**Plan International Sudan, Kordofan Program Area**

**Final Evaluation TOR for**

**“Abandonment of FGM in North Kordofan” Project**

**Consultant Term of Reference for Final Evaluation**

**Plan International – Sudan**

**North Kordofan Program Area**

**Final Project Evaluation Abandonment of FGM in North Kordofan**

**Funded by: BMZ**

**December 1st 2018 to January 31st 2022.**

**Project Description**:

The project designed responding to women and girls affected by FGM which mean female issues but male funded by BMZ and it will be targeted through the project as well to ensure support from male to the good will of the female, this will be done through the inclusion of both men and women in the CBCPN, targeting religious and community leaders, targeting both male and female state level parliamentarians who legislative council members and ensuring support to gender equality issues during training and awareness creation activities; at the same time a state level advocacy will be conducted to strengthen the capacity of legislative council members for advocacy to pass anti FGM laws and policies for implementing it. Moreover, the state level FGM network will be targeted to ensure continuation of their meeting and coordination of FGM intervention in the area. Vulnerable children particularly girls and young women live in communities free from all forms of violence, traditional harmful practices and gender discrimination and are able to take decisions on their lives

The project specific objectives are:-

* Vulnerable children particularly girls and young women live in communities free from all forms of violence, traditional harmful practices and gender discrimination and are able to take decisions on their lives
* To ensure usage of the apportioned, sponsorship and local fund raise codes

Duration: The timeframe of the action is 36 months. With estimated of 180,000 persons including (14,400 male, 21,600 female, 30,600 female youth, 23,400 male youth, 36 ,000 boys, 54,000 girls), The project will be implemented in North Kordofan State in Sheikan and West Barra localities communities. Targeting 60 communities and 2 localities (Sheikan & West Bara) Indirect beneficiaries including those who are targeted for activities of awareness creation in the entire North Kordofa State.

The action has been designed jointly by Plan International as the lead applicant and SFPA National counterpart in close consultations with UNICEF, UNFPA (Plan's technical partner) and SCCW.

**Project Duration:** October 1st 2018 to January 31st 2022.

**Total Budget:** 800 EUR which is reduced to 640.000,00

**Project Target groups:**

Activities in the field of advocacy and lobbying are aimed nationwide at the entire state of North Kordofan. The project is aimed at different target groups at community, CSO, legislative and government level:

**The indirect target group:** includes civil society actors and activists, parliamentarians and legislative council members, children and youth, religious leaders, community leaders and community-based child protection networks for lobbying and advocacy, with an estimated 180,000 people, including 14,400 men, 21,600 women, 30,600 female youth, 23,400 male youth, 36,000 boys, 54,000 girls.

**Direct target group:**

1. 90 actors from civil society organization (50 females/ 40 males)

2. 300 community promoters (200 females/ 100 males)

3. 30 singers Hakamat and 30 midwives

4. 150 community members for exchange visits (75 females and 75 males)

5. 600 members of community-based child protection networks (300 females/300 males)

6. 120 parents (60 fathers and 60 mothers)

7. 450 adolescents and members of youth groups/clubs (150 females/ 300 males)

8. 130 religious leaders (males)

9. 60 members of local government as judges, lawyers, legal advisor’s child protection activist members from FGM forum (15 females/ 45 males)

10. 60 members of law enforcement bodies: judges, lawyers, legal advisors (40 female/ 20 male)

11. 30 members of the FGM/C State level Child protection Network (15 females and 15 males)

12. 60 members of the Child Marriage and FGM/C Network (48 females and 12 males)

13. 60 community leaders (15 females and 45 males)

