



**REQUEST FOR PROPOSAL (RFP)  
SUMMATIVE EVALUATION FOR BHA PROJECT IN SOUTH SUDAN**

**Requester/Implementer:** Alight South Sudan

**Funding Agency:** Bureau for Humanitarian Assistance (BHA) USAID South Sudan

**Project Title:** *Strengthening Integrated Response in Protection, WASH and Shelter through Life-Saving Services to Affected Populations in South Sudan*

**Project Implementation Period:** May 29, 2020, to May 28, 2022

**Evaluation Dates:** January 3 – February 28, 2022

**Locations:**

- (1) Ulang County, Upper Nile State
- (2) Kajo Keji County, Central Equatoria State
- (3) Budi County, Eastern Equatoria State
- (4) Kapoeta South County, Eastern Equatoria State

**Background and Context**

The project’s goal is “improved access to lifesaving and empowerment services to vulnerable groups among IDPs, returnees and host communities through integrated and comprehensive response in South Sudan.” In this two-year activity, Alight provides and strengthens on-going, lifesaving services to affected populations in South Sudan by preventing, mitigating, and responding to harm exploitation, and abuse for crisis-affected populations with complementary protection, livelihoods, water, sanitation, and hygiene (WASH) and shelter services, while also continuing to build resilience and supporting the communities to “build back better.” These services and support are provided to women, men, girls, and boys with special considerations to the most vulnerable populations such as people with special needs (PSNs), elderly, disabled, IDPs, returnees, and host communities.

**Purpose and Objectives of the evaluation**

- Alight is seeking applications from qualified applicants (hereafter “evaluator”) to lead the summative evaluation of a project funded by BHA during Year 2 of the project. The evaluation is to be conducted in accordance with USAID-BHA Application Guidelines, Revised Draft BHA Emergency Monitoring and Evaluation Guidance, and USAID Evaluation Report Requirements.
- The overall objective of the assignment is to measure the effectiveness of the project (hereafter “activity”). Primarily the evaluation aims to determine the effect of the activity interventions in improving the wellbeing of the target populations and the extent to which the beneficiaries perceive and value the interventions. The evaluation will also evaluate the extent to which the activity contributed to communities’ resiliency and self-reliance. The evaluation will also document key approaches that contribute to the achievement of activity outcomes and provide evidence-based recommendations on key actions required for Alight to further improve integrated service provision and building resiliency.

**Specific Activities/roles of the consultant**

The evaluator will be responsible for defining the most relevant evaluation design and methodology, in line with the Revised Draft USAID-BHA Emergency Monitoring and Evaluation Guidance (April 2021) and USAID’s Evaluation Report Requirements, for this performance evaluation and each of its questions. This



will include study design, technique for data collection, analysis, and the study team. It is expected that the evaluator will employ various enumerators to support data collection and that this will be organized, managed, and paid by the evaluator.

### **Evaluation Questions**

The study will try to answer the following key questions:

1. To what extent has the intervention appropriately assisted the affected population?
2. To what extent do activity beneficiaries perceive and value the interventions in the activity?
3. To what extent were communities involved in the activity cycle (design, implementation, monitoring, evaluation, adjustments to approach/implementation based on feedback)? More particularly, to what extent did the activity include representation from all members of a community, particularly marginalized members (e.g., women, girls, the elderly, persons with disabilities, persons with special needs, marginalized ethnic groups within a community, etc.)?
4. To what extent has the activity contributed to the communities' resiliency and self-reliance?
5. What were unintended consequences of the activity's interventions, i.e., what changes – expected and unexpected, positive and negative – did beneficiaries associate with the activity's interventions?

*For each question, it is expected that the evaluation will include representation from all members of a community, particularly marginalized members (e.g., women, girls, boys, the elderly, persons with disabilities, persons with special needs, marginalized ethnic groups within a community, etc.) as well as assess the activity's ability to include representation from all members of a community throughout the activity cycle.*

### **Evaluation Methodology and Limitations**

The evaluator will be responsible for defining the most relevant evaluation design and methodology, in line with the Revised Draft USAID-BHA Emergency Monitoring and Evaluation Guidance (April 2021) and USAID's Evaluation Report Requirements, for this performance evaluation and each of its questions. This will include study design, technique for data collection, analysis, and the study team. The design and methodology will be shared for approval with Alight before data collection is to begin. It is anticipated that the evaluator will employ a mixed-method approach, where both qualitative and quantitative data will be collected. Sampling methodology for qualitative components is expected to employ a variety of primary data collection approaches including interviews, focus group discussions, training pre-and post-tests, and other methods. Anticipated contextual challenges including security risks, seasonal conditions, and network connectivity consistency that may limit field data collection capacity. Adaptations to overcome these challenges will be planned for whenever possible.

