



Terms of Reference (TOR) for a Consultant/Firm

Position: Consultants

Activities: Baseline Survey in April 2023, Midterm survey in August 2023 and Endline Survey in Feb 2024

Reporting to Program Manager

Estimated Duration: Each Survey last 30 Days

Background

Africa Relief Development Foundation (ARDF) is a National, not for profit national organization formed and registered in 2017 by the Relief and Rehabilitation Commission (RRC) with registration number 834. ARDF with its current level, has technical capacity in implementing both relief and resilience interventions to the vulnerable and population at risk communities in South Sudan. ARDF has been operating in the three administrative states of South Sudan including; Upper Nile (Renk, Melut, Akoka, Longechuk and Maiwut), Central Equatoria (Yei, Lainya, Juba and Kajo-Keji), and Northern Bahar-El-Gazal (Aweil South), with programming and services reaching over 350,000 internally displaced persons (IDPs) and the host Community members. ARDF has implemented a multi-sectoral programs in the area of Health, FSL and GBV response. ARDF has qualified, experienced, knowledgeable and skilled staff in delivering quality services in the communities in needs. ARDF maintains strong relationships with variety ranging from National NGOs, international NGOs, UN agencies, Donors, Government counter parts, stakeholders and beneficiaries. ARDF's successful track records of grant administration and cooperative agreement from the following funding partners; Relief International, UNICEF, SSHF, IOM and Children's Prize Foundation (CPF). In addition, ARDF has establish an administrative procedures and policies for adequate system of internal control system, preparation of accurate and timely reports and adherence to accepted USAID and UN accounting standard. ARDF has experience and skilled finance Manager who had worked in various international NGOs. ARDF has a robust accounting system, spread Excel sheet and QuickBooks, enabling ARDF financial department in Juba able to track all financial operations. Currently ARDF is implementing health projects in different locations in South Sudan including a Provision of integrated children health program (IHP) in Aweil South County, Northern Bah Ghazal State funded by Children Prize Foundation, a COVID-19 vaccination campaign in Akoka County, Upper Nile state funded by UNICEF with consortium with Relief International and a UNICEF/World bank funded BHI project in Melut and Renk Counties of Upper Nile State.



Project description

African Relief and Development Foundation has received funding from Children Prize foundation to implement a project entitled “Integrated children health program (IHP) Project” in Aweil South County of Northern Bahar El Gazal, aiming at increasing access to integrated child health care services at the grassroots level through the Boma health initiative (BHI) program.

This project will focus on the following outcomes

1. Community engagement and participation in the implementation of Boma health initiative increased.
2. Access to quality community health care, health promotion, and disease prevention increased.

To meet these outcomes, African Relief and Development Foundation (ARDF) is looking for a consultant firm to undertake a baseline cross-sectional household survey to record the prevailing knowledge and practices of the communities towards child health care services and their utilization, mapping all the services delivery points using geographical information system (GIS) to guide in the establishment Boma Health team hence avoid selection of Bomas which have access to health facilities within 45 minutes works. In the mid of this project, the consultant firm will conduct qualitative and quantitative midterm assessment to review the progress of the project, identifying bottlenecks to be addressed appropriately for smooth implementation, and finally at the end of the project, the consultant will conduct endline assessment on the impact and achieved results of the project.

The survey has three main components:

1. Conduct **Baseline survey** to record the prevailing knowledge and practices of the communities towards community child health services and their utilization through BHI and outreaches, to determine the control group to assess the impact of the project and also to map the existing services delivery points using GIS to guide the selection of Boma health initiative sites. outreaches (April 2023)
2. Conduct **mid-term survey** using both qualitative and quantitative assessment to review the progress and identify bottlenecks to be addressed for smooth implementation (Aug 2023)
3. Conduct **Endline Survey** to assess the impact and achieved results of the project (Feb 2024)

ARDF is seeking an independent evaluator firm to undertake this assignment in Aweil South County, Northern Barh Ghazal state, South Sudan. The evaluator will be responsible for the designing the evaluation approach and data collection tools, conducting in-person data collection and ensuring data quality, cleaning and analyzing the data, and writing evaluation reports, including data visualization where relevant.

The selected firm(s) are expected to remain available for all phases of evaluation as described in this TOR, however, unsatisfactory performance may result in a termination of contract.

ARDF will provide all supporting documents necessary to ensure the assignment is completed successfully, including the project proposal narrative, logic model, a survey template with our standard indicator questions and answer options; and the ARDF evaluation report template. The data collection tools prepared by the consultant **must align with the definitions provided in the Log frame.**

Scope of work.

