

**TERMS OF REFERENCE (TOR) FOR MID-TERM EVALUATION CONSULTANCY IN MAGWI COUNTY  
(EASTERN EQUATORIA STATE)**

<b>Organization</b>	Lutheran World Federation
<b>Project Title</b>	Promoting Socio-Economic Integration of Returnee and Receiving Communities in Magwi County
<b>Sector(s)</b>	<ol style="list-style-type: none"> <li>1. Education</li> <li>2. WASH</li> <li>3. Food Security &amp; Livelihoods</li> <li>4. Human Rights, Social Cohesion and Community based Psychosocial Support</li> </ol>
<b>Project period</b>	1 January 2021 to 31 December 2023
<b>Period covered by evaluation</b>	1 January 2021 to 30 June 2022
<b>Assignment</b>	Conduct Mid-Term Evaluation
<b>Specific Assignment Location(s)</b>	Magwi County (Eastern Equatoria); Magwi Payam, Obbo Payam and Pajok Payam
<b>Reporting To:</b>	Program Coordinator based in Juba with support from Deputy program Coordinator, Area Coordinator and PMER Manager
<b>Duration</b>	30 days
<b>Possible start date</b>	10th June 2022
<b>Possible end date</b>	10 <sup>th</sup> July 2022

## **1.0 INTRODUCTION**

LWF South Sudan program with financial support from Bread for the World is implementing a 3-year (2021-2023) project in Magwi County: **Promoting Socio-Economic Integration of Returnee and Receiving Communities in Magwi County**. The program covers aspects of Education, Protection, Social Cohesion, Livelihoods and WASH mainly in the Magwi, Obbo and Pajok payams in Magwi County Eastern Equatoria.

## **2.0 COMMISSIONING ORGANISATIONS/ OWNER'S TEAM**

The Lutheran World Federation (LWF) as an implementing partner is an International Non-Governmental Organization with its headquarters in Geneva and represented by Country office in South Sudan. The Country office is further developed into LWF four sub-offices of Jonglei (since 2004), Maban (since 2012), Ajuong-thok (Jamjang, since 2012); and Magwi (since 2019). The LWF South Sudan Program focuses on three programmatic areas, namely Livelihoods, Quality Services, and Protection and Social Cohesion. LWF South Sudan program generally targets the most vulnerable rights holders, including refugees, IDPs, returnees, refugee-hosting communities, and other at-risk local communities. Specifically on this Project, LWF works with 3 sub-granted National NGO partners namely CIDA, PDCO and RECONCILE dealing with Community based protection; Advocacy on land rights and climate change; and Peace and Social Cohesion respectively.

On the other hand, Bread for the World with its headquarters in Germany through its Regional office based in Addis Ababa in Ethiopia is the main financing partner for this project with co-financing from Australian Lutheran World Service based in Australia and ACT Church of Sweden Based in Sweden.

## **3.0 AIM OF THE CONSULTANCY**

The aim of this mid-term evaluation is to assess progress made towards achievement of project objectives and to identify factors affecting results. It will also identify what improvements can be made and provide recommendations for the remaining period of the project.

### **3.1 Scope**

The evaluation will cover the period from 1 Jan 2021 to 30 June 2022 with a view to create an accurate and comprehensive picture of the project implementation, generating findings on evaluation criteria and documenting good practices and lessons learned. It shall be conducted in (Eastern Equatoria State), Magwi County in the following payams; Magwi, Obbo and Pajok.

## **4.0 PROJECT**

### **4.1 Expected Outcome and Impact**

The project aims at contributing to socio-economic reintegration of returnees in Magwi County of Eastern Equatoria State of South Sudan.