**Project Expected Results and indicators:**

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| --- | --- | --- | --- | --- | --- |
| **Overall goal (Impact):**  ***Vulnerable children particularly girls and young women live in communities free from all forms of violence, traditional harmful practices and gender discrimination and are able to take decisions on their lives.*** | | | | | |
| **Specific Objective (Outcome):** | **Indicators** | | | | |
| **Actual Status** | | **Target** | | |
| *Reduction of FGM/C practices among girls in targeted 60 communities in 20 Sheikan and 40 in west Bara localities in NK.* | | FGM practice is common in 60 target villages with 95% prevalence; 95% in Sheikan and 92% in Barra locality. 64% girls and young women 10 -24 year reported to have undergone. | | FGM practice is reduced below 64% in target villages in Sheikan and West Bara localities among the girls age 6-10 who will reach the age of cutting in next 3 years. But currently age 3-7 years. | |
| **Outputs:** | | **Actual status** | | | **Target** |
| **Output 1:**  **Families and communities have awareness on gender equality and girl’s rights to be free from FGM.** | | *campaigns on FGM/C have been conducted with limited success and limited involvement of community groups*  *Awareness on the negative consequences of FGM/C is limited especially among men and youth.*  *Families and communities do not recognize the right of the girls to be free from FGM, prioritize practicing tradition.*  *Parents, traditional singers are less engaged in public and peer awareness raising. Activities rather focus on celebrations on international days and training of community key actors and government staff.*  *No engagement of adolescents before and FGM/C is not part of their social discussion and areas of concern* | | | *3 campaigns have been conducted with more involvement of community groups like CBCPN, adolescent groups, champions of change, Hakamas, and based on community action plans.*  *300 community saleema promoters received TOT on social transformative messaging on FGM to engage youth and men in the agenda of FGM discussion.*  *60 Community Action Plan (CAP) to combat FGM is developed in each target community as child right promotion plan*  *Awareness on negative consequences of FGM/C is raised through involvement of fathers, mothers, religious leaders and traditional singers and mid-wives engaged in public and peer awareness raising activities.*  *450 adolescents (champions of change), 30 traditional singers and 60 mothers peer groups actively campaign for FGM eradication.* |
| **Output 2:**  **Civil society actors and religious leaders, and child rights and women’s rights promoters are able to effectively mobilize communities to prevent and respond to FGM/C.** | | *The state level FGM/child marriage forum/network exists but not active, or work plan and monitoring performance, without regular meetings.*  *CSOs and CBOs do not have a structured platform to advocate against FGM.*  *Influential religious leaders continue to promote FGM, despite the lack of religious provisions in support of FGM.*  *Mothers, fathers and midwives, religious leaders lack knowledge on the link between FGM and child rights.*  *Nationally recognized Community Based Child protection networks do not tackle FGM as a child protection issue.* | | | *State level FGM /child marriage forum/ network is activated and have work plan to address FGM.*  *90 CSO members/ staff (50 female/40 male) trained on advocacy and lobbying and the role of CSOs in the fight against FGM and link them with State level FGM network/forum and SCCW and CBCPN activities.*  *Influential religious leaders who are against FGM are mapped and organized to expand knowledge on de-linking Islam and FGM practice.*  *The demand supply chain on FGM between parents/prospective grooms and mid-wives is challenged by expanding knowledge on FGM as a violation of child rights.*  *60 CBCPN are established and equipped with skills and knowledge to work on FGM/C (reporting and responding) as part of Child protection mandate.* |
| **Output 3:**  **Governments adopt laws and policies to strengthen child protection systems at state levels with focus on FGM/C** | | *Drafted law against FGM/C exists but no activities to push for its endorsement*  *State legislative council members do not engage in systematic lobbying to enact laws on child rights and FGM.*  *Law enforcement bodies and executive body of the government do not play an active role in preventing and responding child rights violations especially FGM.*  *Customary law against FGM/C exist but little knowledge of this among community leaders, not used as a deterrent.* | | | *1 new law banning FGM adopted /endorsed by the state level legislative council at North Kordofan state level.*  North Kordofan state level legislative council members (60) actively work on draft FGM criminalization law.  *60 members of executive body of the government (prosecutors, lawyers) have capacity to defend child rights and prevent and respond to FGM cases.*  *60 community leaders are trained on provision of customary laws against FGM and child rights violations and local litigation measures to handle FGM violations and play as deterrent.* |

