

Terms of Reference

External End-line Evaluation

1. BACKGROUND

Nonviolent Peaceforce (NP) has been implementing a project focused on civil society in South Sudan. This project started on the 1st of February 2017 as the 2nd phase of a project initially implemented from the 1st of February 2015 to the 31st of January 2017. The overall goal of the project is to foster and increase operational space for civil society organization and to address needs arising amongst civil society actors through capacity building and mentoring. Working alongside key partners NP seeks to identify challenges to the civic space and to understand barriers to the work of civil society and support mitigation measures where possible.

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 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.

Specific Objectives include:

- To assess the extent to which the project outcomes and 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.

3. EVALUATION DESIGN AND METHODS

A cross sectional study will be conducted in project implementation areas. The external evaluator 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 program implementation. Thus, 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 project beneficiaries. 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, civil society organizations, donors, local implementing partners 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.

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 assessment;
- Revise the baseline and midterm evaluation tools and create any new tools necessary to answer the evaluation questions;
- Organize and facilitate training workshop for enumerators (NP will hire the enumerators) and other evaluation team members on evaluation implementation, including the evaluation 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 evaluation at the project location to measure key indicators as defined in the project logical framework;
- Develop the data entry template and ensures data entry clerks are trained adequately;
- Collect and analyze available secondary data to augment the evaluation findings;
- Based upon a reading of the program documents, propose any additional topics or issues for analysis in the final evaluation;
- Analyze 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;
- Overall report that outlines the field work and the data cleaning;
- Cleaned data files (including Questionnaires) in excel format with data correctly organized, variables named and labelled;
- A comprehensive evaluation report that meets agreed formats;
- High quality validation of the information collected through a validation workshop of the findings.

6. TIMEFRAME

The evaluation is anticipated to last between 3-4 weeks, with submission of final deliverables before the end of the project.

7. RESOURCES



NP will arrange visa requirements and transport to South Sudan. In addition, NP will provide accommodation and communications equipment while in country. All necessary logistical arrangements for the assessment will be coordinated through the NPSS logistics department. The chosen consultant will coordinate with the Program Coordinator, Research Monitoring and Evaluation Adviser, Monitoring and Evaluation Officer and other relevant staff 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 civic engagement and/or protection of civilians;
- Excellent knowledge and understanding of research methodologies and processes;
- Experience in the development of Monitoring and Evaluation frameworks and logical frameworks;
- 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 financial and technical proposals sealed in separate envelopes. The proposal should include:

- Consultant profile including past achievements;
- Introduction: A brief overview of the assignment as understood by the bidder;
- Detail methodology and approach (i.e. research techniques to be used, sampling, field operation plan, quality assurance and time frame);
- Current CV of the consultant;
- Detailed 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 and recruitnpss@nonviolentpeaceforce.org by 12 p.m. UTC on February 14, 2019.

For more information about NP and its work, please go to our website:
www.nonviolentpeaceforce.org