### **4.2 Objectives**

<b>Overall project goal</b>	<b>To contribute to socio-economic reintegration of returnees in Magwi County of Eastern Equatoria State of South Sudan</b>		
<b>Objectives</b>	<b>Indicators</b>	<b>Baseline/Target</b>	<b>Means of Verification</b>
<b>Objective 1: Increased primary education coverage for school-age children from returnees and receiving communities in Magwi County</b>	1.1 At least 80% of school-age girls and boys enrolled in primary education in Pajok and Obbo Payams	Baseline: 77% Target:80%	Enrolment registers/database, Progress report, monitoring/evaluation report
	1.2 90% of trained teachers apply new techniques and skills of teaching	Baseline: 57% Target:90%	Progress report, evaluation report
<b>Objective 2: Increased use of safe drinking water and livelihood opportunities for returnees and members of the host community in Magwi County</b>	2.1 At least 80% of the targeted population in Pajok and Obbo Payams report increased access to potable water	Baseline: 36% Target:80%	hydrogeological Survey, borehole assessment and construction/repair report, monitoring report, field photos
	2.2 75% of women supported in livelihoods and vocational skills training have improved their income by at least 50%	Baseline: 0 Target:75%	Distribution list, distribution report, monitoring report, attendance lists
<b>Objective 3: Communities involvement in Human Rights, Social Cohesion and Community based Psychosocial Support in Magwi County is enhanced</b>	90% of the community-based structures adopted the community based psychosocial approach in facilitating social cohesion and steps towards the realization of human rights and social cohesion	Baseline: 10% Target:90%	Case management records and reports, monitoring report, records of sensitization, meetings with CBPS
	At least 3 policies at local/ state level are reviewed to address the rights of returnees and receiving communities	Baseline: 0 policy reviewed Target: 3	Minutes of meetings with local or state authorities, policies' documents

## 5.0 STUDY PURPOSE

### 5.1 Specific objectives

The evaluation specifically serves to;

The objective of the task is to evaluate the project in terms of its efficiency, effectiveness, impact, relevance, and trend for sustainability. The purpose of the evaluation is to measure the success of the project against its targeted objective and indicators. The evaluation aims to pull out the key lessons learnt and to formulate evidence-based recommendations which can be applied within the remaining project period and beyond. Also, the quality of governance and management of the project and organization shall be assessed. The planned evaluation is, therefore, meant to track the changes made in the socio-economic status of the target beneficiaries because of the project interventions and evaluating the attainment of intended objective. Moreover, it is expected to review the project's role in addressing marginalized groups, gender equity and the fairness of benefits among the various community groups. Furthermore, inform adjustments of the project's strategy and plan in the second half of the project life and contribute to knowledge development of the team and project stakeholders. Besides, the project evaluation shall suggest strategies on the way forward and draft friendly tools to monitor both aspects of the project.

Its results will be used by the implementing agency, LWF SSD, to address the recommendations and use for adjustment of project gaps, as well as by the funding partner BFTW to evaluate the results of the project. Therefore, the evaluation result will be used in determining what to be done in the future in the area and to draw lessons for the development endeavor of LWF SSD.

### 5.2 Evaluation criteria and questions

S/No	Evaluation elements	Proposed evaluation questions
1	<b>Relevance and strategic fit of the project</b>	<ol style="list-style-type: none"><li>1. Does the intervention constitute an adequate response to the current needs and rights of the beneficiaries?</li><li>2. Is the intervention adapted to present the institutional and financial capacities of the partners and any other key stakeholder with a role in implementation?</li><li>3. Is the choice of implementation method including the partnerships proving to be appropriate?</li><li>4. Do all the stakeholders demonstrate effective commitment to the objectives of the intervention (i.e., Ownership)?</li><li>5. What modification do you recommend on the project design and methodology to improve its relevance in the second half of the project?</li><li>6. Assess the extent in which the project activity is relevant or suited to the priorities of beneficiaries and the existing government policies and strategies.</li><li>7. To what extent are the objectives of the project still valid?</li><li>8. Are the activities and outputs of the project consistent</li></ol>