* 1. **Purpose of Final Evaluation:**

The main purpose of the evaluation is to provide an independent and in-depth assessment of the overall performance of the project and the achievements of envisioned results. This also includes a review of the design, implementation, quality and outcomes of the project. Furthermore, the objective of the evaluation is to identify and document success stories, implementation gaps and challenges, opportunities, lessons learned as well as to provide recommendations for major stakeholders on how gaps can be strengthened in the similar projects in future.

**The core activities:**

**Activities under result1 are:**

* Activity 1.2 ToT Training for 300 community promoters on Saleema manual/ guidelines
* Activity 1.1 3 annual campaigns conducted to promote (Saleema) through SCCW. The campaign will be conducted in each of the 60 target communities (40 in West Bara and 20 in Sheikan locality)
* Activity 1.4 Development of community action plans (300 participants)
* Activity 1.5 Formation of 30 adolescents’ champions of change groups per two communities, training selected men, youth and boys (15 per group), training, on drama and rolling out activities and conduct cross gender dialogue among boys and girls.
* Activity 1.6 Training of traditional singers “Hakamat” (30 singers)
* .
* Activity 1.7 Conduct training of 150 people (60 female and 90 male) including 60 men and 30 religious leaders, 30 women including 30 mid wives on child rights focusing on FGM and their role to abandon the practice.

**Activities under result2 are:**

* Activity 2.1 Power analysis and training of religious leaders (100 participants)
* Activity 2.2 Formation and/or training of community-based child protection networks (600 participants)
* Activity 2.3 Reactivation and support of the state level Child marriage and FGM network (35 participants)
* Activity 2.4 Lobbying and advocacy training (90 participants)

**Activities under result3 are: Government implements laws and policies to strengthen child protection systems at state level with focus on FGM/C**

* Activity 3.1 Implementation of the law against FGM/C (60 participants)
* Activity 3.2 Training of law enforcement staff (60 participants)
* Activity 3.3 Training on customary law (60 participants)

**Project Target beneficiaries:**

1. 90 actors from civil society organization (50 females/ 40 males)

2. 300 community promoters (200 females/ 100 males)

3. 30 singers Hakamat and 30 midwives

4. 150 community members for exchange visits (75 females and 75 males)

5. 600 members of community-based child protection networks (300 females/300 males)

6. 120 parents (60 fathers and 60 mothers)

7. 450 adolescents and members of youth groups/clubs (150 females/ 300 males)

8. 130 religious leaders (males)

9. 60 members of local government as legislative council members (15 females/ 45 males)

10. 60 members of law enforcement bodies: judges, lawyers, legal advisors (40 female/ 20 male)

11. 30 members of the FGM/C State level Child protection Network (15 females and 15 males)

12. 60 members of the Child Marriage and FGM/C Network (48 females and 12 males)

13. 60 community leaders (15 females and 45 males)

**In detail the consultant is expected to undertake the following tasks:**

* Examine progress towards meeting the project objectives, responses to problems encountered on `the course of project implementation and progress made toward achieving indicators targets.
* Examine project impact on the households and communities in target areas.
* Document and capture lessons learnt during the project implementation course.
* Assess to extend efficiency, effectiveness, relevance, and sustainability and any marked changes in the lives of the targeted communities.
* Establish and document the positive and successful impact the targeted community experienced. & any unintended consequences of activities.
* Asses to what extend the interventions contributed in strengthening the child protection mechanisms within the targeted communities,
* Document lessons learned, best practices, success stories and challenges to inform future initiatives.
* To identify whether the modalities of implementation and funding were optimal or should change if replicating in other area.
* To assess the usefulness of CoC module and approach in reduction of FGM Practices

