



## TERMS OF REFERENCE:

### External Evaluation of ACROSS project “Zai Pit for Peace and Productivity in Kapoeta East”

#### 1. BACKGROUND TO PROJECT

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ACROSS is implementing Zai pit for peace and productivity project in Kapoeta East County (Kauto and Lotimor Payam). The project timeframe is from May 2020 to December 2023. The project long-term goal (Impact level) is to ensure that members of the targeted community work together to overcome obstacles and produce sustainable agricultural income to support the needs of their family and community as evidenced by improved agricultural production and peaceful collaboration through providing multi sectoral assistance. Further, with level of communal conflicts, such as cattle raiding and other social problems like early child marriage that are connected to poverty, can significantly be reduced. The project targeted 650 households, approximately 3,900 beneficiaries based on projected 6 persons per household by the National Bureau of Statistics (NSS, 2019) with training on Zai pit. The project established farmers and accountability groups in the target area whose members participates in learning Zai pit agriculture. Each of these groups establish a Zai pit community garden. In addition to agricultural education, the accountability group participate in discussion around key topics such as gender equality, peace and reconciliation and other relevant topics. The agricultural project take place in a community garden plot where demonstrations and group work occur. Participants replicate what they learn in the group on their home farms. Crops produced in the community garden generate income for the project of the community’s choosing.

The expected project results (Outcome) of the project are:

- ❖ To increase harvests and improve nutritional intake for the families
- ❖ To increase numbers of the targeted men to support women in farming works, exposed to consistent messages reinforcing concepts of gender equality, human rights, peace and reconciliation by the end of the project
- ❖ To establish accountability groups supported to be self-sustaining and reflective of democratic participation, and able to overcome obstacles
- ❖ To increase resilience in terms of capacity and participation in creative problem solving
- ❖ To test the effectiveness of Zai pits and Farmer Managed Natural Regeneration in South Sudan and innovatively aligned development outcome with peacebuilding and gender equality which may be adopted in other communities
- ❖ To engage targeted leaders in promoting gender equality and peace building to communities in their spheres of influence

#### 2. PURPOSE

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The purpose of the external evaluation is to capture outcomes achieved, the lesson learnt, innovations undertaken, challenges faced and the best practice obtained during the implementation period which will inform future programming of the similar intervention. The consultant will further help identify



innovation in food security and livelihood, and peace building and protection as well new opportunities in food security and livelihood, and peace building in Kapoeta East programming that the program will need to capitalize on the best results in the future. The consultant will assess the project design, scope, implementation status, complementary with other projects implemented in Kapoeta East, services and the capacity to achieve the expected outcomes.

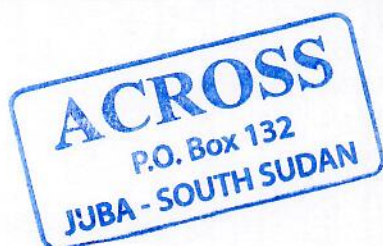
The following are the main objectives of the evaluation:

- ❖ To assess the relevance, appropriateness, effectiveness, accountability impact and sustainability of the programme.
- ❖ To understand the specific elements of the program and determine what worked well and what did not during program implementation period from 2020 to 2023.
- ❖ To identify lessons learned, best practices and recommendations to inform future project design.
- ❖ To review the project effort towards impacts and perceived changes in the targeted community.

### 3. KEY QUESTIONS

The evaluation is expected to address the following key evaluation questions (OECD DAC Criteria's):

S/NO	Evaluation criteria/element	Proposed evaluation questions
1	<b>Relevance/appropriateness:</b> Assess the extent to which the project activity is relevant or suited to the priorities of beneficiaries and the existing government policies and strategies. Is the intervention doing the right things?	1) Does the intervention constitute an adequate response to the current needs and rights of the community/beneficiaries? 2) Is the choice of implementation method including the partnerships appropriate? 3) Are the activities and outputs of the project consistent with the overall goal and the attainment of its objectives? 4) Were the objectives of the project relevant to the needs? 5) Is the project design adequate for addressing the identified needs? 6) Are the outputs and outcomes of the projects consistent with the intended impacts and effects?
2	<b>Coherence:</b> Assess the compatibility of the intervention with other interventions in the target area. How well does the intervention fit?	1) To what extent was the intervention coherent with the policies and programs of other partners and organisations operating within the same context? 2) To what extent was the intervention design and delivery in line with the humanitarian and development framework principles? 3) To what extent were context factors considered in the design and delivery of the intervention?