		<p>with the development goal and the attainment of its objective?</p> <p>9. Are the activities and outputs of the project consistent with the intended impacts and effects?</p>
2.	<b>Intervention logic, monitoring and learning</b>	<ol style="list-style-type: none"> <li>1. To what extent does the current intervention take into account past experiences, good practices and lessons learned from previous interventions?</li> <li>2. What is the current quality of the intervention logic? Are the planned outputs and outcomes coherent and feasible, and have the key assumptions and risks been clearly identified?</li> <li>3. Is the horizontal logic of the Logical Framework Matrix (LWF) adequate? I.e., choice of indicators, data availability, baseline data, target values and relevant disaggregation?</li> <li>4. Does the intervention have an adequate internal monitoring system? (Including that of partners.)</li> <li>5. Are there any lessons learnt and good practices that would be useful to share beyond the intervention context? Are the lessons learnt being shared between the project partners?</li> </ol>
2	<b>Coherence</b>	<ol style="list-style-type: none"> <li>1. To what extent were context factors (political stability or instability, population movements, etc.) considered in the design and delivery of the intervention?</li> <li>2. To what extent was the intervention coherent with policies and programs of other partners operating within the same context?</li> <li>3. To what extent was the intervention design and delivery in-line with the humanitarian principles?</li> <li>4. What have been the synergies between the intervention and other LWF interventions?</li> </ol>
2	<b>Project progress and effectiveness</b>	<ol style="list-style-type: none"> <li>1. Are the outputs being achieved with the expected quality?</li> <li>2. Are the expected outcomes likely to be achieved?</li> <li>3. To what extent are the results inclusive, (ensuring the fair distribution of effects across different groups of population)?</li> <li>4. Does the intervention effectively influence the partners' relevant policy and interventions?</li> <li>5. Is the intervention having any unintended positive or negative effects? Were the negative effects considered for possible risk mitigation?</li> <li>6. What measures are required to improve the capacity of the project partners in the second half of the project?</li> </ol>

3	<b>Efficient use of resource</b>	<ol style="list-style-type: none"> <li>1. Have resources (funds, human resources, time, expertise, etc.) been allocated strategically to achieve outcomes?</li> <li>2. Was the intervention cost-efficient?</li> <li>3. Was the intervention implemented in a timely manner?</li> <li>4. Was the intervention implemented in the most efficient way compared to alternatives?</li> <li>5. Did the targeting of the intervention mean that resources were allocated efficiently?</li> </ol>
4	<b>Effectiveness of management arrangements (including monitoring and evaluation)</b>	<ol style="list-style-type: none"> <li>1. Has the project received adequate political, technical and administrative support?</li> <li>2. Was there a clear understanding of the roles and responsibilities by all parties involved?</li> <li>3. How effective is communication between the project team, partners and financial partner?</li> <li>4. Measure the extent in which the project activity is effective in attaining its objectives. <ul style="list-style-type: none"> <li>▪ To what extent was the project objective and indicators are achieved?</li> <li>▪ What were the major factors influencing the achievement or non-achievement of the objectives?</li> </ul> </li> </ol>
5	<b>Sustainability and Impact of the project</b>	<ol style="list-style-type: none"> <li>1. How effectively has the project built necessary capacity of people and institutions?</li> <li>2. How effectively has the project built national ownership and capacity?</li> <li>3. How likely it is that the project will achieve its objectives in the second half of the project and what elements need to be taken into account to ensure sustainability of outcomes?</li> <li>4. Has the private sector been sufficiently involved with a view to contributing to the sustainability of the intervention?</li> <li>5. Does the proposed intervention increase resilience to shocks and pressures (by addressing specific dimensions of fragility and their root causes)?</li> <li>6. To what extent did the benefits of a project continue after donor funding ceased?</li> <li>7. What were the major factors which influenced the achievement or non-achievement of sustainability of the project?</li> </ol>

6	Impact	<ol style="list-style-type: none"> <li>1. Assess the impacts of the project towards the achievement of the project's objective and the wider scope of development goal <ul style="list-style-type: none"> <li>▪ What has happened because of the project?</li> <li>▪ What real difference has the project activity made to the beneficiaries?</li> <li>▪ How many people have been affected?</li> </ul> </li> </ol>
---	--------	---

### 6.0 Evaluation Methodology/Design

The evaluation will be carried out in a participatory manner to ensure the involvement of key stakeholders in particular national project partners, local authority, beneficiaries and the financing partner in all phases of the evaluation, including preparation, field visits, report preparation and dissemination.