**3.2 Evaluation Criteria:**

**The final evaluation should focus in assessing the project in term of:**

* **Effectiveness**: The extent to which, and the reasons behind, the achievement (or not) of the project objectives, and whether these are leading to unintended (positive or negative) consequences for anybody involved or affected by the interventions.
* **Sustainability**: the probability of continued long-term benefits to the target populations after the project has been completed.
* **Relevance**: The extent to which the interventions and their approaches were suited to the priorities and policies of the people and communities they were intended to benefit.
* **Efficiency**: The extent to which financial resources were used economically and efficiently, potentially including cost-benefit ratios and alternative programming approaches
* **Child rights, gender and inclusion**: The extent to which the project applied gender and inclusion sensitive approaches and explicitly aimed for results that improve the rights of children and young people and gender equality.
* **Impact:** to establish causal attribution to any observed positive and negative, primary and secondary long-term effects observed.
  1. **Some guiding questions for designing the tools:**

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| **Criterion** | **Guiding questions, including but not limited to:** |
| Relevance | * Conformity of the objective with the needs of the target group and with the objectives of the donor, the recipient of the grant/project-executing organization, the partners involved in the implementation and the country, if applicable. * To what extent does the project design provide the right response to the needs of targeted children and beneficiaries? * Are there any mechanisms in place by Plan International Sudan to monitor whether the project has adapted to changes and needs? * Are there any major risks not being considered? * What is the value of the intervention to national priorities, etc.? |
| Effectiveness | * Quality of the planning of the activity * Quality of the system of objectives and of the indicators * Quality of the implementation of the activity * Motivation and ownership of the project-executing organization. * Quality of the management of the activity * Achievement of the objective * Other (also negative) effects as regards the outputs and direct impact * What are the key successes captured during the life of the project? What are the enablers behind it? What are the key challenges/constraints in the project? How are they dealt with? * What could be done to make the project intervention more effective? * To what extent are the beneficiaries satisfied with the results? * To what extent have the linkages/coordination between the implementation partners and the target groups been successful? * If there are major failures of the project to date, explain why they have occurred and what could be done to avoid them in the future * Identify any exceptional experiences that should be highlighted e.g. case-studies, stories, best practice |
| Efficiency | * Were the investments justified compared to the achieved effects? * Which possible alternative activities could have let to the same results by using less resources? * Are the project’s outputs likely to be used by the target group? * To what extent has the project utilized its resources and time efficiently? * Is the overall project action plan used and up to date? * What % of activities in the work plan is being delivered? * Is the financial spending in line with the plan? * Is monitoring data being collected as planned, stored and used to inform future plans? * Assess other programme management factors important for delivery, such as:   + Working relationships within the team   + Working relationships with partners and donors   + Learning processes such as self-evaluation, and coordination   + Internal and external communication. |
| Impact | * How many people were directly and indirectly affected? * Which were positive and negative, intended or unintended, political, socio-economic and environmental effects? * What change in behaviors or attitudes could be generated? * What did happen / is likely to happen as a result of the project level? (Overall goal, impact and vision)? * To what extend would a scaling-up of the project as a whole or of certain project components be useful? |
| Sustainability | * Will the target group be able to continuously capitalize the project? Can the activities be integrated into an existing system? * Is the project likely to attract further funding? Is the project likely to be economically self-sustaining? * Are the intended changes by the project likely to be longer lasting? * Which possible environmental changes can positively or negatively influence the project’s sustainability? * What are the major factors influencing the achievement or non-achievement of sustainability of the project? * The acceptance of the project? * Is the project likely to contribute to lasting benefits? Who will ensure continuity of project activities in the project area? * Is there evidence of organizations/partners/communities that have copied, up scaled or replicated project activities beyond the immediate project area? Is such replication or magnification likely? |

**Child rights, gender and inclusion**

In line with Plan International’s values and organizational ambition, all evaluations should seek to priorities a focus on child rights, gender and inclusion, and trying to understand the extent to which the project applied gender and inclusion sensitive approaches and explicitly aimed for results that improve the rights of children and young people and gender equality. All other evaluation questions prioritized should also seek to mainstream child rights, gender, and inclusion considerations as part of their enquiry.

