**TERMS OF REFERENCE FOR Consultancy for**

**Conducting of FINAL EVALUATION**

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| **Organization** | Plan International Sudan |
| **Consultancy Title** | Conduction of final evaluation assessment |
| **Location** | White Nile States |
| **Task Type** | End Evaluation or Summative Evaluation |
| **Task duration** | 31 days starting immediately after signing the contract |
| **Local Partners engages in the project** | **Authorities:**  **Civil Society Organization – CSOs:**   1. Plan International Sudan- Program Area 2. HAC 3. Local NGO 4. CBOs 5. COR 6. Line ministry |

1. **Introduction to Plan International Sudan**

Plan International is an independent development and humanitarian organization that advances children's rights and equality for girls. In Sudan, Plan International has been working for more than 40 years, building powerful partnerships with and for children in over 300 communities in White Nile, Kassala, North Kordofan and North Darfur. In South Kordofan, Gedarif, East and West Darfur, projects are implemented through partner organizations.

Plan International Sudan is implementing its new Country Strategy which covers the five-year period from June 2018 to May 2022. The strategy will guide Plan’s work for the 5 years in line with the government of Sudan’s development, the Sustainable Development Goals, and the child rights agenda with specific focus on the rights of girls and excluded groups. Our overarching ***goal*** is to ensure that “Vulnerable children and youth are able to realize their full potential within protective and resilient communities which respect and promote girls’ equality”. This will be achieved through five strategic

1. Vulnerable Children 6-14 years particularly girls and young women complete quality gender responsive and inclusive formal and non-formal basic education to succeed in life.
2. Vulnerable Young people particularly young women (15-35 years old) are able to decide on their lives and lead in economic, social and civic life of their communities.
3. 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.
4. Vulnerable children particularly girls 0- 5 years grow up equally valued and cared for to thrive in communities and societies that respect child rights and equality.
5. Vulnerable children, especially girls, live in resilient communities and have free and safe access to life-saving services during and after natural disasters and conflicts.

The objectives are utilizing the community and individual level mobilization to promote the attitudinal and behavioral changes which are required to support transformational change for the improvement in the child rights and gender equality situation in Sudan.

We aim to strengthen the capacity of communities, children and youth to lead their own development, and to this end we will support civil society and local organizations to monitor and support the implementation of policies and laws that create a conducive environment for the attainment of child rights, particularly those that pertain to girls and young women.

1. **BACKGROUND INFORMATION**

# **Context Analysis:**

The number of South Sudanese having fled to neighboring countries currently stands at 1,400,883; since December 2013, 332,885 have fled to Sudan. White Nile State has been a receiving refugee since the start of the conflict and continues to receive refugees each month. The recent escalation of war in South Sudan resulted in a massive influx of more refugees to White Nile state as the number of South Sudanese having fled to the state increased from 116,825 at the close 2016 to 127,783 to date (UNCHR 15th Mar 2017). The refugee influx into White Nile State (WNS) continues to put pressure on the limited resources and poor existing services in the region.

The Government of Sudan has maintained an open border policy, allowing safe and unrestricted access to its territory for those fleeing the conflict in South Sudan, and has ensured their immediate protection and safety within its borders. On the 1st of September 2016, a Memorandum of Understanding (MoU) was signed between UNHCR and Sudan’s Commissioner for Refugees (COR) as a framework to clarify the status of South Sudanese arrivals as refugees and COR’s role in coordinating the response on behalf of the government and may improve humanitarian access in some areas.

UNHCR and its partners anticipate a continuous inflow of refugees into Sudan in the coming months, compounding the strain on the existing refugee caseload and further stretching the limited resources available to this protracted crisis.

As stated in the UNHCR Regional Refugee Response Plan 2017, the federal government of Sudan have asserted the intention to transition away from humanitarian response to focus more on early recovery development, which will provide opportunities to work towards finding durable solutions to the protracted crisis.