3	<p><b>Effectiveness:</b> Measure the extent to which the project activity is effective in attaining its objective and indicators. Is the intervention achieving its objectives?</p>	<p>1) How was participation and ownership amongst the different target groups, how far were women involved in the local processes? 2) To what extent were the project objective and indicators achieved? 3) What were the significant factors influencing the achievements or non-achievement of the objectives and indicators? 4) Did the project activities lead towards the achievement of the expected results/indicators as set in the Results Framework? 5) Is the intervention having any unintended positive or negative effects? Were the negative effects considered for possible risk mitigation?</p>
4	<p><b>Efficiency:</b> Evaluate the project's results in terms of project efficiency. How well are resources being used?</p>	<p>1) Were project activities cost-efficient? 2) Were project objectives and indicators achieved on time? 3) Was the project implemented most efficiently compared to alternative approaches to achieve the same outputs? 4) Have resources (funds, human resources, time, expertise, etc.) been allocated strategically to achieve outcomes? 5) How timely was the response in relation to the needs of different community group's seasonality, security challenges, accessibility of the target areas and comparatively with other humanitarian response actions in the project sites?</p>
5	<p><b>Impact:</b> Assess the impacts of the project towards the achievement of the project's objective and the broader scope of the development goal. What difference does the intervention make?</p>	<p>1) What has happened as a result of the project? 2) What real difference has the project activity made to the beneficiaries? 3) To what extent has the intervention increased the resilience of the local communities and stakeholders? 4) What are the intended and unintended, positive and negative effects of the project? Has the project identified and acted on potential negative effects during its implementation? 5) What, if any, aspects of the programme will have a longer-term impact?</p>
6	<p><b>Sustainability:</b> Assess the trend for the sustainability of the project's outcomes. Will the benefits last?</p>	<p>1) To what extent did the benefits of the project continue after donor funding ceased? 2) What were the major factors which influenced the achievement or non-achievement of sustainability of the project? 3) How much of the impact will continue beyond the life of the project and what is being done to ensure that this occurs?</p>
7	<p><b>Coordination</b></p>	<p>1) How effective was ACROSS in coordinating with relevant external stakeholders such as relevant national and</p>

		<p>other agencies operating in the same geographical and thematic areas.</p> <p>2) How effective was ACROSS in coordinating with local authorities including negotiating access? And key community members?</p> <p>3) How does ACROSS engage with community networks?</p> <p>4) What aspects of coordination could be improved in the future and how?</p>
<b>8</b>	<b>Accountability</b>	<p>1) Has ACROSS been able to access the target group and implement the project without any interference of parties of conflict?</p> <p>2) To what extent has the affected population been involved in the design or implementation of the project?</p> <p>3) Were appropriate systems of accountability (participation, information sharing and feedback/complaints) put in place and used by project participants? Were project beneficiaries aware of the feedback/complaint's mechanism? Were the complaints taken seriously and handled with confidentiality?</p> <p>4) Were project participants and communities aware of the selection criteria?</p> <p>5) Were project participants and communities aware of the assistance they should receive?</p>
<b>9</b>	<b>Learning and recommendations</b>	<p>1) What approaches taken by the project can be regarded as an innovative or as appropriate adaptation of good practices?</p> <p>2) What lessons could be used beyond the project period and used for the next phase? What lesson and good practices could be scaled up beyond the project?</p> <p>3) Documentation key findings and recommendations to inform stakeholders and as well the next implementation period including thematic integration and partnership strengthening?</p> <p>4) Identify and document lessons learnt and best practices so as to understand what has not worked well.</p> <p>5) Identify innovations as well as best practices, new programming, opportunities to inform the future design of an intervention.</p>

#### 4. METHODOLOGY

The evaluation will use a mixed method approach, including quantitative and qualitative approaches and a desk review of project documents and databases. Specific evaluation assessment 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, mid-term reports among others. The consultant is expected to develop additional tools for the purpose of the evaluation. The methodology to be proposed by the consultant in the technical proposal will be reviewed by ACROSS MEAL department who will approve

it before the commencement of the assignment. The evaluation should at least be based on the following reports and documents, baseline reports, Annual reports submitted to the donor, Annual plans submitted to the donor; - Research and learning documents produced during the project. All data, qualitative and quantitative, collected through the research must be disaggregated by sex, age, and disability status, as well as any other key determinants of marginalization identified by the population data.

