



**TERMS OF REFERENCE**

**External evaluation of the Defend Her Rights Project (reference T05-EUTF-HOA-SS-85-No 2 Lot 1): Implemented in Fangak, Bor South and Akobo Counties of Jonglei State, South Sudan**

**1. Summary**

Name of consultation	External Evaluation of the Defend Her Rights Project
Name of Project	<i>Defend Her Rights: Championing Women’s Empowerment in Jonglei State</i>
Period	22 days
Location of the project	Jonglei State (Bor South County, Fangak and Akobo)
Consultancy Type	External evaluation
Contact ZOA Dorcas	<a href="mailto:procurement.southsudan@zoadorcas.ngo">procurement.southsudan@zoadorcas.ngo</a>

**2. Background of the consultancy**

**Project**

ZOA International (lead) with partners ZOA Dorcas, ADA and CASI has been implementing a Women’s Empowerment Project in Jonglei State since January 2021. The project titled ‘Defend Her Rights: Championing Women’s Empowerment in Jonglei’ is implemented jointly in a consortium of 2 local organizations namely: African Development Aid (ADA) and the Community Agriculture Skills Initiative (CASI) and funded by the European Union under the European Trust Fund for Africa (reference T05-EUTF-HOA-SS-85-No 2 Lot 1). is the duration of the project is three-years (15-01-2021 to 14-01-2024) implemented in Jonglei State in the counties of Bor South, Fangak and Akobo.

The overall goal of the project is to: contribute to the Empowerment of women in South Sudan :

- 1) Enhancing and promoting the implementation of legislation on women's rights, through interventions at the community level and at (sub) national governmental level.
2. Contributing to cultural transformation of gender norms which influence women’s empowerment.

Specific outputs formulated for the action included;

- 1) Address cultural barriers that impede the implementation of women’s rights legislation,
- 2) Strengthen the capacity and legitimacy of None State Actors to lobby and advocate for the implementation of legislation on women’s rights
- 3) The capacity of State systems to coordinate and monitor the implementation of women rights activities in the State strengthened



The evaluation will be done in the Jonglei counties of Bor South in the Payams of Anyidi, Korlonyang and Makuach. In Fangak County the evaluation will be conducted at New and Old Fangak while in Akobo County it will be conducted at Bilkey and Nyandit Payam.

More details can be found in supporting documents, including the project proposal, baseline and annual evaluations, which will be shared with the consultant after selection.

### **3. Purpose and scope of the assignment**

ZOA Dorcas wishes to engage the services of a competent consultancy firm/ consultant to undertake an end-of-project evaluation of the impact of interventions implemented under the Defend Her Rights championing women's empowerment in Jonglei action since inception; and to assess whether the project has reached its intended goal. The external evaluation is a mandatory requirement from the donor, and will both serve external and internal accountability and learning.

The End of Project Impact Evaluation will focus on the indicator results framework approved by the EU in the project design document. The main assignment of the consultant will be to assess project performance at the indicator(s) level in the results framework, provide evidence-based findings and conclusions on the extent to which each of the project outcomes have been achieved through the implementation of project activities by consortium members, examining implementation processes and impact created by the project, reviewing the intervention logic, and expected results/indicators of the project, with feedback on the achievements, challenges, and best practices for recommendation to EUTF, consortium partners and to all stakeholders involved for future programming.

#### **Scope for this Assignment**

1. Assess the extent to which (a) project activities and outputs have contributed to the intended outcomes and (b) the extent to which the project outcomes have contributed to the intended impact as described above, and subsequently the EU's overall goal to *Enhance and promote the implementation of legislation on women's rights, through interventions at community level and at (sub) national governmental level specifically focusing on the Theory of Change.*
2. Assess the achievement of the project's indicators as per the logical framework – logical framework attached (see Annex A) .
3. Assess the extent to which the project was implemented following the intervention logic as guided by the logical framework and Project Implementation Plans, with a focus on women empowerment.
4. Identify best practices and lessons learned drawn from methodologies, tools and intervention approaches with a focus on what went well and what could have been done better during project implementation.



Assess the project's efficiency, effectiveness and relevancy within the context it was implemented.

### **Evaluation questions**

**Effectiveness:** To assess the extent to which the project achieved, or is expected to achieve its objectives, and its results, including any differential results across groups. The consultant is expected to assess the contribution of the project to the objectives or results of the project.

**Efficiency:** The consultant will examine the extent to which project interventions delivered results in an economic and timely way. Examining how resources were used in the course of implementation of the project?

**Relevance:** Assess the extent to which interventions/ objectives and design responded to beneficiaries' needs and ultimately contributed to the goal of the project. The consultant is expected to look at the differences and trade-offs between different priorities or needs. Identifying any changes in the context to assess the extent to which the intervention has been adapted to remain relevant.