1. **Users of the Evaluation**

The primary audience of the evaluation report will be internal for Plan International Sudan, Plan International GNO and BMZ as well as partner Sudanese’s Family Association SFPA . A secondary audience may include relevant stakeholders, including government.

1. **Methods for Data Collection and Analysis:**

Following the desk review, the evaluator in close collaboration with Plan International Sudan and local partners will design the evaluation tools to collect the primary data. If applicable, the same or similar tools will be used as in the baseline study, to ensure as high a comparability of the findings as possible. The study will include qualitative and quantitative approaches with a variety of primary and secondary data sources. The final Evaluation will be participatory and will fully involve all relevant stakeholders in the evaluation process, including children, through child-centered participatory methods.

The feedback from the stakeholders may be collected in different ways depending on the evaluation, but it should give information on what they think about the project, whether it is working or not, what they see as the value for them and how it supports their own or other development efforts. Plan is also interested in seeing the evaluation process as encouraging reflection and dialogue among all the main stakeholders involved in the social issues we work on, from their perspective as well as ours.

The following are some proposed tools. However, the evaluator should not feel limited to them, if other tools are deemed relevant to this evaluation. The tools provided by the evaluator should be gender-sensitive and where children are involved, child-friendly, and should be tested and will be reviewed and approved by Plan before commencing data collection activities.

* Participatory tools such as focus group discussions, in-depth interviews, observations, semi-structured stakeholder interviews, key informant interviews, workshops, surveys.
* We encourage tools where youth can take a lead on implementing them.

**5.1 Sample**

The consultant will provide the suggested sampling methodology and size. As a point of reference, the baseline study reached all targeted localities. Plan will review the suggested sampling methodology and size and decide whether to approve it or if any further modifications or changes are needed.

At a minimum, the evaluation should ensure that it covers the targeted Tow localities, namely Shiekan , and West Bara in North Kordofan State (NKS).

The sample should be as representative as possible and be gender balanced.

**Disaggregation of data**: All the collected data should be disaggregated by age, sex and location.

Plan and partners will play a supportive role including mobilization and the consultant(s) is/are expected to familiarize him/herself with all secondary data relevant to this project from Plan, her partners, communities and other stakeholders.

**5.2 Participant selection**

The participants of the assessment will be comprised of representatives of key stakeholders of the project, as listed below.

* Project Team from Plan as well as SFPA
* Representatives and staff from Shiekan locality, SCCW in North , project’s targeted CSOs, FGM Forums, (Saleema promoters, CoC member, CBCPN, ) will be identified as participants based on the extent of their involvement it the project activities
* The community members (mothers, fathers, children, adolescents, and teachers, midwifes, religious leaders, ) will be identified based on: representation of different community groups and community diversity including gender, disability. etc.

Plan will provide contact lists of all stakeholders SCCW, project’s targeted FGM Forums religious leaders, Saleema, promotors, CBCPNs CSOs and make introduction as necessary.

1. **Ethics and Child Protection**

Plan International is committed to ensuring that the rights of those participating in data collection or analysis are respected and protected, in accordance with PMERL Standards and our Child and Youth Safeguarding Policy. All applicants should include details in their proposal on how they will ensure ethics and child protection in the data collection process. Specifically, the consultant(s) shall explain how appropriate, safe, non-discriminatory participation of all stakeholders will be ensured and how special attention will be paid to the needs of children and other vulnerable groups. The consultant(s) shall also explain how confidentiality and anonymity of participants will be guaranteed.