Food insecurity is a key concern amongst the South Sudanese refugees in Sudan due to lack of livelihood opportunities and the restricted movement of refugees following the government’s retraction of the South Sudanese status as ‘brothers and sisters’; South Sudanese are now declared as ‘foreigners’ with refugee status and can no longer move as freely within Sudan and benefit from job possibilities outside of a camp environment. The Government has limited refugee’s mobility between large towns and cities however freedom of mobility around the localities within White Nile State localities so far remains unrestricted. The lack of livelihood and income generation opportunities has resulted in a perpetuated dependence on external aid. Despite the protracted nature of this crisis the response is largely underfunded which further highlights the need for long-term and sustainable solutions.

The increased pressure on already stretched and limited local resources in areas of refugee settlements threatens social cohesion between the host and refugee communities.

**2. Project Information & Description**

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| Organization | Plan International Sudan | | | |
| Project title | FAD# 265 “Enhancing livelihoods and food security among South Sudanese refugees and host communities in White Nile state of Sudan” | | | |
| Location | White Nile State – 9 South Sudanese Refugees Camps and 36 host communities in Al Salam and Elgabalian localities. | | | |
| Funded by | German Ministry of Economic Cooperation (BMZ) | | | |
| Total Budget | Euro 1,818,684.52 €German Ministry of Economic Cooperation (BMZ) | | | |
| Project Duration | Start Date | June 2017 | End Date | March 2022 |
| Local Partners | * El-Eithar Charity Organization will be responsible for the implementation of activities under outcome 1 and 3, was terminated at 2020 Plan implemented the activities with line ministries * Friends for Peace and Development Organization (FPDO) will be responsible for the implementation of activities under outcome 2. | | | |

**Project Target beneficiaries:**

This project aims to benefit a total of **30,670** direct beneficiaries. Among these 18,150 individuals will be targeted from SSR camps in White Nile State and 12,480 beneficiaries from the surrounding host communities and 40 individuals form partner NGOs and government counter parts.

**Project Objectives and Expected Results:**

Overall Objective: The self-reliance and resilience against food insecurity of South Sudanese Refugees and the surrounding host communities in White Nile State is strengthened through diversification of farming methods; livelihoods and vocational training for youths; thereby reducing current high level of dependency on external aid.

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| **Results** | **Indicators** |
| **Expected Outcome 1:** Agro-pastoralist practices of host and refugee communities are diversified and strengthened and translate into more diverse family diets and increased household income. | * 1. By the end of the project at least 70% of target HH on agro-pastoralist activities diversify their HH dietary intake to 4-5 food groups per day; equal to a medium dietary diversity.   2. By EoP 70% Women with assessed needs have access to the necessary inputs to protect and restart primary production (as per Sphere Standard on Food security - livelihoods standard 1: Primary production). |
| **Expected Outcome 2:** Household economic security and resilience of host and refugee communities are increased through diversification of income generation opportunities; vocational training of youths; and the adoption of self-managed savings and loans methodologies. | * 1. By the EoP at least 60% of VSLA members report access increased to income generation opportunities by utilizing available loans in productive activities.   2. By the EoP at least 70% of youths who have received vocational training are earning an independent income and report having sufficient earnings to meet their immediate needs. |
| **Expected Outcome 3:**   * Resilience and capacity of locally managed structures is built through trainings and awareness raising on disaster preparedness, climate change adaptation, environmental awareness and co-existence for of local leaders, NNGOs and government counter parts working in White Nile State. * Community’s Peaceful coexistence and resilience to disaster risk are strengthened through formation of groups, trainings and support of Community leaders, youth leaders, NNGOs/CBOs and government counter parts working in White Nile State. | * 1. By EoP 70% of local structures, NNGOs, and government counterparts targeted have developed a DPP that includes standard procedures and written commitment towards community livelihood planning and climate change effects mitigation.   2. By EoP 75% of refugees and host community members report an increase in environmental conservation awareness.   3. by EOP 70% of local structures, NNGOs, and government counterparts targeted have standard procedures and written commitment towards community coexistence & cooperation and disaster risk mitigation plans.   4. By EoP 70% of targeted refugees and host community members report an increase in social interaction and efficient community disaster risk actions.   5. EoP 60% trained children feel empowered to use Feedback and complaints mechanisms and 80% of feedback and complaints expressed by Children have been successfully followed up   6. By EoP 70% trained adults feel empowered to use Feedback and complaints mechanisms and 80% of feedback and complaints expressed by Children have been successfully followed up |

