Terms of Reference

Final Evaluation

Provision of Urgent Emergency WASH, Shelter, Protection and MPCA for IDPs in White Nile, Sennar, and Gazira States

SOF: 24600235

# Project Summary

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| Type of evaluation | Final Evaluation |
| Name of the project | Provision of Urgent Emergency WASH, Shelter, Protection and MPCA for IDPs in White Nile, Sennar, and Gazira States |
| Project Start and End dates | Start date: 15 July 2023 End date: 14 July 2024 |
| Project duration | 12 months |
| Project locations: | White Nile, Sennar, and Gazira States |
| Thematic areas | WASH, Shelter and settlements, Child Protection, Food Security and Livelihoods |
| Donor | ECHO – European Civil Protection and Humanitarian Aid Operations (European Commission) |
| Key stakeholders | Girls and boys  Women and men  Community leaders  Internally Displaced Persons  State Ministries of Agriculture  State Ministries of Social Services  Locality Agriculture Departments  Community-based groups of targeted areas |
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| Estimated beneficiaries | 106 672 (59 875 female; 46 798 male) |
| Overall objective of the project | The action implemented by the Consortium partners Save the Children International (SC) as lead and International Rescue Committee (IRC), aims to deliver lifesaving assistance to the most vulnerable, conflict affected IDPs and hosting communities in Sennar White Nile Sennar, and Gazira States. |

**INTRODUCTION**

These Terms of Reference are for the Final Evaluation of the ECHO project, titled ‘Provision of Urgent Emergency WASH, Shelter, Protection and MPCA for IDPs in White Nile, Sennar, and Gazira States’. The action implemented by the Consortium partners Save the Children International (SC) as lead and International Rescue Committee (IRC), aims to deliver lifesaving assistance to the most vulnerable, conflict affected IDPs and hosting communities in Sennar, White Nile and Gazira states. This Final Evaluation is being commissioned to assess the project on Development Assistance Committee criteria, which are Relevance, Coherence and Effectiveness, while looking at the progress made by the project towards achieving planned objectives. This document will provide information about the project background, the intended methodology, and the timeframes for the final evaluation.

# **Project background**

Save the Children (SC) has been working in Sudan since 1984 to deliver programs to children and communities in need. SC Sudan works across 9 states: Khartoum, Blue Nile, South, West, and North Kordofan, North, West & Central Darfur, and Red Sea states. The Consortium proposed states comes in response to the critical humanitarian needs resulting from the intercommunal conflict that resulted in many displacements in the proposed states. The integrated approach include WASH, Shelter and NFIs assistants, Protection and Multi-purpose Cash Transfers targeting 106,672 people. Save the children will focus on WASH, Shelter and NFIs, and Child protection, while IRC will provide Multi-Purpose Cash Transfers, WASH and GBV protection.

The Consortium partners (SCI and IRC) complemented each other's thematic strengths by leveraging on their strongest suits and other ongoing interventions to achieve a holistic multi-sectorial approach. The action aimed to deliver an integrated, life sustaining, WASH, Shelter/NFIs, Protection and Multi-Purpose Cash Transfers (MPCT) intervention to 106 672 (59 875 female; 46 798 male) with a special attention to pregnant and lactating women (PLW), persons with disabilities (PWD), unaccompanied/separated children and GBV survivors. This action aimed to ultimately increasing and improving communities’ access to safe drinking water and safe sanitation services, as well as increase their knowledge of and use of safe water, sanitation and hygiene promotion practices. The action ensured affected people had access to dignified shelter solution and basic NFIs and hygiene items. Additionally, the Consortium provided protection services to children and GBV survivors, as well as MPCT to meet their basic food needs since their livelihoods were lost during the conflict.

The main objective is to find out whether the ECHO project achieved its intended outcomes in target areas (vulnerable, and crises affected populations in White Nile, Sennar, and Gazira States receive timely, integrated multi-sectoral life-saving humanitarian assistance to meet their basic needs in a holistic manner), and how, if and why the project made a difference.