Plan International Sudan is committed to actively safeguarding children from harm and ensuring children’s rights to protection are fully realized. Plan takes seriously the commitment to promote child safe practices and protect children from harm, abuse, neglect and any form of exploitation as they come into contact with Plan supported interventions. In addition, we will take positive action to prevent child abusers from becoming involved with Plan in any way and take stringent measures against any Plan Staff and/or Associate who abuses a child. Our decisions and actions in response to child protection concerns will be guided by the principle of ‘the best interests of the child’. As such, the Evaluation processes must ensure appropriate, safe, non-discriminatory participation; a process of informed and un-coerced consent and withdrawal; confidentiality and anonymity of participants. The Consultant will provide a statement within his/her proposal on how they will ensure ethics and child protection in the process of data collection and visits. This must also include consideration of any risks related to the study and how these will be mitigated.

The consultant that will be selected must adhere to the Child protection Policy. Reference checks will be carried out in conformity with Plan’s Child Protection Policy for the successful candidate before confirming the offer.

1. **Timeline and Key Deliverables**

The entire process is expected to take no more than 2 months.

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| **Deliverable** | **Format** | **Due** | **Detail** |
| ***Tendering, background checks, and contracting*** | Plan standard bidding and contracts templates. | *Start tendering: 3rd Nov 2021*  *Contracting 21st Nov 2021* | Plan International Sudan will undertake bidding process to select consultant |
| ***Inception meeting/call*** |  | *23rd Nov. 2021* | The successful candidate will have an inception briefing with Plan staff to go over planned timelines and deliverables, expectations, and ask/answer any questions. |
| ***Inception Report*** | To include   * Background information * Preliminary reading sources * Methodologies and approaches * Planned tools and data collection methods * Timetable for workplan - *Workplan must include timeline for preparations for data collection (including development and translation of tools, field piloting, tool finalisation, enumerator training if needed, data collection, data entry and cleaning, data analysis, and validation of findings with key respondent and participant feedback incorporated)* | *30th Nov. 2021 (10 days after contract signature)* | Prior to data collection the evaluator will prepare an inception report which will include background information and a timetable, as well as outline the methodologies and approach of the evaluation, planned tools and data collection methods, including identification of what information the consultant needs from Plan International Sudan staff and by when. This should be submitted within 5 working days after contract signing; for approval by by Plan international Sudan and Plan UK. |
| ***Final data collection tools agreed*** | To be determined | *6th Dec 2021* | This should be agreed with Plan before commencing data collection. |
| ***Draft Evaluation Report*** | As a minimum include the following elements:   * Front page with title of the evaluation, date and authors of the report * A table of basic document information on page 2 (Annex 2 – Attached) * Executive summary that presents the key points of the different sections * Objectives and the intended use of the evaluation * Methodology and Limitations of the evaluation * Description of the project or programme * Findings, lessons learned, recommendations and conclusions against the agreed evaluation criteria * Relevant annexes, which as minimum must include:   I. Data collection tools  ii. List of people interviewed or consulted  iii. Bibliography of the documents reviewed  iv. Terms of Reference for the evaluation | *28th Dec 2022 (30 days after approval of inception report)* | The draft evaluation report should include findings, lessons learned, conclusions and recom­mendations.  The ‘Zero Draft’ should be submitted to Plan International Sudan for review and response. Within 5 working days of receiving the zero draft evaluation report, Plan International Sudan and Plan UK will provide comments and feedback on the draft evaluation report to the consultant.  The should include copies of all necessary consent forms and copies/files with raw cleaned data disaggregated by sex and age. |
| ***Draft Evaluation Report (revised version)*** | Same as above for Draft Evaluation Report. | *3nd of January 2022* | An updated version which incorporates feedback on the ‘Zero Draft’ should be provided for final review and comments. |
| ***Final Evaluation Report (including Executive Summary)*** | Same as above for Draft Evaluation Report. | *16th of January 2022* | After the evaluation report has been commented on by Plan UK and Plan International Sudan team, the final report should be submitted as follows:   * 3 hard copies and 1 soft copy of the final evaluation report to be delivered to Plan International Sudan Country office. * 1 Hard copy and soft copy of a summary report (Maximum 2 pages in English and Arabic) |

1. **Budget**

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| --- | --- | --- | --- |
| **Milestone** | **Detail** | **Amount to be Paid (%)** | **Expected Timeframe** |
| **Submission of detailed comprehensive inception report** |  | 30% | *30th Nov. 2021* |
| **Approval of the final report by Plan.** |  | 70% | *25 Jan 2022* |

* Plan international Sudan shall pay the consultancy fee to the consultant as agreed between both the parties by contract agreement in USD. All expenses shall also be included in the contract agreement. The total payment will be inclusive to 10% as income tax and will be deducted from the final payment.

