoring and evaluation experience preferably in South Sudan is an added advantage.
5. Strong cross cultural communication and facilitation skills.
6. Strong and proven research and analytical skills.
7. Experience with research/evaluation in emergencies, particularly in sensitive environments.
8. Provide 3 sample evaluation reports of previous projects.
9. Proven familiarity with the context of South Sudan, geographical region and/or culture of the focus population.
10. Fluency in written and spoken English.

### 10. Budget

See *Annex 1. Technical & Financial Proposal Template*

The budget should be clear and include the following minimum components:

- Consultancy fees, travel costs, accommodation costs, DSA/perdiem where applicable, materials, enumerators' and interpreters' fees.
- **The tax element should be left out to ensure equitable comparison of all bids. Nevertheless, this shall be applied at contractual stage in line with the prevailing laws of South Sudan.**
- **NOTE:** The contract price will be fixed regardless of changes in the cost components.

### 11. Bids assessment

The bids will be evaluated by using the **Quality and Cost** approach (combined scoring method). The Technical Proposal will be evaluated and will account for 70% of the total score whereas the Financial Proposal will account for 30% of the total score.

Evaluation Criteria:	%
Level of education/academic qualifications	15%
Skills / expertise of the evaluation team	15%
Methodology for structuring, data collection & analysis	30%
Organization of tasks and timetable	10%
Price Factor	30%
<b>TOTAL</b>	<b>100%</b>

## 12. Terms of contract

- The Consultant is responsible for payment of all social costs, other employment related costs and insurance contributions and for all other liabilities of a statutory nature.
- The successful bidder is required to abide by FCA CoC, Child Safeguarding policy and any other relevant policies.
- The consultant is expected to provide a debriefing session to present the main findings and recommendations from the evaluation exercise to FCA and the donor.
- Copyright for the report will remain with FCA and the donor.

## 13. Submission process

Interested consultants and consultancy firms are required to complete the information in the consultancy application form (Annex 1) below and submit a Technical and Financial proposal marked "Technical and Financial Proposal for External Evaluation - 12145" (see Annex 1 below) through email to [procurement.ssuco@kua.fi](mailto:procurement.ssuco@kua.fi) by **Wednesday, 18<sup>th</sup> May 2022 by latest 5:00 Pm** (South Sudan Time).

Kindly also provided the following along with the application:

- C.Vs of the Lead Consultant as well as those of other consultants.
- Up to 3 examples of previous similar consultancy (from recent evaluation work)
- Up to 3 recommendations from previous contract providers.

For inquiries regarding the advert, please contact [johanna.tervo@kua.fi](mailto:johanna.tervo@kua.fi), copying [Procurement.Ssuco@kua.fi](mailto:Procurement.Ssuco@kua.fi)

**Note:** Late, incomplete or partial bids will be rejected.

## Annexes

- Annex 1. Technical & Financial Proposal Template (*Part A: Technical Proposal. Part B: Financial Proposal. Part C: Application Form*).

## *Annex 1. Technical & Financial Proposal Template*

**To be filled-in by the candidates, in compliance with the following instructions in three parts;**

PART A: TECHNICAL PROPOSAL

PART B: FINANCIAL PROPOSAL

PART C: APPLICATION FORM

### **A. TECHNICAL PROPOSAL**

#### 1. Rationale (max. 1 page)

Any comments on the Terms of Reference of importance for the successful execution of activities, in particular its objectives and expected results, thus demonstrating the degree of understanding of the contract. Any comments contradicting the Terms of Reference or falling outside their scope will not form part of the final contract.

An opinion on the key issues related to the achievement of the contract objectives and expected results

(Optional: An explanation of the risks and assumptions affecting the execution of the contract).

#### 2. Proposed Methodology (max. 3 pages)

- An outline of the approach proposed for contract implementation;
- A list of the proposed activities considered to be necessary to achieve the contract objectives;
- The related inputs and outputs.

#### 3. Timetable of activities (max 1 page)

The timing, sequence and duration of the proposed activities, taking into account time for mobilization. See guiding schedule in section 7.

### **B. FINANCIAL PROPOSAL**

(max 1 page)

Include a detailed breakdown of the budget. Do not include VAT or taxes at this point to ensure a clear and fair comparison during the assessment of the bids.

The following format should be used for the budget breakdown and can be broken down further for more clarity e.g. consultancy can be broken down between lead and other consultants, etc.

Description	Unit cost (in USD)	No. of days	Description	Total (in USD)
Consultancy fees	(per day)			
International travel				
Local travel				
Incidentals				
Accommodation	(per day)			
DSA / per diem (where applicable)				



Terms of Reference (ToR): Project External Evaluation

Materials				
Enumerators	(No. X unit cost)			
Interpreters	(No. X unit cost)			
Other costs (please fill if needed)				
<b>Total</b>				

**C. APPLICATION FORM**

Surname (Lead Consultant)	
Other Names (Lead Consultant)	
Nationality (Lead Consultant)	
Business name if applicable	
Email Address	
Telephone Number	
Current Address/ Location	

1. Please indicate your highest level of education of the Consultant/Team Leader

Level of Education	Select	Details of academic qualifications
PhD		
Masters' Degree		
Technical/ Specialized Postgraduate Diploma		
Bachelors' Degree		

2. Number of relevant years' experience in conducting external evaluations

> 8 years	
5 - 7 Years	
3 - 4 Years	
1 - 3 Years	
< 1 Year	

3. Please indicate the highest level of other consultants in the evaluation team

Terms of Reference (ToR): Project External Evaluation

Consultant name	Level of Education				Years of experience	Details of academic qualifications
	PhD	Masters' Degree	Technical/ Specialized Postgraduate Diploma	Bachelors' Degree		

4. List the most recent and relevant experiences in conducting external evaluations as follows;

Agency/NGO	Kind of Assignment	Month/ Year	Referee Name	Email	Phone

5. Have you worked with FCA or hired by FCA as consultant before?

6. Are you currently employed or engaged in consultancy assignment?