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**TERMS OF REFERENCE (TOR) FOR END-LINE EVALUATION CONSULTANCY IN BOR,  
JUBA AND TORIT-PROJECT NO.A-SSD-2021-0275**

<b>Organization</b>	Lutheran World Federation
<b>Project Title</b>	COVID-19 RESPONSE OPERATION IN SOUTH SUDAN, CROSS Phase 2
<b>Sector(s)</b>	1. Community Engagement 2. Hygiene and Sanitation 3. Food Security and Livelihoods
<b>Project Period</b>	1 <sup>st</sup> November 2021 to 31 <sup>st</sup> October 2023
<b>Period covered by the evaluation</b>	1 <sup>st</sup> November 2021 to 30 <sup>th</sup> June 2023
<b>Assignment</b>	Conduct End-line Evaluation
<b>Specific Assignment Location(s)</b>	1. Bor town in (Jonglei) 2. Juba in (Central Equatoria) 3. Torit in (Eastern Equatoria)
<b>Reporting To:</b>	Program Coordinator based in Juba with support from Deputy Program Coordinator, Area Coordinators(Magwi & Twic East) and PMER Manager
<b>Duration</b>	30 days
<b>Possible start date</b>	24 <sup>th</sup> July 2023
<b>Possible end date</b>	23 <sup>rd</sup> August 2023

## 1.0 INTRODUCTION

LWF South Sudan Program with financial support from Bread for the World is implementing a 2-year Project(**CROSS Phase II**) in Bor, Juba and Torit. The project covers aspects of Community Engagement, Hygiene and Sanitation, Food Security and Livelihoods in the three locations. The project aims to reach out to at least 92,881(47240F,45641M) beneficiaries through community engagement activities,5,785(2865F,2920M) through Hygiene and Sanitation activities,1,000 Households (500F,500M) through Cash for food assistance and 520(340F,180M) through livelihood activities. The project started on the 1<sup>st</sup> of November 2021 and will end on the 31<sup>st</sup> of October 2023.

## 2.0 COMMISSIONING ORGANISATIONS/ OWNER'S TEAM

The Lutheran World Federation (LWF) as an implementing partner is an International NonGovernmental Organization with its headquarters in Geneva and represented by a Country office in South Sudan. The Country office is further developed into LWF's 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 a local partner(**South Sudan Council of Churches**) that directly implements the community engagement component of the project in the three locations.

On the other hand, Bread for the World(BfdW) 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(ALWS) based in Australia and ACT Church of Sweden Based in Sweden.

### **3.0 AIM OF THE CONSULTANCY**

This consultancy aims to assess the performance of the project and capture project achievements, challenges, best practices, lessons learned and recommendations to inform future similar programming. It will also review the recommendations of the project Mid Term Review, monitoring/field visit reports, and assess the extent to which they were implemented.

#### **3.1 SCOPE**

The evaluation will cover the period from the 1<sup>st</sup> of November 2021 to the 30<sup>th</sup> of June 2023 to create an accurate and comprehensive picture of the project implementation, generating findings on evaluation criteria and documenting best practices and lessons learned and recommendations for future similar programming. It shall be conducted in Bor Town of Jonglei State, Juba County of Central Equatoria State and Torit County of Eastern Equatoria State.

### **4.0 PROJECT**

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

The project aimed at responding to the consequences of the coronavirus pandemic in the country targeting Bor Town in Jonglei, Juba County in Central Equatoria and Torit County in Eastern Equatoria State.

#### **4.2 Objectives**

The project has three objectives:

1. Responsible behaviour of communities in the target areas in relation to COVID-19 is improved.
2. Improved domestic hygiene and sanitation among the target community members and public institutions to mitigate communicable diseases including COVID-19
3. Livelihood of vulnerable target community members affected by COVID-19 is improved