The evaluator is expected to carry out the assignment within the 60 days started from the day of signing the contract.

1. **Expected Qualifications**

This evaluation will be conducted by an independent external consultant. The following criteria will be considered when selecting the consultant:

* Solid experience as a programme evaluator of development programmes with at least 10 years of relevant experience in child-centred development and protection;
* University degree in related field (Social Science, programme management, etc.);
* Solid background and work experience in community-based programming and evaluation with an International NGO and background in gender equality issues;
* Very strong qualitative and quantitative data collection skills and experience, particularly in terms of innovative participatory methodologies and facilitation skills;
* Excellent knowledge of international NGOs’ operations, including management approaches and programme practices;
* Demonstrated experience working with and collecting data from children and strong knowledge of child-friendly data collection tools and practices; and
* Fluent in English and Arabic (spoken and written).

1. **Contacts**

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Project Manager

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1. **Applications**

The consultant will be responsible for planning and implementing the evaluation in North Kordofan States, in particular in 50 days. The indicative period of the evaluation is from 21st November 2021 to 25th January 2022 while the final evaluation report should be submitted to Plan International Sudan no later than 25 January 2022 after completion of the evaluation deadline.

Close consultation with Plan International Sudan at every step of the process will be maintained and reporting on progress is required and should be built into the consultants’ work timeline. The consultant will be reporting to the North Kordofan Program Area Manager or his/her delegate. The consultant will need to share an outline/proposal for their work, to be approved by Plan International Sudan prior to the implementation.

Interested applicants should provide a proposal (maximum 7 pages) covering the following aspects:

* Detailed response to the TOR.
* Proposed methodology, study design, sampling framework, sample size, and budget.
* An indicative schedule/workplan with timeline.
* Ethics and child safeguarding approaches, including any identified risks and associated mitigation strategies (risk assessment and measure to address the risks)
* A data protection plans and data quality assurance plan
* A profile of the consultant/consulting firm including the full names, physical addresses, telephone numbers, and contact person of the firm
* Firms capacity and relevant experience
* CVs of all the consultants who will undertake the evaluation
* A statement of availability and commitment to undertake and complete the consultancy within the set time
* References of previous 3 clients
* Copy of previous study works
* Detailed itemised budget, including daily fee rates, expenses, taxes etc. (this should include consultant fees, field data collection expenses, administrative expenses, and tax obligations). Please note ***Plan will not provide any logistics for this task.***
* Police Certificates of Good Conduct – especially where there is primary data collection

*Please send your application to Plan International Sudan by 17th November 2021,referencing “Evaluation Supporting children affected by armed conflict in North and South Kordofan” in the subject line, and including support documents as outline. To* [*Ahmed.Ibrahim@plan-international.org*](mailto:Ahmed.Ibrahim@plan-international.org) *copy:* hanadi.mohammed@plan-international.org

**Ownership of information**

It is understood and agreed that the Consultant shall during and after the effective period of the contract, treat as confidential and not divulge, unless authorized in writing by the Plan, any information obtained in the course of the performance of the Contract. Plan and its partners will be the sole owners of all information collected in this study.

**Annex 1: Checklist for Completeness**

**Annex 2: Global Policy: Safeguarding Children and Young People**

**Annex 3: Full Report Structure**

**Annex 4: Project Details (logframe)**

**Annex 5: PMERL Standards**