

TERMS OF REFERENCE (TOR)

Consulting Firm for Training on Planning, Monitoring, Evaluation and Learning (PMEL).

I. Organizational Background

Johanniter-international Assistance (JIA) is registered in South Sudan at the Ministry of Legal Affairs and Constitutional Development from October 21, 2011 under the No. 1177 (renewed on 20th, November, 2018, No.130) and at the Relief and Rehabilitation Commission (RRC) from November 16, 2011 under the serial No. 115.. Johanniter has been implementing both development and emergency intervention projects in former Western Bahr el Ghazal since 2014 to date in the sectors of health, nutrition, water and sanitation (WASH), food security and livelihood (FSL) and child protection and GVB.

The strategy for intervention by Johanniter during this period has been based on the following principles: Needs assessment; emergency response guided by Sphere Standards including the Core Humanitarian Standards (CHS); alignment with national policies/guidelines like Basic Package of Health and Nutrition services (BPHNS) and the Humanitarian Response Plan cluster strategic objectives.

The overall objective of JIA is to ensure immediate survival in humanitarian crises and the direct aftermath of disasters through strengthening the resilience of vulnerable people and communities to enable them to cope with the effects of crises, violent conflicts, natural disasters and climate change. Major thematic areas of intervention include:

Health: We promote good health and treat illnesses.

Fighting Malnutrition: We fight malnutrition and promote positive nutrition habits

WASH: We initiate improved hygiene practices among communities and provide adequate access to drinking water and sanitation facilities.

Food Security and Income Generation: We support that all people at all times have physical, social and economic access to a safe, secure and adequate diet which meets their dietary needs to be able to live a healthy life and have the ability to earn a necessary income.

Currently Johanniter is implementing 7 projects funded by the German Federal Government, South Sudan Health Pool Fund, CONRAD, EKFS, JUH Swiss, UNICEF and WFP. Projects ongoing include:

- AA-iCCM-Integrated emergency measures (iCCM, WASH, GBV and Nutrition)
- Nutrition Emergency Project- Health Pool Fund
- Improve Access for Safe Water, Sanitation Facilities and Hygiene Promotion-CONRAD
- Improve Reproductive Health and Protection Services- EKFS

- Construction of Maternity Ward and Support-JUH Swiss
- Integrated Nutrition, Health and Hygiene Project – UNICEF
- TSFP Nutrition Project- WFP

II. Objectives of the Training

Johanniter has the country support office in the capital Juba and field office in Wau, Western Bahr el Ghazal. There are currently 52 contracted staffs in total: 9 in Juba (2 expats and 7 national staff) and 45 in Wau (3 expats and 42 national staff). All staff involved in the implementation of ongoing projects will have common understanding on how to implement the existing M&E Framework and following standard planning processes. This will be achieved through the establishment of solid knowledge and skills in project planning processes and steps, M&E systems, methodologies and approaches, learning and accountability for each sectoral body followed with a clear understanding on how to operate the Strategy 2025 of Johanniter International Assistance (JIA).

The outputs of the training will be: **i).** Participants from different project and partner staff, and JIA South Sudan Management Team participating in the training acquired knowledge and skills in basic planning, monitoring, evaluation and learning methodologies and its relevance with the implementation of Strategy 2025 of JIA-Implementation-focused and result-based monitoring systems. **ii).** Participants from different project and partner staff, and JIA South Sudan Management Team participating in the training will be equipped and ready to roll out the training to the project staff under their supervision such as project assistants at grassroots level. **iii).** Participants from different project and partner staff, and JIA South Sudan Management Team participating in the training are exposed to information on the implementation of Strategy 2025 Johanniter.

The consulting firm will conduct comprehensive 5 days of training for participants from different project and partner staff, and JIA South Sudan Management Team on basic Planning, Monitoring and Evaluation (M&E) Methodologies, its relevance with existing Strategy 2025 of JIA and M&E Systems.

III. Purpose of this Term of Reference (ToR)

This TOR will guide the hiring of a consultant team comprising two (2) persons, who will be engaged in developing training modules, guides, PowerPoint, facilitate the training and produce training report on project planning processes and steps, M&E systems, methodologies and approaches, learning and accountability for each sectoral body followed with a clear understanding on how to operate the Strategy 2025 of JIA.

IV. Deliverables and Scope of Work to be Performed

The consultant team will be responsible to lead the 5 days training to be conducted in Wau. The training participants are project officers, managers and senior management team members. The

estimated number of participants is about 25 staffs. The PME training is to cover the following distinct subject areas:

- Introduction to planning, monitoring and evaluation, and Johanniter 2025 strategy
- Community needs assessment and assessment methodologies/tools
- Theory of change
- Logical framework analysis (LFA) and project implementation strategy
- Monitoring and Evaluation Plan/Frameworks
- Baseline and target setting
- Monitoring and evaluation tools/approaches- related to project intervention areas
- Data management, data quality, reporting and communications
- Learning and accountability