1. **FINAL EVALUATION OBJECTIVES**

The main purpose of this final project evaluation is to facilitate a process, which will document project outputs and impact. Eventually, the process should also mobilize the various stakeholders to act based on this documentation.

PERFORMANCE ASSESSMENT: to assess the project’s performance and achievements vis-à-vis the project’s overall objectives and to conduct impact assessment on the beneficiaries. Each of the detailed key questions and issues will be analyzed in a participatory, collaborative and systems-based approach using appropriate key review criteria. This assessment will also include an analysis of the capacity of the management structures of the implementing agency(ies) and target communities to implement the project activities as well as the monitoring and evaluation system.

* Assist the beneficiaries, Plan International, BMZ, and, as appropriate, the concerned stakeholders, to reflect the efficiency, effectiveness, relevance and impact of the project
* Provide feedback to all parties to see the effectiveness of the strategy, planning, project formulation, appraisal and implementation phases;

LESSONS LEARNED: To generate lessons learned from the implementation of the project’s activities and the outcomes achieved that will be useful for similar projects in the future for the same sector. Based on the findings and conclusions from the assessment of the project’s achievements, the review will identify lessons learned.

* Ensure accountability for results to the project’s donor(s), stakeholders and beneficiaries.

RECOMMENDATIONS: To develop specific recommendations for major stakeholder groups anchored on the conclusions the different stakeholder groups will develop based on their own recommendations and insights. An action plan for major stakeholder groups shall be developed to promote sustainability and long-term impact to the beneficiary communities.

**Scope of the Study**

1. **SCOPE OF WORK**

Plan International Sudan, started project implementation since 1/9/2017 with a view to achieve the set results and will be ended in 30/3/2022 After three years and half of implementation of the project Plan International Sudan is intend to evaluate the process and outcomes level performance of the project through this final evaluation. This can provide an opportunity to assess the project components, exploring the impact of each component has had on the beneficiaries involved, the wider community, and at the catchment level. Hence it was crucial to evaluate the project progress against its set targets. Also, the evaluation is expected to help identify strengths as well as impact of the project and lesson learnt. However, and through a consultative and participatory process, the consultant will work with Plan International Sudan Monitoring Evaluation, Learning & Research (MERL) team to achieve the following outcomes:

* Determine and measure progress against outcomes/results, planned activities, budget, and beneficiaries by assessing the level of achievement of indicators as per log framework.
* Help plan and stakeholders identify and understand (a) successes, (b) weaknesses and (c) problems that need to be addressed, and provide stakeholders with an external, objective view on the project status, its relevance, efficiency, how effectively it is being managed and implemented, and whether the project is likely to achieve its development and immediate objectives, and whether Plan International is effectively positioned and partnered to achieve maximum impact and assuring its sustainability.
* Provide project management and stakeholders with initial lessons about project design, planning, and implementation; and offer responsible recommendations that (a) capturing lessons learned.
* Comply with the requirement of the Project Document/Funding Approval Agreement as well as Plan International monitoring, evaluation, learning and research (MERL) policy.