- 1) Desk review of relevant project documents,
- 2) Meeting and interviewing stakeholders and partners at the County, Payam and Bomas where the project will be implemented and Bomas which will be used as a control.
- 3) Select the Control group
- 4) Meeting with ARDF management and project staff,
- 5) Designing data collection tools and methodologies,
- 6) Pre-test of the data collection tools, analysis and incorporate the changes
- 7) Produce an inception report
- 8) Selection and training of enumerators for data collection,
- 9) Plan the field work logistics;
- 10) Determining sampling frame, collecting (quantitative and qualitative), collating, cleaning and capturing of the key data,
- 11) Supervise survey implementation and ensure quality control, including consistent identification and treatment of non-responses, out-of-range responses, coding errors, and outliers;
- 12) Clean and analyze all quantitative and qualitative datasets;
- 13) Submit the report for review and feedback;
- 14) Hold a validation workshop (virtual/physical);
- 15) Incorporate feedback from ARDF;
- 16) Analysing the data and producing draft report
- 17) Reviewing and updating the M&E system and or Log-frame
- 18) Revising project documents and, compiling and submitting the complete baseline report.

Approach and Methodology

The evaluator must use a mixed-methods approach and structure the study around the project criteria for evaluation, **focusing particularly on project effectiveness according to the indicators set forth in the project log frame**. The evaluator must ensure all relevant project indicators are addressed.

Deliverables

1. *(Per evaluation phase)* The inception report (including clear plans for sampling; enumeration selection, training, and supervision; fieldwork logistics; data analysis; and ensuring data quality) along with the validated quantitative and qualitative data collection tools which are mapped to the evaluation questions and indicators;
2. *(Per evaluation phase)* Post-field work report, describing the sample reached, number of surveys/interviews/FGDs conducted, and any challenges/limitations of data collection;
3. *(Per Survey Draft zero report (soft copy) in word.docx. (max. 25 pages excluding annexes);*

4. *(Per Survey)* Draft-one report incorporating changes or comments generated in the draft zero. (max. 25 pages excluding annexes);
5. *(Per Survey)* The evaluation report (max. 25 pages excluding annexes);
6. *(Per Survey)* The evaluation report must include an Executive Summary of no more than 2 pages – see ARDF evaluation report template (will be provided to the successful candidate);
7. *(Per Survey)* Include appendices such as data collection tools, indicator construction, data logs, respondent list for KIIs, etc.;
8. *(Per Survey)* Raw data sets in an accessible format (.xlsx or .csv);
9. *(Per Survey)* Cleaned and worked datasets in an accessible format (.xlsx or .csv);
10. *(Per Survey)* Qualitative transcripts/notes in an accessible format (.xlsx or .docx);
11. *(Per Survey)* A power point presentation of the report to ARDF.

The proposal should include the following:

1. A **short** outline of **evaluation approach, research design and methodology** for the Evaluation (Max. 3 pages);
2. A proposed **process and timeframe** for the Evaluation setting out the phases (see phase plan above), the number of consultants and the number of days (Max. 2 pages);
3. The anticipated **challenges and dependencies likely to** affect the implementation of the Evaluation and how these should be addressed (Max. 1 page);
4. A description of how to **ensure data quality throughout the process/assignment** (Max. 1 page);
5. A **summary of the most relevant skills and experience** of the proposed lead consultant and the consultant(s) together with her/his CV showing relevant previous assignments and clients. (Annex CVs separately; Max 2 pages per CV);
6. A detailed **fee quote** and rationale for the consultants and an estimate for the operational costs (Max. 1 page)

Budget and Payment

The consultancy firm will provide a detailed budget in USD (United States Dollars), with a breakdown of the consultants' fees and logistical expenses. The terms of payment will be negotiated upon signing of the contract.

Suggested Evaluation timeframe

- Consultant interviews: 22nd March 2023
- Evaluation Phase 1: 1st Apr 2023
- Evaluation Phase 2: Aug 2023
- Evaluation Phase 3: Feb 2024

This timeline may be subject to change.

Award criteria

The evaluation of the quotations will be based on the best value for money, weighing up technical quality (the methodology and the CV of the consultant) and price of the quotation.

Assessment of the proposal

The assessment of the proposal paper will be based on the following criteria:

- Responding to the requests outlined in the Terms of Reference
- Demonstrable experience

Assessment of CV's

The assessment of the CV's will be reviewed of the appropriateness of the proposed consultants based on their stated skills and experiences as well as additional criteria outlined above.

Assessment of the Prices

The contractor will have to make provisions for covering all costs associated with the assignment including relevant taxes. Remuneration is based on submission of agreed deliverables.

Appointment

Shortlisted applicants may be called to interview or requested to submit samples of work.

Management of consultant(s)

The appointed consultant will be managed by African Relief and Development Foundation. The consultant will make themselves available for weekly coordination meetings with ARDF throughout the duration of the contract, until the final report is delivered and signed off.

How to apply

Timeline and Deliverables

Electronic submission of proposals will be made to pr.ardfsouthsudan@gmail.com by **17th March 2023** at 1700 hours CAT.

Any questions before submission of the EOI should be sent directly to pr.ardfsouthsudan@gmail.com latest **7th March 2023**.

