



TERMS OF REFERENCE FOR END OF PROJECT EVALUATION FOR THE PROJECT 'EMERGENCY FOOD SECURITY AND LIVELIHOODS RESPONSE TARGETING MOST VULNERABLE PEOPLE DISPLACED BY SUDAN CONFLICT'

Position : End of Project Evaluation Consultant

Responsible to : Country Program Manager, Juba

Location : Northern Bahr el Ghazal State

Estimated duration : 10 days

Expected start date : 20th July 2024

List of abbreviations and acronyms

CV	Curriculum Vitae
FGD	Focus Group Discussion
KII	Key Informant Interview
MEAL	Monitoring Evaluation Accountability and Learning
NGO	Non-Governmental Organization
SPSS	Statistical Package for Social Sciences
VSF Suisse	Vétérinaires Sans Frontières – Suisse

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1.1 Organization's background

Vétérinaires Sans Frontières - Suisse (VSF-Suisse) is an international NGO that has been working in South Sudan since 1995 supporting livelihoods of pastoralist and agro-pastoralist communities. VSF Suisse's geographical focus has been in Northern Bahr el Ghazal, Unity, Jonglei and Central Equatoria states, Ruweng and Pibor Administrative Areas. VSF-Suisse focuses on preventing and alleviating suffering, disease, and hunger, and contributing to socio-economic development, protection, and sustainable environment, in areas where livestock, agriculture and related issues play, or could play an important role in improving peoples' livelihoods, food and nutrition security and resilience. VSF-Suisse mainstreams and integrates cross-cutting issues such as environmental protection, gender equity, HIV / AIDS, and human protection in its program strategies, and applies the principles of Conflict Sensitivity, Do No Harm and Accountability to Affected Populations in its programming.

1.2 Project background

In line with its Country strategy, VSF-Suisse received a six month emergency Food Security and Livelihoods Response Targeting Most Vulnerable People Displaced by Sudan Conflict, effective February 2024 from Swiss Solidarity. The project aims at saving lives, improving and sustaining access to diversified food, incomes and livelihoods through emergency unconditional cash transfers (535 HHs), fishing livelihood kits (3,000 HHs) and vegetable livelihood kits (2,000 HHs). The project targets most vulnerable 5,000 households (30,000 people) comprised of 10000 girls, 10000 boys, 5000 men and 5000 women who include youth (male and female), elderly, people with special needs in South Sudan border areas of Northern Bahr el Ghazal State. Targeted beneficiaries comprise of displaced people, refugees, returnees, asylum seekers and host communities.

Project Objective: Save lives by contributing towards immediate and diversified access to food, incomes and livelihoods of most vulnerable people affected by Sudan crisis

Measurable Outcomes:

- Number of household heads/ people supported through one off Cash Assistance/ Multi-Sector Survival Minimum Expenditure Basket and Fishing livelihood kits – 535
- Number of household heads/ people supported with fishing livelihood kits and training on use – 3,000
- Number of household heads/ people supported with vegetable livelihood kits and training on use – 2,000

2. End of Project Evaluation Objectives

To inform Vétérinaires Sans Frontières Suisse, the donor Swiss Solidarity and other project stakeholders and partners on the results of implementation, i.e., the delivery of planned outputs, outcomes, and impact (including documentation of key success stories) as well as the extent to which the project has achieved the respective objectives, while highlighting enabling factors and challenges encountered. The end of project evaluation will also provide a basis for identifying appropriate actions to address challenges in project implementation and management for any future such projects. In addition, to review how the project has delivered effective, efficient, relevant, and timely activities to beneficiaries as set out in key project deliverables.

2.1 Specific objectives of the End of Project Evaluation

The following specific objectives will be pursued by the evaluation consultant(s):

1. To assess the project's extent of achievement of outputs and outcome targets.
2. To assess the relevance, efficiency, effectiveness, impact, and sustainability of the project, by looking at the evidence of impact of the activities of the project on outputs and outcomes.
3. To provide a basis to address challenges in implementation and management of the action and, derive lessons to inform future such projects.
4. To inform resource allocation for a future round of proposals, as well as to inform decisions on scaling-up, replication, and /or continuation, and test exit strategy taking into consideration institutions and project synergies in the area.