**Sustainability:** The consultant will assess the extent to which the net benefits of the action continue, or are likely to continue. The consultant will look into the financial, economic, social, environmental, and institutional capacities of the systems established under to sustain net benefits over time. **Coherence:** The consultant is expected to assess the level of compatibility of the intervention implemented under the Defend Her Rights action with other interventions in the organisation and at the state level in general (internal coherence and external coherence): Under the Internal coherence, assess whether the project addresses internal synergies and interlinkages between the intervention and other interventions carried out by the consortium, as well as the consistency of the intervention with the relevant international norms and standards to which both the consortium and the government adheres. Looking at issues such as complementarity, harmonisation and co-ordination with others, and the extent to which the intervention is adding value while avoiding duplication of effort.

**Learning:** Assess whether there were any changes made to the program design during the implementation period based on the reality on the ground?. Review whether there were any outcomes from these choices for effective and efficient program implementation?

Document key lessons learned for each outcome and for the complementarity between the outcomes. Examine the extent to which the project has been accountable to affected populations, and how has the project been adapted based on recommendations from project participants and project management committees?

**Replicability:** The consultant will document specific approaches and strategies are possible or important for upscaling it or replicating it to other similar projects?



Assess the potential for possibility to upscale/replicate the project in other areas in the country to increase impact.

### **Methodology & sources**

The evaluation will use a mixed method approach, including quantitative and qualitative approaches and a desk review of project documents and databases. Specific research methodologies will be determined in collaboration with the consultant; this will include a review of questionnaires and tools used by the project for the baseline and MTR among others - nb the consultant is expected to develop additional tools for the purpose of the evaluation. Further, the prospective consultant is expected to consult a variety of information sources for qualitative and quantitative data to further enrich their evaluation exercise. The award of the consultancy for this assignment will largely depend on the depth of proposed methodologies and primary and secondary data sources the consulting firm proposes to use in generating information for the evaluation consultancy.

ZOA Dorcas on the other hand will make available the following information sources to facilitate the evaluation exercise

Sources: The evaluation should at least be based on the following reports and documents:

- Baseline study 2021;
- Annual evaluations 2021-2023;
- Annual reports submitted to the donor;
- Annual plans submitted to the donor;
- Information Education and Communication materials about the project
- Project Implementation plans and the project logical framework which will be shared with the successful bidder

### **Geographical locations**

Selected Payams of Bor South, Fangak and Akobo counties in Jonglei State, South Sudan.

#### **4. Expected deliverables**

1. Inception report.
  - a. This should include a detailed evaluation methodology (based on document research and first discussions) including data collection tools and approach, work plan, and a preliminary table of contents that outlines the structure of the report (team composition, proposed timeline and work plan drafts are expected in the submission of the proposal of this consultancy)
2. Evaluation report that includes recommendations for future programming and indicator end-line values
3. Best practice case study per location per output
4. To assess the efficiency of the project in terms of cost and value for money.



## 5. Proposed schedule of activities

The projected start date of the evaluation is November 6th, 2023. The consultant will be provided with background reading material so that data collection can start as soon as possible. The final report should be submitted to ZOA Dorcas by the 10<sup>th</sup> of December 2023. The assignment will take an estimated 22 days.

Indicative Timeframe		
Description of activity	Who	Dates
<b>Planning</b>		
Consultant recruited		Nov 10, 2023
Provide background information & relevant documents	Consortium members	Nov 10, 2023
Submission of the inception report	Consultant(s)	Nov 9, 2023
Start of the data collection process	Consultant(s)	Nov 17, 2023
The first draft of the report	Consultant(s)	Dec 1 <sup>st</sup> , 2023
Dissemination of findings workshop	Consultant (s)	Dec 4 <sup>th</sup> , 2023
Submit feedback draft report	Consortium members	Dec 5 <sup>th</sup> , 2023
Submit final report	Consultant(s)	Dec 10 <sup>th</sup> , 2023

### Duration of the evaluation and time schedule.

The evaluation is expected to start 1<sup>st</sup> week of November for 3 weeks for an estimated duration of 22 working days.

#### Activity

	Deliverable	Time allocated
a) Inception meeting Initial briefing with selected consultant.	Inception Report	02 days
b) Desk Review: Evaluation design, methodology and detailed work plan.	Draft Report	02 days
c) Field visits and data collection.	10 days	
d) Data analysis, debriefing and presentation of draft Evaluation Report.	04 days	
e) Draft report presentation and validation meeting with consultant.	01 day	
f) Finalization of Evaluation Report incorporating additions and comments and submission to FCA.	Final Evaluation Report	03 days

**Total** **22 days**

## 6. Division of roles and responsibilities

### Roles of the consortium

- Providing the TOR for the assignment and relevant (background) documents



- Support the evaluation activities and host the consultant(s)
- Write a management response to the consultant(s)
- Give an update on the South Sudan / Jonglei Programme and security situation
- Support with the logistical arrangements including the booking of accommodation while in South Sudan, domestic flights as well as vehicle movement while in the country.
- Recruit and pay stipends of enumerators (training is assumed responsibility of the evaluator)