**Table 1. Logical Framework**

Component	Objective(s)	Indicator(s)
1. Community Engagement	1. Responsible behaviour of communities in the target areas in relation to COVID-19 is improved	1.1. At least 85% of the target of community engagement activities confirmed that they adhere to COVID-19 protective measures and are willing to take vaccines
2. Hygiene and Sanitation	2. Improved domestic hygiene and sanitation among the target community members and public institutions to mitigate communicable diseases including COVID-19	2.1. At least 85% of the target beneficiaries of hygiene and sanitation activities reported that the intervention helped them to reduce communicable diseases
		2.2. At least 80% of the leaders and staff of the public institutions confirmed that the intervention helped them to run the institution while adhering to the COVID-19 preventive measures
3. Food Security and Livelihoods	3. Livelihood of vulnerable target community members affected by COVID-19 is improved	3.1. At least 90% of the households who received cash for food reported that the assistance provides them with food for their families in satisfactory quantity and quality
		3.3 At least 75% of the target beneficiaries for livelihood activities reported that the intervention enabled them to become self-reliant

**5.0 Study Purpose**

**5.1 Specific Objectives**

The evaluation specifically serves to;

1. Assess the appropriateness of the intervention design and approaches in addressing the identified problems, considering the context, adaptability in the context of conflict and reaching the interventions to the marginalized people (**Relevance**).
2. Measure the extent to which the intervention has achieved its intended, immediate results, i.e. the outputs (**efficiency**) and outcomes (**effectiveness**) against the project log frame which includes identification of major reasons for achievement or non-achievement of results
3. Identify key lessons learnt, best practices and challenges and draw evidence-based recommendations for future similar programming
4. Assess the potential for, or contribution and progress made in, achieving lasting solutions and behaviour changes with a major focus on (**sustainability**) and the extent to which the net benefits of the intervention continue or are likely to continue.
5. Assess the quality of governance and management of the project and organization

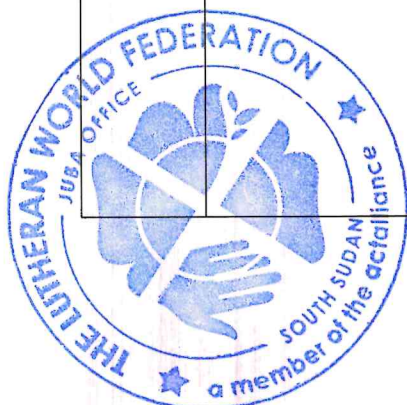


6. Measure the extent to which the intervention has achieved or contributed to the achievement of the project's goal/**impact** and the wider scope of the development goal
7. Assess the synergies between the project and other LWF interventions, the **coherence** of the intervention with policies and programs of other partners operating within the same context and also assess if the intervention design and delivery was in line with the humanitarian principles

## 5.2 Evaluation criteria and questions

**Table 2: Proposed Evaluation questions**

S/No	Evaluation elements	Proposed evaluation questions
1	<b>Relevance</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. Has the intervention improved the present institutional and financial capacities of the partners and any other key stakeholders with a role in implementation?</li> <li>3. Is the choice of implementation method including the partnerships appropriate?</li> <li>4. Do all the stakeholders demonstrate effective commitment to the objectives of the intervention (i.e., Ownership)?</li> <li>5. To what extent are the project activities relevant or suited to the priorities of beneficiaries and the existing government policies and strategies?</li> <li>6. To what extent are the objectives of the project valid?</li> <li>7. Are the activities and outputs of the project consistent with the development goal and the attainment of its objective?</li> <li>8. Are the activities and outputs of the project consistent with the intended impacts and effects?</li> <li>9. To what extent was the project able to adapt and provide an appropriate response to context changes and emerging local needs, and the priorities of beneficiaries?</li> </ol>
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 or effective internal monitoring system?</li> </ol>



		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?
3	<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 the 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>
4	<b>Effectiveness</b>	<ol style="list-style-type: none"> <li>1. To what extent have the planned objectives in the log frame of the project, been achieved</li> <li>2. To what extent have the project activities contributed to the overall goal?</li> <li>3. To what extent are the results inclusive, (ensuring the fair distribution of effects across different groups of the population)? How well did the targeting mechanism function, what were the (potential) inclusion and exclusion errors (by design and through implementation), and what tensions were caused, if any?</li> <li>4. What were the major factors influencing the achievement or non-achievement of the objectives?</li> <li>5. Does the intervention effectively influence the partners' relevant policies and interventions?</li> <li>6. Is the intervention having any unintended positive or negative effects? Were the negative effects considered for possible risk mitigation?</li> </ol>
5	<b>Efficiency</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. How timely was the response in relation to the needs of different community groups, seasonality, security challenges, accessibility of the target areas, and comparatively with other humanitarian response actions in the areas?</li> <li>4. Was the intervention implemented most efficiently compared to alternatives?</li> <li>5. Did the targeting of the intervention mean that resources were allocated efficiently?</li> </ol>
6	<b>Effectiveness of management arrangements</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> </ol>