The end of project evaluation should be manageable within the project budget allocations, and the methodology to measure the achieved results.

3. Scope of work

The scope of the end of project evaluation includes the review of relevant primary and secondary data, collecting primary data and generating information that will be used to assess the performance of this project. The geographical scope of the survey covers the project sites in Northern Bahr el Ghazal border areas with the relative importance of outcomes.

The scope of the work to be undertaken includes;

1. A desk review of relevant project documents
2. Meeting and interviewing key beneficiaries/stakeholders and partners
3. Meeting with VSF-Suisse management and project staff
4. Designing data collection tools and methodologies
5. Produce an inception report
6. Selection and training of enumerators for data collection
7. Determining sampling frame, collecting (quantitative and qualitative), collating, cleaning, and capturing of the key project data
8. Analysing the data and producing the draft end of project evaluation report
9. Compiling and submitting the complete end of project evaluation report.

4. Proposed methodology

The consultant(s) is/are expected to use best practices and frameworks in food security and livelihoods analysis. Additionally, they are expected to use simple but effective indicators given the paucity of quantitative data, high levels of illiteracy and the traditional nature of production and ways of handling issues in the project location. As a minimum, the approach adopted by the consultant should include the following:

- (i) Use of representative samples in data collection (location, production, stakeholders, activities, types of smallholders, etc.)
- (ii) Ensure inclusiveness in sampling respondents with focus on women and the youth
- (iii) Use a range of methods to collect and analyse both qualitative and quantitative data
- (iv) Identify and interview the project stakeholders (through FGD, KII etc)
- (v) Where possible make field visits or any other feasible proposed methodologies to some project villages to supervise data collection, make observations and gain first-hand experience of the project context

- (vi) Hold meetings with different beneficiary groups (refugees, returnees, host communities, pastoralists, farmers, women, youths, traders etc)
- (vii) Use standard data processing and analysis software such as SPSS etc.
- (viii) Produce and submit to VSF-Suisse the draft report
- (ix) Incorporate feedback from VSF-Suisse and produce end of project evaluation report.

5. Key tasks

The specific tasks expected to be performed by the consultant(s) include:

- (i) To develop of the technical and financial proposals.
- (ii) To read and understand the project documents, which include project proposal narrative and financial, operational progress reports, field mission reports, post distribution monitoring reports, supervision reports etc.
- (iii) To develop a clear work plan to undertake the survey.
- (iv) To meet with VSF-Suisse technical teams, to plan for the exercise, develop a timetable for field work, and agree on methods that will be used to collect the data.
- (v) To develop tools for end of project evaluation data collection, train enumerators and test pilot the tools.
- (vi) To participate in data collection in the field.
- (vii) Process and analyse the data;
- (viii) Produce the end of Project evaluation report.

6. Line of Inquiry:

Relevance:

- Were the objective and activities implemented by the project addressing needs of targeted beneficiaries (women, men, girls, boys) or the community in the target locations?
- How well has the project addressed the core problems elaborated in the project description of project document approved by the donor?
- How do beneficiaries perceive the project in terms of addressing their core needs?
- To what extent was the project able to adapt and provide appropriate responses to context changes and emerging local needs, and priorities of targeted beneficiaries?
- To what extent does the project address the identified needs of the community?
- How well does the project objective align with the Government of South Sudan and the Swiss Solidarity humanitarian priorities?

Effectiveness:

- To what extent has the planned objective in the action been reached, per indicator, disaggregated by gender and age and, where appropriate, by status (refugee, returnee, host community etc)?
- To what extent have the activities of the project contributed to the overall project goal? What were the major factors influencing the achievement of the objectives of the project?
- What opportunities for collaboration have been utilized and how have these contributed to the effectiveness of the project?
- Have proper accountability and risk management framework(s) been in place to minimize risks on implementation of the project?

Efficiency:

- How efficient was the delivery of the project not only in terms of expenditure, but also in terms of implementation of activities and delivery of outputs?
- Were the activities implemented (modality) in a cost-efficient way? while not compromising quality?
- What would have been opportunities within the project implementation to reach more beneficiaries with the available budget or reduce costs while reaching at least the same number of beneficiaries without compromising quality?