For each result, the following indicators were included:

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| **Outcome indicators** | * **% of target population living in safe and dignified shelters in secure settlements** * **% of target population with adequate WASH services and hygiene practices** * **% of the target population with acceptable Food Consumption Score (FCS)** * **% of households who report being able to meet their basic needs as they define and prioritize them** * **% of beneficiaries reporting that humanitarian assistance is delivered in a safe, accessible, accountable and participatory manner** |
| Result (1/6) Emergency WASH: Crises-affected population receive life-sustaining humanitarian assistance to cover their water, sanitation and hygiene needs to ensure a minimum of safety and dignity to their living conditions. | * Number of people having access to sufficient and safe water for domestic use * Number of people having regular access to soap to meet hygienic needs * Number of people with access to dignified, safe, clean and functional excreta disposal facilities * Number of people living in settlements with a functional solid waste management system * **% of targeted population reporting handwashing at least at three critical times (KAP)** * % of targeted water points a free residual chlorine (FRC) ≥ 0.5 mg/ * # of people receiving direct hygiene promotion messages * % of WASH facility (water point, latrines, etc..) that are hygienically used |
| Result 2/6 Emergency Shelter/NFI: Crises-affected population have improved access to timely shelter solutions and NFI support that provides restoration of living conditions in dignity and safety | * Number of people having access to basic, safe and dignified shelters solutions * # of IDP, vulnerable HHs receiving enhanced NFI kit * # of people reached with community awareness sessions held for GBV, Child Protection and disaster risk reduction. |
| Result 3/6: Prevention and Response to GBV and Child Protection | * Number of persons reached by the implementation of specific prevention measure * Number of persons who receive an appropriate response * Number of participants showing an increased knowledge on the protection subject in focus * Number of individuals who are showing increase in their psychosocial wellbeing |
| Result (4/6): Conflict-affected population receive timely humanitarian cash assistance to cover their immediate basic needs of their choice | * Number of people enabled to meet their basic food needs * % of surveyed client households who reported that they were able to meet their basic needs * Number of Households receiving multi-purpose cash transfers * Average coping strategies index (CSI) score for the target population |
| Result (5/6): Early preparedness and pre-positioning of relief items are in place to ensure timely response to acute emergencies | * Number of people covered by early action/contingency plans |
| Result (6/6) Responding to the urgent needs of population affected by the Cholera outbreak in Gedaref and Gazera states | * Number of outbreak alerts responded to * Number of cases admitted for treatment at the CTCs |

# **Scope of KAP and evaluation**

This study will be conducted at the end of the ECHO project. It will build upon the needs assessment and the baseline study previously conducted. The primary purpose of the study is to find out if the ECHO project achieved its intended outcomes in target areas (vulnerable, and crises affected populations in White Nile, Sennar, and Gazira States receive timely, integrated multi-sectoral life-saving humanitarian assistance to meet their basic needs in a holistic manner), and how, if and why the project made a difference.

The final project evaluation will be conducted by an independent evaluator with the purpose of examining the questions outlined below. The main role of the external evaluator will be to offer an objective/impartial view of the performance of the project thus improving credibility of the findings. The initial scope covering the DAC criteria have been adjusted considering time and resources. The evaluation process should be participatory involving all relevant stakeholders including SC Staff, partners, relevant government bodies and communities with specific focus on children.

# **Key EVALUATION Questions**

In addition to the Outcome Indicators and key result areas, other key evaluation questions include:

1. **Relevance of the intervention for target groups**

* How important were the interventions for the target groups?
* How did the target population participate in program design and implementation?
* Were the project interventions adapted to address the needs and interests of different target groups, and were there certain project interventions which could have been adapted better?

# **Effectiveness of the project interventions**

* Did the program/project achieve its intended outcomes and objectives? How effective were the different strategies adopted in the project and why? Did we successfully reach children living in the most vulnerable and food insecure households?
* Are there any differences in outcomes achieved by different groups, including girls, boys, and persons with disabilities? What factors allowed or prevented us from meeting the most vulnerable and food insecure people?
* Were the beneficiaries able to provide feedback to the program during implementation? How effective were CFM mechanisms set by the program?
* Were there any unintended outcomes?

1. **Coherence of the project interventions**

* How was the coordination with local government structures and clusters? What value did it add?
* How was the coordination among consortium structure? How and what was its added value?
* How viable is the sustainability plan and how it can be improved considering the role of state ministries, locality departments, community-based groups and communities?

*When exploring the Relevance, Effectiveness and Coherence of the interventions, the Final Evaluation should answer the questions outlined above for specific target groups, disaggregating findings by refugees, IDPs, host community, men, women, boys and girls, including pregnant and lactating women.*

# **Evaluation Methodology**

The evaluation will be using a rights-based and participatory approach that involves all relevant stakeholders while collecting data. The evaluation will apply a mixed approach of quantitative and qualitative methods. Primary data will be collected through surveys, focus group discussions, key informant interviews and observations while secondary data will be consolidated through desk reviews which will be completed prior to commencement of field work for primary data collection. The evaluation process will include be conducted among stakeholders and target beneficiaries. Field visits will be conducted at project’s sites in White Nile, Sennar, and Gazira States.