Under this consultancy works, the following are the details of methodologies to be used;

- ❖ Review of project relevant documents including project log frame, reports, project proposal or plan, etc.
- ❖ Discussion and consultation with concerned government line sector offices including local authorities (Chiefs, Boma and Payam administrators).
- ❖ Interviews and meeting with key informants: Expectations and strategies of the implementing organisation, View of local authorities, and View of beneficiaries targeted by this project
- ❖ Visits to the project location(s)
- ❖ Household survey for both targeted and supported groups using standardize questionnaires to investigate the Knowledge Attitude and Practices of the beneficiaries.
- ❖ Conduct validation workshop with all project stakeholders and community representatives at the project sites and at ACROSS head office in Juba with programs and MEAL staff.
- ❖ Other approaches deemed suitable in the specific context for the gathering and analysis of data.

## 5. CONSULTANT

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### I. Consultant Responsibilities

The Consultant will be expected to carry out the following tasks to complete this assignment (the consultancy is free to propose other additional activities).

- ❖ Develop an inception report
- ❖ Review in detail the organization's existing documents related to this project, as preferred by the Consultant and the organization
- ❖ Work with ACROSS MEAL department to develop comprehensive approach, including specification of questions to be included as part of the detailed review
- ❖ Draft/review data collection tools as a function of the proposed approach
- ❖ Undertake information/data collection from recommended sources by both the Organization and the Consultant
- ❖ Prepare draft and final reports

#### **Expected Deliverables:**

- ❖ Inception report, that will include a detailed evaluation methodology, including data collection tools and approach, work plan, and a preliminary table of contents that outlines the structure of the report
- ❖ Detailed approach for the assignment (document to be approved by ACROSS)
- ❖ Revised data collection tools
- ❖ Revised draft of Evaluation report formats (to be approved by ACROSS)
- ❖ Reports and results on interviews conducted from groups and informants
- ❖ Raw and clean data if any
- ❖ Draft and finalize end line Evaluation reports

#### **Proposed Schedule of Activities:**

The projected start date of the evaluation is February 8<sup>th</sup>, 2024. 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 ACROSS by the 8<sup>th</sup> of March 2024. The assignment will take an estimated 20-25 days.

<b>DESCRIPTION OF ACTIVITY</b>	<b>WHO</b>	<b>DATES</b>
Consultant recruited	ACROSS MEAL and Programs teams	5-6 February 2024
Provide background information & relevant documents	ACROSS MEAL and Programs teams	7-8 February 2024
Submission of the inception report	Consultant to ACROSS	12-16 February 2024
Start of the data collection process	Consultant	19-23 February 2024
Submission of the 1 <sup>st</sup> draft evaluation report	Consultant	26 February-1 March 2024
Addressing for feedback and comments and sharing of 2 <sup>nd</sup> draft evaluation report	Consultant	4-6 March 2024
Submission of final evaluation report	Consultant	7-8 March 2024

The project prospect assessment report shall be part and parcel of the evaluation report. The evaluation report shall be written in English (maximum of 30 pages plus annexes) and must include the following contents:

- 1) **Information Page:** basic organizational data, duration of the project to be evaluated, title of the evaluation, principal of the evaluation (who commissioned the evaluation), contractor of the evaluation and date of the report.
- 2) **Executive summary:** tightly drafted, to-the-point, free-standing document (maximum 1.5 pages), including the key issues of the evaluation, main analytical points, conclusions, lessons learned, and recommendations.
- 3) **Introduction:** the purpose of the evaluation, scope of the evaluation, and key questions. Short description of the project to be evaluated and relevant frame conditions.
- 4) **Evaluation design/methodology**
- 5) **Key results/findings:** concerning the questions pointed out in the ToR and the projects' specific intervention components.
- 6) **Conclusions:** summary based on evidence and analysis.
- 7) **Recommendations:** on the findings leading to suggestions to be used for the way forward.
- 8) **Lessons learnt:** all relevant information beneficial to the way forward.
- 9) **Annexes** (ToR, instruments used, list of persons/organizations consulted, CVs of the evaluation team, literature, and documentation, copy of any relevant documentation used for the assessment).

## **II. ACROSS Responsibilities**

ACROSS will carry out the following tasks in support

- ❖ Mobilize selected respondents for the interviews
- ❖ Provide lists and contact information for selected key stakeholders
- ❖ Contribute to the development of the approach and Evaluation questions
- ❖ Approve final tools before execution
- ❖ Verify quality of data/information availed
- ❖ Review draft and final reports/plans

## **III. Reporting**

The Consultant will directly be reporting to the ACROSS MEAL Department, keeping the Project Manager and Head of Programs in copy.