**Desk review: Review and analysis of documents related to the project, including:** Project documents: Project application document, M&E matrix, logical framework, work plan and budget, six months reports for 2021 and 2022, 2021 annual report and any relevant documents such as advancement notes, etc.

The desk review will allow the Consultant to make initial findings that in turn may point to additional or fine-tuned questions.

**Field visits and interviews:** A first list of interviewees handed to the Consultant before starting the evaluation. The Consultant will undertake group/individual discussions with specific team members.

### 7.0 ROLES AND RESPONSIBILITIES

Below are the expected roles and responsibilities of each partner but may expand further in the contract with more specificity:

#### LWF shall;

1. Contract the consultants
2. Facilitate transport from Juba to field locations and back to Juba including local transport while in the field
3. Provide food and accommodation for the consultants while in the field locations during data collection exercise
4. Help the consultant to identify and have access the relevant actors for interviews and field visits and will provide the consultant with available documentation.
5. Support to the consultant to access any relevant documents from any of its sub-granted partners as may be required by the consultant.

#### BFTW shall;

1. Review and give feedback on the draft evaluation report after the fieldwork completion.

**The Consultant(s) shall;**

1. Submit clear **technical** and **financial** proposals as indicated in this Terms of Reference(TOR)
  - **Technical proposals should include:**
    - a) Elaboration of sampling strategy
    - b) Elaboration of data collection methods
    - c) Tentative evaluation grid
    - d) Elaboration on analytical methods and presentation of results
    - e) Recommendations
  - **Financial proposals have to show explicitly:**
    - a) Total amount in US Dollars (USD)
    - b) incl. any/all fees and withholding tax if applicable
    - c) incl. detailed costing for each staff on a day/half-day basis
    - d) incl. detailed costing for any other expenses (if not taken care of by another party as stipulated above)
2. The consultant will be responsible to:
  - Prepare detail checklist and questionnaires for the evaluation work and coordinate the evaluation,
  - Conduct field visit, discussions, and interviews.
  - Collect field data.
  - Conduct field assessments survey
  - Train enumerators on data collection,
  - Cover per diem cost for data collectors or enumerators, supervisors, and any related expertise cost.
  - Conduct evaluation field assessments,
  - Up on return from the field work the consultant shall summarize the findings and debrief LWF SSD and BftW.
  - Submission of draft evaluation report for subsequent comments/feedbacks.
  - Prepare and submit draft and final reports of the mid-term evaluation both in hard and soft copies
  - Complete the work within 30 days

The consultant will be under the overall (Technical) supervision of LWF Program Coordinator (or his designate), supported directly by the Area Coordinator in Eastern Equatoria and the PMER Manager

## **8.0 DELIVERABLES**

The consultant will summarize and analyze the Evaluation & field assessment findings and debrief LWF SSD immediately after the fieldwork. After the discussion, he/she prepares the report and will submit:

1. The draft evaluation report of one hard & soft copy to LWF SSD.
2. Upon review and comment on the draft report and debriefing workshop to LWF SSD and BftW, the consultant will incorporate the comments and prepare & submit hard and soft copies of the mid-term evaluation report.



## 9.0 STRUCTURE OF THE REPORT

The evaluation report shall be written in English and has to include the following contents:

- 1) **Information Page:** Basic organizational data, duration of the project to be evaluated, title of the evaluation, principal of the evaluation (who commissioned the evaluation), contractor of the evaluation and date of the report.
- 2) **Executive summary:** tightly drafted, to-the-point, free-standing document (maximum 2 pages), including the key issues of the evaluation, main analytical points, conclusions, lessons learnt and recommendations.
- 3) **Introduction:** purpose of the evaluation, scope of the evaluation and key questions. Short description of the project to be evaluated and relevant frame conditions.
- 4) **Evaluation methodology/ design**
- 5) **Key results/findings:** with regard to the questions pointed out in the ToR and also the project specific intervention components.
- 6) **Conclusions:** summary based on evidence and analysis.
- 7) **Recommendations:** on the findings leading to suggestions to be used for the way forward
- 8) **Lessons learnt:** all relevant information beneficial to the partnership between LWF SSD and BftW
- 9) **Annexes** (ToR, instruments used, list of persons/organizations consulted, literature and documentation referred, copy of any relevant documentation used for the assessment and CV of the evaluation team).

