



# Terms of Reference

## Final Evaluation - Building capacities of CSOs to Enhance Community Engagement in Peacebuilding

### I. BACKGROUND

Nonviolent Peaceforce (NP), an International NGO founded in 2002, recruits, trains and deploys unarmed civilians to reduce violence and protect vulnerable populations in conflict-affected areas. NP has been operating in South Sudan since 2010, and currently implements over seven projects across the country.

In March 2018, Nonviolent Peaceforce South Sudan (NPSS) with support from UNDP has started implementing a project entitled “Building capacities of CSOs to enhance community engagement in Peacebuilding”. The project aims to build safer and more cohesive communities in South Sudan by increasing the level of participation of civilians in local peacebuilding processes. To do so, the project strategize building the capacities of 15 CSOs working in the areas of peacebuilding and increasing their engagement with communities.

The overall goal of the project is to increase the level and capacity of engagement of communities in local peacebuilding.

#### Project Objectives

**Objective 1:** To enhance the selected CSOs’ capacities and knowledge on peacebuilding concepts, tools and theories

**Objective 2:** To increase the level of engagement of selected CSOs with communities in peacebuilding activities at the local level

### 2. PURPOSE OF THE EVALUATION

Monitoring and evaluation is an integral part of the overall project management cycle to ensure effective oversight of the project. The evaluation is to provide an impartial and systematic examination of the overall project goal, intended to draw lessons to improve implementation and enhance accountability. It will also inform NP’s contribution to the overall goal and the quality of its programming.

Specific Objectives include:

- To assess the extent to which the project outputs have been achieved taking into account the indicators given in the project document.
- To assess the relevance, effectiveness, and efficiency of interventions as well as, the sustainability of the results, and the degree of satisfaction of the beneficiaries.
- To evaluate the appropriateness of the strategies and approaches used for implementing the project;
- To identify major external factors that influenced or impacted on the implementation of the project and evaluate their implication on future interventions.
- To highlight lessons learned from the project and make recommendations for future strategies.



### **3. EVALUATION DESIGN AND METHODS**

A qualitative study will be conducted in the selected project implementation areas. The *individual* consultant is expected to conduct a participatory evaluation providing for meaningful involvement by project partners, beneficiaries and other interested parties.

### **4. ROLES AND RESPONSIBILITIES OF THE CONSULTANT**

The consultant will be expected to:

- Design methodology for the qualitative data collection.
- Develop data collection tools necessary to answer the evaluation questions.
- Conduct the evaluation at the project location to measure key indicators as defined in the project document.
- Collect and analyse available secondary data to augment the evaluation findings.
- Based upon a reading of the programme documents, propose any additional topics or issues for analysis in the evaluation.
- Analyse and interpret data to develop a comprehensive evaluation report.
- Share key findings and insights from the evaluation with relevant staff through consultations.

### **5. EXPECTED DELIVERABLES**

- Submit an inception report/proposal which responds to the scope of work by adding any further detail or clarification regarding the study approach, method, or implementation arrangements.
- Field work implementation plan (to be submitted before field work begins). This field work plan should be presented to NP for comment, and revised as necessary prior to commencing field work.
- Final data collection guides.
- A comprehensive final evaluation report that meets agreed formats.

### **6. TIMEFRAME**

The evaluation is anticipated to last between 2-3 weeks, with submission of final deliverables.

### **7. RESOURCES**

NPSS will facilitate all visa requirements, transport to South Sudan and to all field sites. In addition, NPSS will provide accommodation while in country. NPSS will not provide personal computers and the consultant has to use his/her own computer. All necessary logistical arrangements for the assessment will be coordinated through the NPSS logistics department. The chosen individual consultant will coordinate with the Research Monitoring and Evaluation Adviser, Monitoring and Evaluation Officer, Program Development Personnel, Project coordinator and Program Manager in the planning and implementation of the evaluation.



## 8. SKILLS & EXPERIENCE

### Education:

- Master's degree in International and Political Affairs, Law, Development Studies, Social Sciences or related field.

### *Required Experience and Skills*

- At least 7 years' experience in the design and implementation of evaluations, assessments or baseline surveys including qualitative and quantitative data collection.
- Previous work experience in the area of humanitarian work specifically protection of civilians.
- Excellent knowledge and understanding of research methodologies and processes.
- Experience in the development of Monitoring and Evaluation frameworks and log-frames.
- Experience in gathering and systematizing large amounts of data.
- Experience managing a diverse team and providing capacity building and training support.
- Experience developing protection projects in war and/or emergency settings.
- Proven ability to manage highly confidential and sensitive information through a protection lens.
- Experience managing projects in complex and dangerous environments.

## 9. SUBMISSION OF PROPOSAL

The proposal shall include technical and financial sections. The financial section needs to describe only the consultant's professional fee since other expenses like visa, transport, accommodation and small per diem while in country will be handled by NP.

The technical proposal should include:

- Consultant profile including past achievements
- Introduction: A brief overview of the assignment as understood by the bidder
- Detail methodology and approach including work plan (i.e. research techniques to be used, sampling, field operation plan, quality assurance and time frame)
- Current CV of the consultant
- Detail itemized work plan
- Detailed itemized budget and price justification by unit cost per activity being proposed under the financial proposal
- Three references from organizations that proves the capacity of the consultant to carry out an assessment/evaluation
- Annexes: Any documents, which the consultant feels will assist proposal review team in evaluating the proposal

Prospective individual consultants should submit written proposal and other details listed above to [ngetachew@nonviolentpeaceforce.org](mailto:ngetachew@nonviolentpeaceforce.org) and [mmoses@nonviolentpeaceforce.org](mailto:mmoses@nonviolentpeaceforce.org) by **5 p.m. UTC** on February 7, 2019.

For more information about NP and its work, please go to our website: [www.nonviolentpeaceforce.org](http://www.nonviolentpeaceforce.org)