### **Responsibilities of consultant**

- a) The lead evaluator will propose and coordinate the evaluation in collaboration with the responsible team. The lead consultant will develop and define the evaluation methodology and will take the methodology that was used during Baseline and Mid-term evaluations into account
- b) To this end the consultant will produce an inception report. The consultant will write a consolidated evaluation report and present the consolidated report to all relevant stakeholders
- c) Manage and conduct field data collection including Line Ministries at National and State Level through supervision and participating in fieldwork
- d) Deliver all expected deliverables/outputs as described in section 4 of this ToR in a timely manner
- e) Conduct briefing and de-briefing at ZOA Dorcas office;
- f) Prepare and submit a draft evaluation report for review and feedback;
- g) Submit the final evaluation report in hard and electronic copies;
- h) Liaise with ZOA Dorcas staff throughout the process, providing weekly updates and seeking their input and advice where necessary.
- i) Sign the ZOA Dorcas's code of conduct and abide by the terms and conditions thereof.
- j) Submit together with the proposal valid company legal documents (If company is based in South Sudan) + Passport or ID biodata page of the Director(s) + personal email addresses.
- k) Arrange and budget for all necessary logistics incl. international flights to and from South Sudan where applicable

### **7. Application and required documents**

#### **Required qualifications and competencies of Consultant**

- Proven ability, experience, and track record with leading, coordinating, and implementing end-line evaluations in the field of socio-economic empowerment programs for vulnerable groups;
- Knowledge and experience with project evaluations on gender and human rights
- Thorough basis in quantitative and qualitative data collection and analysis, and able to make critical balanced, and fair observations and analyses
- Excellent command of English;
- Masters or PhD qualification in relevant field is desirable



- Good writing and presentation and interpersonal skills
- Complies with ZOA Dorcas' safety procedures and security measures where relevant
- Commitment to adaptation and flexibility
- Ability to travel and stay in remote areas
- Proven experience in evaluating EU funded project in South Sudan or Sub Saharan Africa
- Experience in South Sudan, and the area of operation, is considered an asset

## Required documents

## Technical proposals

All Technical Proposals submitted must comply with the requirements in this ToR and comprise the following:

- A cover letter with a brief presentation of your consultancy explaining your suitability for the work
- Details demonstrating the Consultancy firm's or Consultant's experience, knowledge, and capacity
- A brief narrative proposal including the methodology on how you will approach and conduct the work; including draft methodology framework, proposed timeline/work plan, tools used (mention specifically M&E Tools/software that you are conversent with), and team composition with CVs and Certificates
- Need to provide overall organization structure (this helps in assessing the firms overall technical capacity to manage assignment in terms of performance, review, quality assurance and reporting.
- Composition of engagement teams (consulting teams for the assignment). This helps in assessing the number of staff to perform the assignment and the fees charged to help in negotiation if the numbers are high or very low.
- Financial capacity of the firm (Bank statements for 3 months ending October 15<sup>th</sup>, 2023).

## Financial proposals

- All Financial Proposals submitted must comply with the requirements in the Request of Proposal and shall list all costs associated with the assignment.
- Total budget in **USD**, including a breakdown of the proposed activities
- Breakdown of fees (based on 22 days), and other associated costs; indicating rates for remote and fieldwork
- Reimbursable expenditure
- Proposed budgets should include:
  - Professional fees (taxable at 20% as per South Sudan applicable finance Act)
  - Reimbursable expenditure (only those considered as indirect costs).

The costs to be directly covered by ZOA Dorcas include:

- Payment of enumerators



- Domestic flights and pick-up to and from the airport;
- Transport while in the field in Akobo and Bor and New Fangak

### **Required Qualifications and competencies of the consultant or Consultancy Firm**

The consultancy is open to individual consultants and to consultancy firms. Under both circumstances, the below is required;

- A Masters or PHD qualification in a relevant field of the individual consultant or of the lead consultant applying under a consultancy firm.
- Mention of the consultant's competencies in relevant M&E tool(s) or software is desirable.
- Consultancy firms should attach necessary legal documents including registration/tax compliance certificate for those registered in South Sudan, or any East African State or International License where applicable for those outside South Sudan.

Please note that your proposal and ToR could be adjusted if necessary during the negotiations and will be used in any resulting Agreement.

Payments will be made in instalments based on the actual inputs provided and the agreed-upon budget – this will be determined upon signing the Agreement.

The proposal should be valid for a period of at least (90 days) from the last day of submission

### **Submission of quotation**

Service providers who feel that they can meet or exceed the requirements should submit a quotation to [procurement.southsudan@zoadorcas.ngo](mailto:procurement.southsudan@zoadorcas.ngo) no later than **October 24, 2023, by or before 17:00 pm CAT**. Submission should follow ZOA Dorcas' Request for Quotation instructions (see section 7).