The following specific questions will guide the evaluation process:

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| **Criterion** | **Key Evaluation Questions** |
| Relevance | To what extent are the objectives of the project still valid for the donor, the partner organization and the beneficiaries? |
| Are the expected results/outputs of the project consistent with the outcome, immediate impact and overall goal/impact (as part of the analysis of the log frame matrix, theory of change and its underlying assumptions)? |
| Effectiveness | To what extent has the project already achieved its outcome(s) or will be likely to achieve it/them? |
| To what extent has the project already achieved its expected results/outputs or will be likely to achieve them? |
| What were the major factors influencing the achievement or non-achievement of the outcome(s)/expected results/outputs? (Also consider any which were possibly beyond the control of the project) |
| Is the project managed as planned? If not, what issues occurred and why? |
| To what extent have all project stakeholders collaborated as planned? |
| If applicable, did the project contribute to capacity building as planned? |
| To what extent was gender mainstreaming included in the project and to what extent were recommendations from the ADA gender-assessment considered and implemented? |
| To what extent was environmental mainstreaming included in the project? |
| To what extent were the core humanitarian standards and accountability to affected population monitored and applied by project management relevant partners? Have any issues emerged, if so which ones and why? |
| Efficiency | If applicable, to what extent were all items/equipment purchased and used as planned under this project? |
| Was the project implemented in the most efficient way (time, personnel resources)? Have any issues emerged, if so which ones and why? |
| Impact | How many women, men, girls, boys and people in total have already benefited from the project (immediate impact)? |
| What exactly has already changed in the lives of women, men, girls, boys (immediate impact)? |
| Which positive and/or negative effects/impacts in terms of gender and environment can be possibly be attributed to the project? |
| Which institutions have already benefitted from the project and how? What has changed for whom (immediate impact)? |
| If applicable, Are there any other important aspects regarding impact? |
| Sustainability | If applicable, to what extent will the benefits of the project continue after the withdrawal of the donor? |
| If applicable, if the project continues will it be integrated in local structures and/or funded by other sources? |
| What were the major factors which influenced the achievement or non-achievement of sustainability of the project? |
| If applicable, what needs to be done and/or improved to ensure sustainability? |

**Approach and Methodology**

The consultant must outline clearly on how the final assessment be conducted. What assessment tools will be used and what stakeholders will consulted/involved. The consultant must demonstrate capacity to use diverse and participatory tools including but not limited to desk review, interviews, key informant interviews, focus group discussions.

The consultant should be committed to ensuring that the rights of those participating in data collection or analysis are respected and protected, in accordance with Ethical MERL Framework and Plan International Global Policy on Safeguarding Children and Young People.

**Timelines**

During the whole period of the assignment, follow up meetings will be held between the consultant firm and Plan International Sudan focal points to tackle any field problems anticipated in order addressed it beforehand. The proposed start date is **24th March 2022**. However detailed workplan to undertake this assessment is based on below tentative schedule: -

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| **Activity** | **Days of Work** |
| Review of relevant documents, Inception report and development of data collection tools | 5 days |
| Field work and data gathering | 10 days |
| Presentation of key findings and wrap up meeting | 1 day |
| Data entry, cleaning and analysis | 3 Days |
| Draft final evaluation report | 7 days |
| Final evaluation report | 5 days |
| **Total** | **31 days** |

**Plan International Sudan provisions to the consultant:**

* Provision of documents related to the assessment that are requested by the consultant.
* Provide linkages to relevant resources and information available.
* Facilitate Any necessary approval of the assessment with relevant local authorities in the state.
* Provide financial support to the consultant on time based on signed contract agreement.
* Ensure the consultant and the working team understand the safeguarding policy and code of conduct.
* Ensure consent forms are available and used by the working teams.
* Ensure the MERL ethics guidelines are in place and considered by the working team.

1. **DELIVERABLES**

Under this Term of Reference, the consultant is requested to provide the following deliverables:

* **Desk review:** The evaluation team should study all necessary project documents; re-construct and analyze the intervention logic and theory of change and its assumptions. Existing data needs to be analyzed and interpreted.
* **An inception report:** In the inception report the consultant will describe the design of the evaluation and will elaborate on how data will be obtained and analyzed, it is important to determine how many samples are needed to perform a reliable analysis, the consultant is requested to provide a comprehensive statement on sample size determination before embark with field work. The consultant should provide an indicative work plan detailing the schedule and number of workdays for the evaluation based on level of efforts highlighted in section (VI). The work plan is based on a six-day work/week. The consultant for the evaluation will make every effort to coordinate this evaluation with the project stakeholders.
* **Determination of sampling, development of data collection instruments and field work:** Before collecting data, it is important to determine how many samples are needed to perform a reliable analysis, the consultant is requested to provide a comprehensive statement on sample size determination before embark with field work. However, developing set of quantitative and qualitative data collection tools in consultation with MERL team is required, as well as, the consultant will undertake field work with facilitation of Plan International concerned staff to project targets areas and stakeholders.
* **Presentation of field work:** Presentation of key findings (feedback workshop) at the end of the field trip should be conducted at field level and CO.
* **Draft Evaluation Report and Evaluation Summary:** The lead consultant is responsible for consolidating the inputs of team members, and taking into consideration comments received at the in-country evaluation wrap-up meeting, to produce a coherent Draft Evaluation Report and Evaluation Summary, according to report structure in section (VII).
* **Final Evaluation Report and Evaluation Summary:** Based on comments received on the Draft Evaluation Report, and at the Plan international Sudan and GNO, the lead consultant will finalize the evaluation and summary, with input from other evaluation team members, as required, and submit the Final Evaluation Report and Summary to the Plan International Sudan within 5 days of the receipt inputs, or by the agreed date.

1. **Deliverables and Outputs:**

Below are the expected deliverables by the consultant based on close consultation with the Project Manager:

* An inception report highlighting methodology, detailed work plan, templates for assessment, assessment teams, etc, as well as the **budget** to be **reviewed and approved** by Plan International Sudan.
* Conduct a desk review of key relevant documents and literature (both internal and external) to have clear understanding of the contextual framework (Baseline report).
* Provide final version of data collection tools, methodology and analysis.
* Carry out and administer data collection and analysis for reporting
* A draft report in English with rounds of feedbacks with from Plan International Sudan should be expected.
* Final assessment report should also be submitted in electronic version incorporating the main benchmarks, recommendations and finding on existing programs.
* Provide a copy of the raw data in both soft and hard for documentation or further analysis if needed.

1. **Expertise and Experience of the Consultant**

The consultancy team should be a multi-disciplinary to ensure covering the following skills:

* Track-record of previous high-quality assessments and mappings experience, including using participatory approaches particular in the areas of protection and social norms.
* Familiar with participatory approaches and having strong participatory methodology and experience,
* Experience in carrying out similar assessment/research.
* Have a minimum of a BSC degree in the fields of Social Sciences or any other related fields,
* Know how to undertake desk reviews, as well as rapid assessments, qualitative and quantitative data collection & or evaluations,
* Technical competence in child protection and community development**,**
* Have solid understanding of the situation of the country, local context and the ongoing changes.
* Aware of gender equality, gender transformations and responsive programming
* Excellent communication skills (written and oral) in English and Arabic/local language.
* Proven ability to publish concise, focused, and easily understandable research/studies and assessment reports.

1. **REPORTING**

After the evaluation report has been commented on by GNO and Plan International Sudan team, the final report should be shared within 5 working days with Plan International Sudan. The report should be submitted as follows:

* 3 hard copies and 1 soft copy of the final evaluation report.
* 1 Hard copy and soft copy of a summary report (Maximum 2 pages in English and Arabic)

The final report as well as the summary should include findings, conclusions and recommendations. The Final Evaluation Report should 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, recommendations and Conclusions.
* Relevant annexes, which as minimum must include:

I. Summary Assessment format on Plan standard questions.

ii. List of people interviewed or consulted.

iii. Bibliography of the documents reviewed.

iv. Terms of Reference for the evaluation.

1. **TERMS OF PAYMENT**

* Plan international Sudan shall pay the consultancy fee to the consultant as agreed between both the parties by contract agreement in USD or equivalent SDG. All expenses shall also be included in the contract agreement such as logistics, income tax 10%. Initial payment of 30% will be made upon the sign of this agreement and submission of inception report based on PIS format. The 70 % will be released upon the satisfaction of the final evaluation report.