The main evaluation report should be concise and not exceed 25 pages; excluding annexes, (supporting data and details can be included in annexes).

A Power-Point presentation with the preliminary findings and recommendations presented to LWF and key stakeholders

All draft and final outputs, including supporting documents, analytical reports and raw data provided in electronic version compatible with Ms WORD. Ownership of the data from the evaluation rests jointly with LWF and consultants. The copyright of the evaluation report will rest exclusively with LWF. Key stakeholders can make appropriate use of the evaluation report in line with the original purpose and with appropriate acknowledgement.

## 10.0 ETHICAL CONSIDERATIONS

The consultant shall organize the Mid-term evaluation in a participatory way, including consultation with both the returnees and host communities. For all the evaluation participants, the three key ethical principles – informed consent, confidentiality and anonymity – must be adhered to. The consultant shall also provide sufficient and easy to understand information about the evaluation in good time, conduct interviews in places deemed safe, private and comfortable by study participants and anonymize their identity in any write-ups from this evaluation.

In addition, the design and implementation of the Mid-term evaluation must ensure that the principles of gender equality, inclusion and non-discrimination are applied and that there is meaningful participation of the most vulnerable groups and other key stakeholders at all times.

## **11.0 MANAGEMENT ARRANGEMENTS**

The Program Coordinator will be the Overall in charge with delegated authority to DPC and PMER manager all based in Juba.

The Designated personnel will ensure the evaluation takes place according to the ToR. They will facilitate the exercise and ensure consultation of relevant LWF team members and stakeholders throughout the evaluation process.

The team in Juba will provide the necessary support to the Consultant and discuss any technical, methodological or organizational matter that may arise. The Consultant will be responsible for delivering the above evaluation outputs using a combination of methods mentioned here above.

## **12.0 PROFESSIONAL QUALIFICATION AND EXPERIENCE**

At the minimum, the consultant/s must possess the following:

- Relevant Master's degree in international development, social sciences, M&E, Research and Evaluation, organizational development and Education. Post graduate certificate or Diploma in M&E, Public health and WASHs or any relevant discipline is a plus.
- At least 5 years' experience consulting/working for international humanitarian organization with demonstrated familiarity on international development and humanitarian emergency project concepts, methods, and tools related to surveys and assessments.
- At least 3 references from credible organizations that demonstrate experience conducting evaluations, surveys, assessments, action planning, enumerator training, data collection, data analysis and providing technical assistance with major focus on livelihoods, Education, WASH and Public Health.
- Excellent organizing, facilitating, presentation, communication and report writing skills.
- Experience in gender mainstreaming and gender analysis will be essential
- Sound experience and knowledge of computer-based statistical analysis and visualization packages (SPSS, STATA, R, Power BI, Tableau, etc) as well as mobile data collection tools (KoBo, SurveyCTO, etc)
- Remarkable experience in using qualitative data analysis packages (Nvivo, Atlas-ti, MAXQDA, etc)
- Ability to meet deadlines and work under pressure.
- Ability to work in multi-cultural and multi-racial set ups

### 13.0 TIMELINES

The following timelines will guide the implementation of this assignment.

Sn	Task	Dates
1.	Advertisement for the consultancy	20/5/2022-3/6/2022
2.	Analysis and communication to successful bidders	3/6/2022-9/6/2022
3.	Contract signing	10/6/2022
4.	Inception meeting	13/6/2022
5	Submission of inception report	20/6/2022
6.	Data collection, analysis and presenting of first draft report	24/6/2022-6/7/2022
7	A Power-Point presentation with the preliminary findings and recommendations	8/6/2022
8	Presentation of the final copy	10/7/2022

### 14.0 SUBMISSION

Please send your CV, Technical and financial proposals detailing survey methodology, work plan and budget and all relevant documents including reference recommendation as a single file to:

[consultancy.southsudan@lutheranworld.org](mailto:consultancy.southsudan@lutheranworld.org)

Deadline for expression of interest is on 3/6/2022