		3. How effective is communication between the project team, partners and financial partners?
7	<b>Sustainability</b>	<ol style="list-style-type: none"> <li>1. How effectively has the project built the necessary capacity of people and institutions?</li> <li>2. How effectively has the project built local ownership and capacity?</li> <li>3. Has the private sector been sufficiently involved in contributing to the sustainability of the intervention?</li> <li>4. Does the proposed intervention increase resilience to shocks and pressures by addressing specific dimensions of fragility and their root causes)?</li> <li>5. Will the changes caused by this programme continue beyond the life of the project?</li> <li>6. What were the major factors which influenced the achievement or non-achievement of sustainability of the project?</li> </ol>
8	<b>Impact</b>	<ol style="list-style-type: none"> <li>1. What positive and negative, intended and unintended, changes have been realized by the project?</li> <li>2. What real difference has the intervention made in the lives of the beneficiaries putting in mind the exacerbated Covid 19 situation and the protracted emergencies?</li> <li>3. To what extent has the intervention increased the resilience of the local communities and stakeholders?</li> </ol>

## 6.0 Methodology

The evaluation methodology will be proposed by the evaluator after a thorough study of TOR's requirements. The evaluator is expected to use a mixed method approach and/or Most Significant Change Technique (MSCT), collecting both qualitative and quantitative information from targeted households and communities members

Data will be disaggregated into gender, age, diversity, location, and other relevant markers to allow precise analysis of the Project's impact on target beneficiaries in different locations, and on different age groups and stakeholders.

### Potential methods to be used:

- Desk review of project documents (proposal, log frame, detailed monitoring plan, progress reports including project monitoring data and studies, budget and financial documents) and other Relevant internal and external documents, literature, and secondary data.
- Household survey
- Key Informant Interviews with Country office staff, regional teams, advisers, project officers, community members, partner organizations' staff, religious leaders, Cultural leaders, Women Leaders and County Authorities among other stakeholders.
- Focus Group Discussions with targeted beneficiaries (female and male of different age groups as well as Persons with disability).



- Visits to selected project sites and direct observation of the conditions of shelters, and households among others.
- Collection of Most-Significant-Change stories
- Photo- and video documentation with before/after comparison and GPS tagging if legally possible.

## 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;

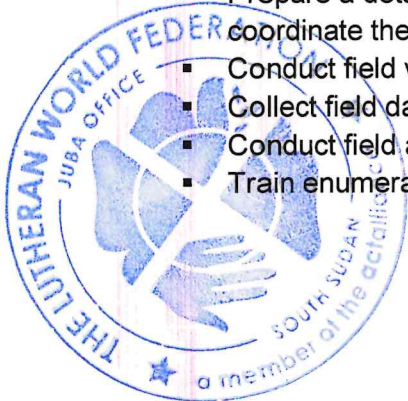
1. Contract the consultants
2. Facilitate transport from Juba to field locations and back to Juba including local transport while in the field
3. Provide food and accommodation for the consultants while in the field locations during the data collection exercise
4. Help the consultant to identify and have to 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.

### Bread for the World shall;

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

### 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) The 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 a detailed checklist and questionnaires for the evaluation work and coordinate the evaluation,
  - Conduct field visits, 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,
- Upon return from the fieldwork, the consultant shall summarize the findings and debrief LWF SSD and Bread for the World.
- Submission of the draft evaluation report for subsequent comments/feedback.
- Prepare and submit a draft and final reports of the end-line evaluation both in hard and soft copies
- Complete the work within 30 days

## 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:

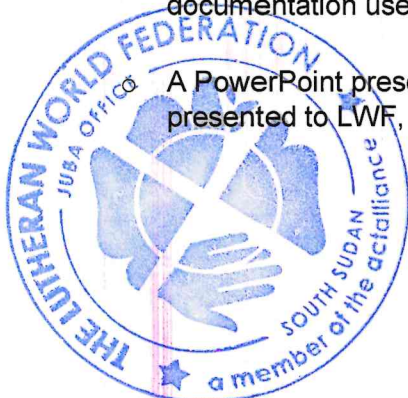
1. The draft evaluation report of one hard & soft copy to LWF SSD.
2. Upon review and comment on the draft report and debriefing workshop to LWF SSD and Bread for the World, the consultant will incorporate the comments and prepare & submit hard and soft copies of the end-line evaluation report.

