

Terms of Reference (ToR)
Third Party Monitoring (TPM) for SDNJR5

1. Background

The Sudan Joint Response Project 2024–2026 (SDNJR5), led by Plan International and delivered by a consortium of 13 humanitarian partners, targets more than 115,000 people across seven states in Sudan. The Project provides multi-sector assistance including Food Security & Livelihoods (FSL); Water, Sanitation & Hygiene (WASH); Education; Health & Nutrition; Protection; Shelter; and Multipurpose Cash. Moreover, the project helps local efforts taken by beneficiaries and stakeholders reduce risks of disasters, promotes localization of skills, positive behavior and community owned management strategies; and enhances efforts to promote and institutionalize accountability of actors and beneficiaries throughout the planning and implementation processes. Regarding ZOA's operations in Sudan, the organization implements its activities in Gedaref, as well as in North, East, and South Darfur States. These interventions span across the sectors of Food Security and Livelihoods (FSL), Water, Sanitation and Hygiene (WASH), and Education.

The overall objective of the response is to strengthen household coping mechanisms. Additionally, the response aims to ensure that communities have access to adequate WASH services and are adopting good hygiene practices. The intervention also contributes to broader efforts to promote school enrolment and retention, ensuring that both girls and boys are able to continue their education by the end of the action.

Third Party Monitoring (TPM) is crucial to ensuring accountability, transparency, Program effectiveness and adaptive management in areas that are not directly accessible due to unstable security conditions and other access constraints. TPM provides independent verification of the Implemented activities, offering an objective assessment of whether intervention is being delivered as planned. Also to strengthen accountability to donor and affected communities by ensuring that resources are used appropriately and that the intended outputs and outcomes are achieved. Through impartial monitoring, TPM supports ZOA in maintaining program integrity and improving decision making.

2. Objectives

- Verify implementation of FSL, WASH, Education activities implemented by ZOA and its local partners against planned targets and indicators, as well the suitability, accessibility and effectiveness of accountability strategies and measures.
- Assess beneficiary satisfaction and community feedback mechanisms.
- Identify challenges, risks, and gaps in service delivery.
- Provide evidence-based recommendations for programme improvement.

3. Scope of Work

➤ Geographic Focus:

- One locality in Gedaref State: Al Galabat Al Gharbyah locality including (Wad daeef, Anbasa, Kasab, Asaar wad zaid, Saboni, Azaza Sogora, Alkanz and Jana bara villages)
- Two localities in North Darfur State: El Fasher locality, Dar Elsalam locality and Melit.
- Three localities in South Darfur State: Mershing, Nyala Shimal and Nyala Gouob localities.
- Two localities East Darfur State: Ad Du'ayn Rural and Bahar Al Arab localities

➤ Sectoral Focus:

- FSL: Livelihood support, vocational training, seed distribution, goat banks, VSLA groups.
- WASH: Latrine rehabilitation, water point restoration, hygiene kit distribution, menstrual hygiene support.
- Education: School rehabilitation, teacher training, PTA formation, learning material distribution.
- Accountability: Participation of beneficiaries and stakeholders, CFM setup, efficiency and adaptation.

4. Proposed Methodology and Key Activities

The TPM service provider will adopt a mixed-methods approach, incorporating qualitative and quantitative data collection techniques. Proposed methodologies include:

- Conduct site visits to verify infrastructure and service delivery.
- Facilitate Key Informant Interviews (KIIs) with staff, community leaders, and local authorities.
- Organize Focus Group Discussions (FGDs) with beneficiaries (disaggregated by gender, age, and disability).
- Review programme documentation and monitoring data.
- Assess functionality of feedback and complaints mechanisms.
- Evaluate gender, age, and disability inclusion in programme delivery.
- Data Analysis: Use statistical tools to analyse quantitative data and thematic analysis for qualitative insights

5. Ethical Consideration:

The consulting firm must use measures to ensure compliance with ZOA's Code of Conduct including measures to safeguard the rights, safety, and confidentiality of the individual and communities interviewed, particularly secure permissions needed to interview or gather

information about children and young people and provisions to store and maintain security of collected information and protocols to ensure anonymity and confidentiality. The consulting firm shall respect differences in culture, local customs, religious beliefs, and practices, while applying Baseline Survey methods and tools. The consulting firm will sign ZOA's code of conduct (which includes the child protection and PSEA policies) during the contracting stage and the consultant must adhere to the code of conduct and adhere to the General Data Protection Regulation (GDPR).

6. Information generated from the TPM service provider intends to:

- Ensure accountability by allowing project participants to share feedback in a safe, secure and dignified manner.
- Provide a participatory opportunity for beneficiaries in decision-making that affects their lives.
- Facilitate lessons learned and best practices for accurate and objective feedback
- Identify challenges and recommends corrective actions that will address the needs of the affected population appropriately and efficiently.

7. Deliverables

- Inception Report: Detailing methodology, tools, and workplan.
- Weekly Field Monitoring Reports: Progress update and challenges.
- Final TPM Report: Consolidated findings, good photos, lessons learned, successes, challenges and practical recommendations for improvement.
- Validation Workshop: Interactive session with key stakeholders to discuss results and recommendations.

8. Duration/ Timeline

- Inception report: 3 days after signing a contract
- Data Collection: 2 weeks
- Draft report Submission: one week after completing collection of data
- Final Report Submission: one week after receiving feedback on the draft report

9. Qualifications of TPM Firm

- At least 7 years of experience in monitoring and evaluation of WASH, FSL and Education programs.
- Proven experience in humanitarian monitoring in Sudan or similar contexts.
- Proven expertise in designing and implementing mixed-methods approach.
- Expertise in FSL, WASH, Education, and Accountability sectors.
- Strong familiarity and understanding of the Sudan context particularly Darfur.
- Capacity to deploy teams in Darfur and Gedaref.
- Strong understanding of CHS, Sphere Standards, and safeguarding principles.
- Ability to collect and analyse Sex, Age, and Disability Disaggregated Data.
- Exceptional report-writing and data presentation skills.

10. Reporting & Coordination

The TPM service provider will coordinate with and report to the MEAL Manager – ZOA Sudan, Project coordinators and the Field teams.

The TPM findings will feed into Real Time Reviews, Annual Learning Events, and Donor Reports.

11. Logistics and Security Arrangements:

The TPM service provider should demonstrate in its proposal that they can ensure the security of their staff and assets that will be deployed under this assignment, including adequate policies in place and insurance coverage.

12. Confidentiality and Property Rights:

All reports, data, tools or templates and databases will be solely owned by ZOA and may not be distributed to any internal/external party. Any breach of this provision will result in an immediate termination of the contract

13. Submission Requirements Interested parties must submit:

1. Technical Proposal: Outline methodology, work plan, and team composition, etc.
2. Financial Proposal: Include a detailed budget with daily rates and expenses.
3. Relevant Experience: Provide examples of similar work and client references.
4. CVs of Team Members: Highlight relevant expertise and roles.
5. Risk Mitigation Plan: Address potential challenges during the TPM.

14. Submission Deadline:

Proposals must be submitted via [submission platform/email] by **11:59 PM** (Sudan Time) 07-Dec-2025 Late submissions will not be considered.

15. Contact Information:

For queries, please contact Program director, Project coordinators and MEAL Manager