Output	Indicator	Means of Verification
Completed training documents including modules, references, PowerPoint, Agenda, Pre-and Post-tests, training schedules with facilitators	All documents submitted a week before the training started	SMT review report
Participants from different project and partner staff, and JIA South Sudan Management Team participating in the training acquire knowledge and skills in basic planning, monitoring, evaluation and learning methodologies and its relevance with the implementation of Strategy 2025 of JIA -Implementation-focused and result-based monitoring systems.	90% participants have common understanding on planning, monitoring, evaluation and learning with the implementation of Strategy 2025 of JIA - Implementation-focused and result-based monitoring systems.	<ul style="list-style-type: none"> • Pre-training and post-training results • Training report
<p><u>Activities</u></p> <p>The consultant team will be responsible to conduct the following list of activities:</p> <ul style="list-style-type: none"> • Prepare 5 days’ training agenda to be approved by the senior team • Develop, submit, revise (if necessary), and finalize substantive training materials and method of the training, including the Pre-training and post training questionnaire. • The consultant team will provide training to the participants based on the agreed topics and schedule • The consultant team will draft, submit, revise (if necessary), and finalize training report to SMT, including results of pre- and post-test results. • In developing and finalizing the above deliverables, the consultant team will provide clear and easy-to-understand training of PM&E to participants, including through: <ul style="list-style-type: none"> ○ Substantive materials delivered in an orderly, clear, and engaging manner; ○ Trainers are open and resourceful to questions from participants; ○ Active engagement and interaction with participants to ensure proper understanding of the subject matter; 		

- The substantive aspects of PM&E methodologies are linked with the context of Strategy 2025 of JIA; and
- Effective time management of the training sessions.

V. Tentative Timeline and Location of the Training

The PME training will be conducted in 4-8 November 2019, with indicative work plan as follows:

S/N	Activities	Indicative timeline	Paid days
1	Pre-training: Develop, submit, revise (if necessary), and finalize substantive training materials and method of the training, including the Pre-training and post training questionnaire.	14 – 20 October 2019	5 days
2	During Training: Provide training to the participants in Wau from 4 – 8 November 2019	4-8 November 2019	5 days
3	Post Training: The consultant team will draft, submit, revise (if necessary), and finalize training report to SMT, including results of pre- and post-test results.	12-14 November 2019	2 days
	Total		12 days

The consultant team will be paid for a total of 12 days provided to complete the training; 5 days preparation, 5 days training and 2 days reporting.

The PME training will be organized in **Wau** town, South Sudan and the organization (Johanniter) will cover all transportation, accommodation and hall rental cost of the training.

VI. Responsibilities

A) The hiring organization

The hiring organization will be responsible for the following tasks:

- Provide guidance to the consultant and arranging training hall
- Review all training documents, agenda and schedule and provide feedback
- Arrange logistics, transportation and accommodation for the consultant team
- Provide necessary documents to the consultant for their reference based on the signed agreement
- Effect payments according the signed agreement

B) The Consultant Team

The responsibilities of the consultant team will be:

- Develop all required training documents
- Incorporate all feedback and comments from the management team
- Avail highly professional and skilled training team
- Provide training on set seclude and signed agreement
- Produce and submit training report with pre-and post-test results

VII. Expertise Required and Qualifications

The desired qualifications of the consultants' firm for this assignment are the following:

- ✓ National Firm with minimum 5 years of experience in developing and implementing training programs particularly in health, nutrition, WASH and food security sectors,
- ✓ The Consultants should provide evidence though a registration document, that they have been in their form of business minimum 5 years prior to the issuance of this ToR,
- ✓ The Consultants should submit documentary evidence (list of contracts awarded, including description, value, years of commencement and of completion, client and a contract person for reference) that would demonstrate that the Consultant has completed in a satisfactory manner minimum 3 similar contracts for similar trainings in the past five years,
- ✓ Minimum 5 years of experience in conducting trainings in the field of community need assessment, project/program planning, monitoring tools development, evaluation approaches, learning and accountability.
- ✓ Experience in conducting trainings for International NGO staffs and familiarity with German government-funded projects (German Development Corporation and the German Federal Foreign Office), UNICEF, WFP and other European institutional funding shall be considered as an advantage.

Experience and Qualifications of Consultant Team

Lead Consultant/Manager

- Proven experience in managing project teams and leading comprehensive higher level trainings
- At least 5 years' experience in developing and coordinating training programs.
- Experience in developing and coordinating training programs for international and national NGOs particularly in project assessment, planning, monitoring and evaluation
- Demonstrated experience in leading complex program baseline and final evaluation

- Demonstrated experience in project development, theory of change, implementation and developing strategies,
- government institutions shall be considered an advantage
- Knowledge of the problem and objective analysis in project planning process and formulating theory of change.
- Fluent in written and spoken in English and fluent in local language is an advantage
- Minimum of master's level education in project management, economics, public health, development studies etc.; PhD level education in related field is preferable.

Training Facilitator

- Minimum of master's level education in project management, economics, public health, development studies and related fields
- Minimum of 5 years of relevant experience in the field of conducting trainings in the field of planning, monitoring and evaluation,
- Proven experience in conducting PME training and facilitation skills for adult participants and ability to transfer knowledge to multi-disciplinary audiences
- Demonstrated experience in facilitating similar trainings in NGO setting
- Fluent in written and spoken English, fluent in local language (Arabic) is an advantage

VIII. Budget

The budget for this training will be prepared and share separately to concerned bodies only.

How to apply: Interested Consultant Firms can submit application letter and CV including references to similar work done to Johanniter Office in Juba or Wau or through e-mail to sarah.limio@thejohanniter.org. The Johanniter **juba office** is located **near JAM Office on kololo Road, Just opposite suk wewe Market**

Deadline 20th September 2019