



# Terms of Reference

## End-line Evaluation and Baseline Survey

### 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 May 2017, Nonviolent Peaceforce South Sudan (NPSS) with support from the Swiss Agency for Development and Cooperation (SDC) has started implementing a twenty two months project entitled “Protecting Communities in the Sobat Corridor, Upper Nile, South Sudan”. The overall goal of the project is preventing violence and building safer communities in the Sobat Corridor, Upper Nile.

NPSS proposed a continued 24 months project entitled, “*Creating civilian space for community reconciliation and strengthened capacities in protection and peacebuilding in the Sobat corridor*”, starting from March 2019 in the same intervention areas and agreed with the SDC. In this proposed new project, NPSS is looking beyond the scope of the latest project, with more tailored programming in more hard-to-reach locations.

### 2. PURPOSE OF THE TASK

Monitoring and evaluation is an integral part of the overall project management cycle to ensure effective oversight of the project.

The end-line evaluation is intended to assess the progress made by the project in fulfilling its agreed objectives through the planned activities; to evaluate the relevance of the project to the implementation areas; and to assess the efficiency and effectiveness with which resources have been used to generate results and achieve project objectives.

The main purpose of the baseline assessment is to identify, articulate, and document the existing protection needs of civilians and inform NPSS programming decisions. The assessment will also help to establish the baseline for the project’s key indicators, and constitute the basis to measure the project performance over time.

In order to avoid survey fatigue in the community, NPSS wants to use end-line evaluation data collection opportunity to gather relevant information to be used as a baseline for the new project.



## **Specific Objectives include:**

### **End-line evaluation**

- To assess the extent to which the project outputs have been achieved taking into account the indicators given in the project document.
- To evaluate the level of contribution of the outputs towards the achievement of the expected project objectives, goal and impact.
- 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.

### **Baseline survey**

- Advise on the final design of the proposal log-frame, activities and objectives through an-in-depth review and consultation with field and technical staff.
- Design standardised tools and define methodology for the collection of quantitative and qualitative data for the assessment.
- Conduct a baseline assessment at all project locations to measure key indicators as defined in the project log frame.
- Collect and analyse available secondary data to establish key insights relevant to the effective implementation of the project.
- Identify major external factors that may influence or impact the implementation of the project.
- Analyse and interpret data to develop a comprehensive baseline assessment report detailing mechanisms to track and monitor programme indicators;
- Share key findings and insights from the baseline study with relevant staff through consultations.

## **3. DESIGN AND METHODS**

### **End-line evaluation**

A cross-sectional study will be conducted in the project implementation area i.e. Upper Nile, Ulang. The individual consultant is expected to conduct a participatory evaluation providing for meaningful involvement by project partners, beneficiaries and other interested parties. Primary and secondary data is expected to be gathered using a mixed method to evaluate programme implementation. Thus, the evaluation will involve collecting the following data:



**Quantitative data:** It will be used to measure indicators of the project expressed in terms of numbers/percentages (quantitative indicators). Information will be collected using questionnaire survey which will be administered to a sample of households. The consultant is expected to determine the sampling technique and size which would be representative, and adequate to detect the changes observed and do basic descriptive statistics.

**Qualitative data:** Qualitative information will be collected through Focus Group Discussions (FGDs), Key Informant Interviews (KIIs) and In-depth Interviews (IDIs) with key stakeholders including beneficiaries, community leaders, community/traditional leaders, local government offices, civil society organisations, donors, local implementing partners, project staff and others to complement the information collected through quantitative approaches.

**Secondary documentation:** Review of related documents will also be important to establish key insights relevant to the effective implementation of the project.

### **Baseline Survey**

It is highly anticipated that the consultant will take up both quantitative and qualitative methods for the Baseline assessment. The consultant will be appreciated for using Participatory Tools and Techniques for data collection, which may include but not be limited to In-depth interview, Key informant interview, Focus Group Discussion with beneficiaries, community groups, among other stakeholders. We also expect the consultant to review of related documents to establish key insights relevant to the effective implementation of the project.

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

The consultant will be expected to:

- Design methodology for the collection of quantitative and qualitative data for the end line and baseline surveys.
- Revise the baseline and midterm tools and create any new tools necessary to answer the evaluation questions.
- Develop baseline data collection tools
- Organize and facilitate training workshop for data collectors (NP will hire the data collectors) and other end-line/baseline team members on survey implementation, including the survey protocol and tools to be used and pilot testing of the tool.
- Plan and coordinate the necessary logistics to collect the data in accordance with the selected methodology.
- Conduct the end-line evaluation and baseline survey at the project locations to measure key indicators as defined in the project logical framework and also set benchmark.
- Develop the data entry template and ensures data entry clerks are trained adequately.
- Collect and analyse available secondary data to augment the end-line and baseline survey findings.



- Based upon a reading of the programme documents, propose any additional topics or issues for analysis in the final end-line and baseline survey.
- Analyse and interpret data to develop a comprehensive and standalone end-line and baseline report.
- Conduct comparative analysis of the end-line data with the midterm and baseline findings.
- Share key findings and insights from the end-line and baseline survey 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.
- Cleaned data sets in SPSS format with data correctly organized, variables named and labelled.
- Final survey questionnaires and qualitative data collection guides.
- A comprehensive final end-line evaluation report that meets agreed formats.
- A comprehensive final baseline report that meets agreed formats.
- High quality validation of the information collected through a validation workshop of the findings.

## 6. TIMEFRAME

The task is anticipated to last between 4-5 weeks with submission of final deliverables. The schedule outlined below is estimated and open to revision. The consultant will be expected to start working at the beginning of March 2019 and complete all responsibilities outlined in the Scope of Work and deliverables by early April 2019.

## 7. RESOURCES

NP will facilitate all visa requirements, transport to South Sudan and to all field sites. In addition, NPSS will provide accommodation and communications equipment 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, Program Manager and field staff in the planning and implementation of the data collection.

## 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 prove 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 [recruitnpss@nonviolentpeaceforce.org](mailto:recruitnpss@nonviolentpeaceforce.org) by **5 p.m. UTC** on February 15, 2019.

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