#### *Activity documents available for evaluators*

1. Final, key agreement documents (technical proposal narrative, budget, work plan, monitoring, and evaluation plan, etc.)
2. Baseline reports
3. Program reports to date
4. Mid-term review documents
5. Documents as requested by the evaluator



## Evaluation Timeline and Deliverables

The evaluation will take place in activity locations. The evaluator will be responsible for ensuring that confidentiality is maintained and that a safe and respectful environment is provided during any interactions with service users and staff. The evaluator must share with Alight their confidentiality policy prior to engagement. The evaluator must also share how the data quality, data management, and data security will be adhered to during the evaluation to ensure collected, processed, and raw data deliverables.

- SOW 5.1*      Review of relevant secondary data from different and relevant sources that must be specified in the consultant's proposal: The sources of secondary data shall include, and not limited to, relevant documents of Alight South Sudan. However, the evaluator shall also provide other key secondary documents to be used relevant to the activity target localities.
- SOW 5.2*      Design the entire evaluation study: This will include the development of tools, data entry, and data analysis plan
- SOW 5.3*      Share the tools and methodologies with Alight: The evaluator will be expected to share the tools and methodology to be employed in this evaluation with Alight, and incorporate feedback provided if any.
- SOW 5.4*      Check and ensure the data quality: The evaluator will ensure that throughout the process of data collection, all necessary measures are undertaken to ensure that data quality management is adhered to. The proposal must clearly outline these quality control measures. The evaluator shall also propose a digital data collection methodology that will be used.
- SOW 5.5*      Analyze and interpret the data and submit a detailed report as per survey objectives: The evaluator will have to ensure proper analysis of all quantitative and qualitative data/information collected and also ensure the feedback mechanism as defined. Data needs to be disaggregated by gender and any other social-economic categories where applicable.
- SOW 5.6*      Keep regular coordination with Alight: Throughout the study, the evaluator will maintain regular contact with the Alight team contact person as much as possible so that the latter is kept abreast of the progress.
- SOW 5.7*      Dissemination of results: The evaluator, with support from Alight South Sudan, will conduct three dissemination meetings. The first meeting may be held virtually with lead activity staff (e.g., Country Director, Program Manager, Protection Coordinator, M&E Coordinator, and Minneapolis support team). The second meeting will be virtually with key staff from across activity locations. The third meeting will be held in Juba where key high-level stakeholders including BHA representatives will be invited to attend. Feedback from these meetings will be included in the final report that will be published and shared with all stakeholders. The report will be in English.
- SOW 5.8*      Submit the evaluation report: The evaluator will submit detailed and accurate reports (Draft and Final) as per the evaluation objectives to Alight South Sudan within the agreed timeframe. The report will use the format to be specified and agreed with Alight South Sudan.

## Key Deliverables

The following are the key deliverables in line with the term of reference of this study:

- Inception report that outlines Study design developed and shared with Alight South Sudan.
- Draft data collection tools developed and shared with Alight South Sudan.
- Final data collection tools developed incorporating Alight South Sudan feedback, including a concise data collection guide for enumerators. Translation may be required.



- High-quality data collected, analyzed, and interpreted.
- Draft evaluation report shared with Alight South Sudan.
- Dissemination of results meetings.
- Final evaluation report written and submitted.
- All raw datasets (cleaned and uncleaned) in different formats submitted to Alight South Sudan.

### **Timeframe**

Alight is seeking applicants who can complete the evaluation, including completion of the final report, by February 28, 2022.

### **Minimum Components and format of Final Report**

The final report must include at minimum the following components, as outlined in USAID Evaluation Report Requirements and abbreviated below:

- a. Title page, including identifying the evaluation as a performance evaluation
- b. Abstract
- c. Table of Contents
- d. Abbreviations/acronyms page
- e. Executive Summary
- f. State the purpose of, the audience for, and anticipated use(s) of the evaluation
- g. Describe the specific activity to be evaluated
- h. Provide brief background information
- i. State the evaluation questions
- j. Describe evaluation methodology for data collection and analysis
- k. Describe limitations of the evaluation methodology
- l. Include evaluation findings and conclusions
- m. Include actionable recommendations based on evidence
- n. Ensure that all evaluation questions in SOW are addressed
- o. Include the annexes as described in USAID Evaluation Report Requirements
- p. Include translated tools or material used for evaluation, if any

The report, its summary, and any datasets produced during the course of the evaluation will be in English. A copy of any dataset created or obtained in performance of this evaluation will be submitted to the USAID Development Data Library (DDL) in a machine-readable, non-proprietary format. The evaluation final report and its summary will be submitted to the USAID Development Experience Clearinghouse (DEC). The submissions to USAID will be done by Alight.

### **Roles and Responsibilities**

#### Alight Responsibilities:

Alight will be responsible for any support relevant to the development of the data collection tools. Alight will also facilitate visits to activity locations through communication to field staff and relevant authorities. Alight will also be responsible for submissions to USAID's Development Data Library (DDL) and Development Experience Clearinghouse (DEC).

Alight will provide working space and basic office/administrative support in Juba and field offices as needed. All internal UNHAS flights will be booked by Alight, and the billing will be reconciled upon the final invoice submitted by the evaluator. During travel to the field, Alight will provide accommodation and transportation.



### Evaluation Team Responsibilities:

The evaluator (evaluation team) will be responsible for all costs associated with conducting the evaluation.