### **Inception Report/Work Plan**

- ❖ Overview
- ❖ Purpose of the Evaluation
- ❖ Proposed roles and responsibilities in execution of the Evaluation
- ❖ Proposed approach, including methods for information collection and analysis, and key Evaluation and learning questions to be addressed
- ❖ Proposed and updated framework and timeframe
- ❖ Proposed and updated budget
- ❖ Reporting timelines

**Evaluation Structure** (to be suggested by the Consultant)

**Annexes** (expected)

- ❖ Terms of Reference
- ❖ Work plan with timetable
- ❖ Data collection tools, including questionnaires, interview guides and other tools as appropriate
- ❖ List of individuals interviewed and of stakeholder groups and/or communities consulted
- ❖ List of supporting documentation reviewed
- ❖ Specific data/information needs, as appropriate
- ❖ CV of the evaluator

**IV. Experience and Qualification of the Consultant**

- ❖ The lead consultant should at least have a Master degree in Monitoring and Evaluation, Agriculture, Agri economy, Statistics, Economics, Political science, or social work, and/or other social science Post Graduate degree.
- ❖ The lead consultant should possess extensive work experience and in-depth knowledge of Food Security and Livelihood, Protection and Peace building, in particular conducting evaluations and/or surveys.
- ❖ Preference will be given to applicants who possess past experience working with International Organizations or UN agencies, and conducting similar evaluations or surveys in Eastern Equatoria State.
- ❖ Strong experience in developing evaluations preferably for developments programs
- ❖ Proven ability to suggested approaches in obtaining information and drawing conclusions, with examples and references that can speak to this experience
- ❖ Data analysis and presentation skills, and strong writing ability
- ❖ Fluency in English
- ❖ Experience working in Kapoeta East is an advantage
- ❖ Recommendations and references from at least 3 previous similar tasks

**V. 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. A description of the consultant's company or organization. Details demonstrating the 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, and team composition with CVs and Certificates.

**VI. 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 # of days), and other associated costs; indicating rates for remote and field work.

## **VII. Submission and Evaluation of Expressions of Interest**

Consultants meeting the above criteria's are invited to submit an Expression of Interest by email to ACROSS; [procurement@across-ssd.org](mailto:procurement@across-ssd.org) and with copy to the following emails; [fslmanager@across-ssd.org](mailto:fslmanager@across-ssd.org); [kuol@across-ssd.org](mailto:kuol@across-ssd.org); [headofprograms@across-ssd.org](mailto:headofprograms@across-ssd.org)

The subject line shall be stated **ZAI PIT FOR PEACE AND PRODUCTIVITY ENDLINE EVALUATION**

The Expressions of Interest should be received no later than **2<sup>nd</sup> of February, 2024 at 4:30pm Central Africa Time.**

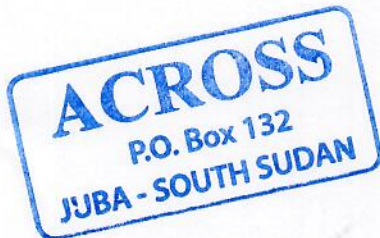
The main body of the EOI should be a maximum of 12 pages and should include the following:

- ❖ A cover letter (2-page max) including:
  - Consultant's daytime phone numbers and email contacts
  - Demonstrating an understanding of the project and the requirements of the ToR
  - Focus areas or questions to guide the assessment
  - Any recommendations or modifications related to the ToR
  - Experience in developing evaluations for development programs/projects
  - Proposed schedule of availability during February 2024
  - Consultants budget
- ❖ CV of the Consultant, outlining previous consultant experience and accomplishments as it relates to demonstrating the skills and knowledge needed to fulfil the requirements of the ToR
- ❖ List of three (3) referees who can attest to the consultant's experience and expertise
- ❖ Two examples of evaluations previously or recently completed. If possible, at least one of the plans should be relevant, or similar to the subject of this TOR

ACROSS will review the EOI closely against this recommended outline in combination with the preceding section.

## **VIII. Confidentiality**

The preferred Consultant by ACROSS will have to sign a confidentiality document that will ensure that all information obtained from the Organization is not shared with any other parties during and after the assignment.



A handwritten signature in blue ink, consisting of several vertical lines of varying heights and a horizontal line at the bottom, resembling a stylized name or initials.