## 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, the 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:** the 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 including sampling and limitations**
- 5) **Key results/findings:** about the questions pointed out in the ToR and also the project-specific intervention components.
- 6) **Stories of change and quotes from respondents**
- 7) **Conclusions:** a summary based on evidence and analysis.
- 8) **Recommendations:** on the findings leading to suggestions to be used for the way forward
- 9) **Lessons learnt:** all relevant information beneficial to the partnership between LWF SSD and Bread for the World
- 10) **Annexes** (ToR, Finalized data collection tools, Relevant maps and photographs of the evaluation areas where necessary, List of interviewees with accompanying informed consent forms, Bibliography of consulted secondary sources, copy of any relevant documentation used for the assessment and CV of the evaluation team).

A PowerPoint presentation summarizing the key findings and recommendations presented to LWF, Bread for the World and other key stakeholders





The main evaluation report should be concise and not exceed 30 pages; excluding annexes, (supporting data and details can be included in annexes).

All draft and final outputs, including supporting documents, analytical reports and raw data provided in an 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 end-line 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 end-line 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.

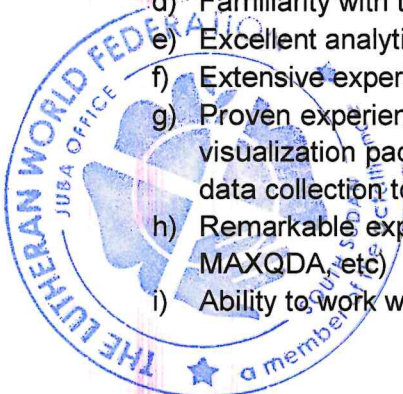
The Designated personnel will ensure the evaluation takes place according to the ToR. They will facilitate the exercise and ensure consultation of relevant LWF team members and stakeholders throughout the evaluation process.

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**

The following constitute minimum qualifications and requirements:

- a) Postgraduate studies in International Development Studies, Social Sciences, Food Security, demographic studies, public health, human security, peace and conflict studies and other related disciplines or any other relevant field.
- b) Demonstrated experience in undertaking Endline Surveys in the humanitarian and development sector, preferably South Sudan, using both qualitative and quantitative methodologies.
- c) Ability to provide evidence of similar works done before including final reports.
- d) Familiarity with the study area
- e) Excellent analytical, research, writing and communication skills
- f) Extensive experience in research, and ability to write high-quality reports in English
- g) Proven experience and Sound 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, Commcare, etc)
- h) Remarkable experience in using qualitative data analysis packages (Nvivo, Atlas-ti, MAXQDA, etc)
- i) Ability to work within the expected timelines and locations.



- j) Ability to work with communities in relevant local languages would be an advantage

### 13.0 TIMELINES

The following timelines will guide the implementation of this assignment.

**Table 3: Proposed timelines**

SNo.	Task	Dates
1.	Advertisement for the consultancy	26 <sup>th</sup> June- 17 <sup>th</sup> July 2023
2.	Analysis and communication to successful bidders	17 <sup>th</sup> July- 21 <sup>th</sup> July 2023
3.	Contract signing	24 <sup>th</sup> July 2023
4.	Inception meeting	25 <sup>th</sup> July 2023
5	Submission of the inception report	27 <sup>th</sup> July 2023
6.	Data collection, analysis and presentation of the first draft report	1 <sup>st</sup> August- 15 <sup>th</sup> Auguts 2023
7	A PowerPoint presentation with the preliminary findings and recommendations	18 <sup>th</sup> August 2023
8	Presentation of the final copy	23 <sup>rd</sup> August 2023

### 14.0 SUBMISSION

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

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

The deadline for expression of interest is on 17<sup>th</sup> July 2023.