It is a key priority for Save the Children that data is collected in a safe and ethical manner, especially when engaging with children. Data collection tools should be age-appropriate and child-friendly. Any data, analysis and findings should be disaggregated by gender, age, location, vulnerability (Pregnant and Lactating Women (PLW), Persons with Disabilities (PWD), sexual and gender-based violence (SGBV) as well as by refugee, internally displaced persons (IDPs) and host communities.

### Ethical Considerations

Ethical considerations will be applied, including the following:

* **Child participation**. The evaluation should, where appropriate and safe, support participation of children in the evaluation process beyond simply being respondents. Opportunities for collaborative participation of children include involving children in determining success criteria against which the project could be evaluated, supporting children to collect some of the data required for the evaluation themselves, or involving children in the validation of findings.
* **Inclusive**. The evaluation should ensure that children from different ethnic, social and religious backgrounds have the chance to participate in the process, as well as children with disabilities and children who may be excluded or discriminated against in their community.
* **Do no harm**. The evaluation will be designed and implemented in such a way that it does not put people at risk of harm, whether intentionally or unintentionally. The consultant as well as anyone supporting data collection will be trained on (child) safeguarding policy and referral practices and must comply with SC’s Child Safeguarding Policy and Code of Conduct. A referral procedure will be developed to ensure that protection concerns identified during data collection are referred timely and appropriate. A risk assessment should be completed prior to data collection in each area.
* **Respect for Autonomy, Informed Consent, Confidentiality and Anonymity**. Participation in the data collection activities is a free decision. Potential participants (adults and children) will be provided with information about Save the Children, the purpose of the data collection, the length and scope of the data collection activity, and Save the Children’s feedback and reporting processes, to ensure they can make an informed decision about their participation. If at any point in time during the data collection, the participant does not want to continue, he or she will be free to stop. This will be explained at the start of the activity. Informed consent of each person (including children) participating in the data collection will be documented.

# **Evaluation Management**

The study manager will be the Learning and Evidence Specialist. The consultants selected for the project will report to the Learning and Evidence Specialist every two weeks and provide updates on the progress of the study. The L & E Specialist will also approve all the deliverables of the consultancy.

**Evaluation Timeline June-August 2024**

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| What | Who is responsible | Who is involved |
| Evaluation TOR | Learning and Evidence Specialist | Project team and program specialists |
| Tender review and selection of consultant | Procurement | Learning and Evidence Specialist |
| Kickoff meeting with consultant, documentation review, desk research | Consultant | MEAL |
| Inception report and data collection tools | Consultant | MEAL and Project team |
| Inception report review | MEAL, Project staff, TS, member | MEAL and Project team |
| Review and testing of tools, training of enumerators | Consultant | MEAL, Project staff, TS, member |
| Data collection and management | Consultant | Learning and Evidence Specialist |
| First draft report of evaluation | Consultant |  |
| Validation meeting to present key findings to SCI staff | Consultant, MEAL, Project staff, TS, member | MEAL and Project team |
| Review of first draft report | Head of MEAL, Project staff, TSs, Member | Learning and Evidence Specialist |
| Finalization of the report | Consultant | MEAL, Project team, TS, Member |

# **Expected DELIVERABLES**

**Inception report**

An inception report will be developed by the selected consult, expanding on the Evaluation Framework, the methodology outlined above and the guiding principles of the evaluation. It should highlight: summary of key findings from the desk review, key questions, methodology, sampling considerations, data collection plan, data collection methods, data collection tools, management of data quality issues, process for obtaining the participants’ consent, matrix of roles and responsibilities indicating roles of the persons involved in the evaluation, expected deliverables and timeline, training of enumerators, contents and duration of training, and measures to ensure data confidentiality.