1. **Application Process & Requirements**

Interested Consultant must submit the following documents:

1. **Cover Letter,**
2. **CV of the firm and the survey team members** that will be involved in the assessment.
3. Sample of previous work in similar consultancy work.
4. **Technical proposal** to conduct the assessment which reflects on the following: -

* show a thorough understanding of this term of reference.
* plan for the assessment information to be collected (detailed timeframe, including dates for submission of first draft and final report).
* proposed methodologies appropriate given the objective of the assessment.
* include a description of how to approach the data gathering methods and how to approach sampling.
* How assessment tools will be developed.
* Final report.

1. **Tentative financial proposal (budget) containing:**

* consultancy fees/costs.
* field data collection expenses broken down by team members, number of days, fees per team member according to the level of involvement and number of days required from each.
* travel, communication (internet, mobile credit) and administrative expenses.
* any other related costs and required for the proper conduction of the survey.
* Plan will cover the cost of meeting for presentation and validation of the results.
* In case of institution paying VAT, you should include it in financial budget.

1. **SUBMISSION OF APPLICATION**

The interested consultants are requested to submit the following:

* Duly accomplished Letter of Confirmation of Interest and Availability;
* Personal CV, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
* Brief description of why the individual considers him/herself as the most suitable for the assignment, and a methodology on how they will approach and complete the assignment.
* Financial proposal. The financial proposal shall specify a total lump sum amount with a clear break down costs. All applications must include, as an attachment, the CV, TOR and the financial proposal.
* The proposal should be submitted in electronic format by (21 March 2022) through email: [co.sudan@plan-international.org](mailto:co.sudan@plan-international.org) Applications without financial proposal will be treated as incomplete and will not be considered for further processing.

1. **CONTACT & COORDINATION**

For more clarification and coordination, please communicate with Abdelrahman Hassan EMLR coordinator, he will serve as main point of contact and in charge of the approval of instruments and report/data. Abdelrahman be reached through ([Hassan.Abdelrahman@plan-international.org](mailto:Hassan.Abdelrahman@plan-international.org)),

Tel: **0912755189 - 0918051045** for the full support on any further information.

1. **Ethical Considerations**

* The study objectives should be clearly explained to all the respondents of the study before gathering data from them.
* No one will be forced to provide information for the study.
* The Study team will be abstained from collecting data from those who will deny or show any kind of disinterest in providing information.
* As a minimum, the interviewer should sign that consent has been provided before collecting data and oral/verbal consent of the respondents would be considered.
* The study team will be highly committed to the respondents to keep the privacy of their information and source of data and put heartiest endeavor to be unbiased in collecting data.
* The study report will not reveal the identity of the respondents.
* The collection and analysis should be in line with the Framework for ethical Monitoring, Evaluation, Research and learning (MERL) guidelines.

1. **Safeguarding Children and Young People Policy (SCYPP)**

The firm/individual shall sign and comply with Plan’s Safeguarding children and Young People Policy of and any violation /deviation in complying with Plan’s SCYPP will not only result-in termination of the agreement but also Plan will initiate appropriate action in order to make good the damages/losses caused due to non-compliance to the policy.

1. **Bindings**

All documents, papers and data produced during the assessment are to be treated as Plan’s property and restricted for public use. The contracted agency/consultant will submit all original documents, materials and data to Plan International Sudan in the Country office.

1. **Disclaimer**

Plan International Sudan reserves the right to accept or reject any or all proposals without assigning any reason what so ever.

**Annexes to be given to successful candidate:**

1. Plan International’s Safeguarding Children and Youth People Policy – for adherence
2. Plan International’s Research Policy and Standards – as guidance

**APPENDIXES**

1. **Annex 1: Project Proposal**
2. **Annex 2: Log frame work**
3. **Annex 3: Fund Approval Document**
4. **Annex 4: Annual Report**