Impact:

- How have the activities implemented saved lives, improved the livelihoods of targeted beneficiaries? How many have been impacted disaggregated by sex, gender/or other vulnerabilities factors?
- Are there any success stories of positive change at individual, household, or community level?
- What changes, positive or negative has the project made to the beneficiaries in terms of technical, economic, social, cultural, political, ecological considerations etc.
- What changes has the project made to the beneficiaries' operating environment in terms of institutional policies and practices, extension systems, markets and regulations etc

Timeliness:

- Was the project design timely in responding to the needs on the ground?
- Were the activities timely implemented when compared to the work plan of the project?
- Were funds available in time during implementation of the activities, and to respond to new developments?
- To what extent has the collaboration between VSF-Suisse and line ministries and other stakeholders contributed to timely coordination of activities and processes?

Quality:

- The end of project evaluation should assess the overall quality of the project. It is important to include beneficiaries' opinions on the quality of the services rendered.
- What mechanisms have been in place to track implementation of the project?

- Did the quality of the outputs delivered by the action meet the needs and expectations of the beneficiaries? What do beneficiaries feel could be improved for enhancing local capacity?
- To what extent have outputs of the action contributed to build long-term community capacity?
- To what extent has the project been participatory throughout the project cycle?

Learning:

- How visible are the Swiss Solidarity and other donor emblems and partners' logos at project sites, and demonstration areas?
- Is there any substantial evidence on how project learning was generated and applied to improve the implementation, effectiveness, and efficiency of the project?
- Who benefited from shared learning experiences (e.g. joint meetings, workshops provision on best approaches and methodology), mainly the NGOs or also the local actors, community members and beneficiaries?
- How did the different actors learn from these experiences?
- The end of project evaluation should at least include one lesson learned and recommendation per evaluation category, i.e. effectiveness, efficiency, relevance etc.
- What are the key lessons learnt so far per project objective? To what extent has the delivery of the activities of the project contributed to effective, efficient, relevant, and timely delivery of support and enhanced impact for the beneficiaries?

6.1. Outputs:

The outputs expected from the assignment are as follows:

- (i) A detailed end of project evaluation report in line with the project indicators.
- (ii) Documented brief and concise success stories of the project.
- (iii) A brief report on the recommendations.

7. Duration

Although the project area is diverse, VSF-Suisse envisages the consultant(s) to use a combination of concurrent remote and in situ field level visits to train enumerators and collect data, and therefore expects that the assignment will take approximately 10 days.

8. Qualifications and experience of the consultant

The consultant should ideally have the following qualifications:

- (i) **Master's degree** in Agricultural/ veterinary or Rural development sciences, Development studies or equivalent.
- (ii) At least **five years' experience in conducting assessments/evaluations/ research in the field of food security and livelihood**, with knowledge on humanitarian or development programming especially in collecting and analysing baseline, mid-term and end term project data and development of M&E systems. And in addition, conversant with the Logical Framework.
- (iii) Knowledge in conducting surveys using qualitative and quantitative data collection methods and, collation analysis and reporting of such survey outcomes.
- (iv) Demonstrated understanding of the South Sudan's political, socio-cultural, and livelihood contexts.

- (v) Understands conflict sensitivity in programming.
- (vi) Demonstrated analytical and good writing skills.
- (viii) Good capacity building skills.

9. Application procedure

Interested firms/persons must submit detailed technical and financial proposals (VSF Suisse will cover consultant travel and accommodation costs if travel is proposed).

Technical proposal must include;

- Clear explanation of consultant's understanding of the Terms of Reference
- Proposed approaches and methodology to be used and workplan/timetable.
- Updated CVs with at least 3 referees of the lead consultant and partners (if any)
- Copies of a similar assignment recently completed

Financial proposal will include budget for the assignment bearing in mind that VSF-Suisse will cater for all other related costs including field level data collection for the consultant(s) to undertake the assignment.

10. Submission of application and deadline

All the application documents must be submitted via e-mail by 19th July 2024 to: **Office.Juba@vsf-suisse.org**. The application e-mail should indicate on the subject line the Job Title: End of Project Evaluation.

Deadline for submission is 5:00pm South Sudan time. Kindly note applications will be evaluated on rolling basis.