The evaluation team will be leading and managing the data collection and will be responsible for all activities and costs associated with data collection. The evaluator should budget for all necessary expenses in their financial proposal.

Data collection and analysis will be the sole responsibility of the evaluator, but Alight will be involved in reviewing the draft report and included in the final report stage.

### **Ethical Considerations, Confidentiality and Proprietary Interests**

The evaluator needs to apply standard ethical principles during the assignment. The evaluator will be responsible for ensuring that confidentiality is maintained and that a safe and respectful environment is provided during any interactions with service users/beneficiaries, interviewees, and staff. The evaluator must share with Alight their confidentiality policy prior to engagement. The evaluator must also share how the data quality, data management, and data security will be adhered to during the evaluation to ensure collected, processed, and raw data deliverables. The incumbent shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the service without prior written consent of the contracting authority. Proprietary interests on all materials and documents prepared by the contract holder under this assignment shall become and remain properties of Alight.

### **Evaluation Team Composition**

Alight seeks a high-level evaluator with vast experience in conducting performance evaluations for humanitarian activities. Alight may request writing samples that will only be used to evaluate the applicant's experience. South Sudanese nationals with experience are encouraged to apply. It is expected that the applicant will employ various enumerators to support data collection. Below is a key profile that Alight seeks:

1. The applicant **must** have experience conducting evaluations in South Sudan.
2. The applicant **must** have experience with USAID evaluations particular to BHA (formerly OFDA).
3. The evaluation team should consist of team members that possess at minimum a master's degree in public health, environmental health, environmental science, water engineering, social work, statistics, social sciences, public administration, or a related field.
4. The evaluation team should include one WASH key technical person and one protection key technical person. These positions can be recruited within South Sudan but should have vast experience of not less than four years with at least one year of conducting evaluations. They should have a minimum of a bachelor's degree in WASH and social work-related fields.
5. Applicant lead must have a minimum of eight years of experience in humanitarian and development programming, with a minimum of four years working in humanitarian contexts.
6. Minimum of three years of experience in leading performance evaluations, utilizing qualitative and quantitative approaches.
7. Must be willing to travel to South Sudan if residing out of South Sudan and be able to work in insecure regions with barely minimum facilities for the duration of the study.



## **Proposal Components**

All applicants must meet the minimum requirements described above. Each application should include a technical and financial proposal as described below.

### **Qualifications file** should include:

- An application letter addressing the selection criteria including how the candidate's previous experience matches the objectives. The application letter should be no longer than two pages.
- Team composition and experience of conducting similar evaluations in South Sudan especially thematic areas like WASH, Protection (GBV) with funding from USAID/BHA, preferably within proposed geographical area. The applicant should have the necessary competencies and experiences as described in the TOR to undertake this evaluation. The applicant should provide the CVs of lead team members with details of qualifications and experience.
- Contacts of three organizations that have recently contracted you to carry out similar assignment
- Samples of work

### **Technical proposal** should include:

- A detail proposal clearly detailing the proposed methodology based on descriptions above especially the sampling method, sampling computation scientifically accepted and the relevant methods of data collections. It is expected that the evaluation will take place in all four project locations.
- Detailed proposal that demonstrates a clear understanding of the TOR and whether the applicant makes an effort to interpret the objectives and the evaluation questions clearly.
- Draft work plan clearly indicating a proposed activity schedule.

### **Financial proposal** should include:

- Alight expects a fixed price based on completion and Alight's acceptance of deliverables. It is expected that the evaluation will include all four project locations and the financial proposal should reflect all costs associated with data collection in the four locations. It is preferred for the financial proposal to include a breakdown of costs by project location in the case that it is not possible to include all project locations.

## **Criteria for Evaluating Proposal and Selection**

The following criteria will be used in evaluating proposals.

Alight will evaluate the responses to the RFP based on the applicants' ability to provide a general overview of their qualifications and their proposed approach to the details contained in this TOR. The proposal will be evaluated as per the percentage allocation below.



Evaluation component	Percentage value
Qualifications	30%
Technical proposal	40%
Financial proposal	30%

*The payment schedule will be discussed with selected applicant and will be included in the contract.*

*Note:* Alight reserves the right to accept or reject any proposal received without giving reasons and is not bound to accept the lowest, the highest or any bidder. Only the successful applicant will be contacted.

#### **Additional Information**

- Selected applicant shall abide by WHO and Government of South Sudan COVID-19 SOPs while conducting the evaluation.
- Selected applicant shall be required to sign and abide by Alight Safeguarding Policy, including prevention of sexual exploitation and abuse policy.
- Selected applicant shall abide by Alight data privacy/management policies.

#### **How to Apply**

Applications should be submitted electronically no later than November 16, 2021, at 23:59 (Juba) to [Alight.Recruitment@wearealight.org](mailto:Alight.Recruitment@wearealight.org)

Applicants should send their proposal in **one** email with **three, separate** files: qualifications, the technical proposal and financial proposal. Zip files will be accepted for files with multiple documents. The subject line of the email should read: **[Your organization] proposal to South Sudan Evaluation RFP**