**Data collection tools**: Will be developed by selected consultant

**Original encrypted datasets** in MS Excel form and SPSS/Stata codes used in the analysis

**Evaluation Final Report**:

The final report should include the following sections:

* Table of Contents
* List of Acronyms
* List of Tables
* Executive Summary
* Background
* Scope of Evaluation
* Methodology and Limitations of the Evaluation
* Main Findings
* Conclusions and Recommendations
* SCI evaluation response plan
* Annexes
  + Evaluation ToRs
  + Project logframe
  + Final data collection tools
  + List of people involved
  + Any other relevant documents

**Sharing evaluation findings**

The Final Evaluation report will be shared internally with Save the Children staff, including Save the Children Finland, as well as with the Donor. The consultant will be asked to present key findings to project staff at the end of their contract through a workshop. They will also be asked to create a two-page summary with key findings that can be widely circulated within the Sudan Country Office. The CO will use the results from the final evaluation to develop an Evaluation Response Plan. The Evaluation Response Plan will outline concrete actions to share the findings and agreed actions with children and communities.

The tentative timeline is outlined below.

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| **Deliverable / Milestones** |
| Preparation of TORs |
| Advertise final TORs |
| Design of draft data collection tools |
| Submission of final data collection tools |
| Study Approvals from HAC in project sites |
| **Data collection**   * Conduct household survey * Conduct focus groups and key informant interviews * Conduct observations |
| A Draft Report |
| A Final StudyReport |

**Applying evaluation findings**

Learning from the final evaluation will guide the future programming of Save the Children Sudan. The findings will also be used for improving current projects of the similar nature.

**Evaluation Report Scoring Tool**

The evaluation report will need to meet the standards of Save the Children’s Evaluation Report Scoring Tool, which will be shared with the consultant when starting their contract.

# **Consultant Profile**

The following are the main requirements for the consultant:

* Bachelor’s degree in social sciences, social work, psychology, or human services field required.
* Proven record in evaluations of humanitarian projects in the NGO sector.
* Broad knowledge of humanitarian and development issues, specifically in health, nutrition, food security and child protection.
* Proven experience in quantitative and qualitative analysis.
* Skills and experience in conducting ethical and inclusive studies involving children and vulnerable groups and in using child participatory techniques and the Washington Group Questions
* Fluency in Arabic and English is a requirement.
* Excellent verbal/written communication skills and strong report writing skills.
* Awareness of cultural sensitivities and local context, ideally with working experience in Sinnar, Gezira, Kordofans and Darfur areas
* Ability to work with team and under pressure to meet deadlines and produce agreed deliverables.

To apply for this evaluation, applicants are expected to share the following documents:

* A proposal showing your understanding of the assignment and how you will conclude the work, including proposed methodologies, mode of analysis, and the number of personnel to be involved, detailed timelines, budget and terms of payment and any foreseen challenges.
* Up to date organizational/individual Consultant CVs and CVs for relevant staff.
* Cover letter.
* Traceable and contactable referees for each.
* Two sample reports from previous most recent consulting projects (all samples will be kept confidential) or links to website where reports can be retrieved (highly recommended).

Once a candidate/firm has been selected the following documents will be made available (at a minimum):

* Evaluation Report Scoring Tool
* Project proposals
* MEAL Plan
* Needs Assessment /Baseline Report
* Project reports, such Field Monitoring Reports and Post-Distribution Monitoring reports
* Indicator Performance Tracking Tables

**Days**

The final evaluation is expected to take 25 days

**Payment Schedule**

The payment shall be **30%** upon submission of a satisfactory inception report, **30%** upon submission of first draft report and **40%** upon submission of a satisfactory final report. **PREFERENCE WILL BE GIVEN TO CONSULTANTS CURRENTLY PRESENT IN SUDAN AND HAVE NETWORKS IN THE TARGET STATES** (please indicate where in Sudan the consultant is based).

**INSTRUCTIONS ON PROPOSAL SUBMISSION**

The offer, comprising of a Technical and Financial Proposal, should be submitted and addressed as follows: SCI Bids Sudan [SudanCO.procurement@savethechildren.org](mailto:SudanCO.procurement@savethechildren.org) and cc [janet.mugo@savethechildren.org](mailto:janet.mugo@savethechildren.org). For any question/query relating to the proposal, please email [janet.mugo@savethechildren.org](mailto:janet.mugo@savethechildren.org).

Bidders are required to prepare and submit the following documents:

* Completed Bidder Response Document (BRD)
* Technical Proposal (1. Company/Organization profile and expertise; 2. Proposed Methodology and Implementation Plan 3. Management Structure and Key Personnel (CVs)
* Financial Proposal (Detailed budget in USD)

Any Proposal received by SCI after the deadline shall be declared late and will not be considered.