

TERMS OF REFERENCE FOR END-TERM EVALUATION



FARM ENTERPRISE DEVELOPMENT THROUGH INPUTS AND SERVICES-FEDIS

FED/2018/403-863

Position:	End Term Evaluation (ETE) Consultant
Responsible To:	Country Program Manager, Monitoring and Evaluation Manager (Technical)
	Head of Sub Office/Project Manager- Luonyaker
Location:	Gogrial East, Gogrial West and Tonj North Counties of Warrap State
Provisional Time Frame:	30 Days- Including Weekends for data collection and the final Approved Report
Tentative Start Dates:	25 th July to 24 th August 2022

JUNE 2022

Glossary

CAD	County Agriculture Department
CAHW	Community Animal Health Worker
CLD	County Livestock Department
FGD	Focus Group Discussion
FS	Food Security
GOSS	Government of South Sudan
HH	Household
IDP	Internally Displaced Person
INGO	International Non-Governmental Organization
KII	Key Informant Interview
LRRD	Linking Relief, Rehabilitation and Development
NFI	Non-Food Item
QA	Quality Assurance
ROSS	Republic of South Sudan
RRC	Relief and Rehabilitation Commission
SEDA	Serve Education and Development Association
SMAF	State Ministry of Agriculture and Forestry
SMARF	State Ministry of Animal Resources and Fisheries
TOR	Terms of Reference
VSF G	Veterinaries Sans Frontieres Germany

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Project Summary

Contract Beneficiary	Vétérinaires Sans Frontieres Germany
Project Title	FARM ENTERPRISE DEVELOPMENT THROUGH INPUTS AND SERVICES
Location	Gogrial East, Gogrial West and Tonj North Counties of Warrap State State, South Sudan
Project Duration	28 December 2018 to 27 June 2022
Project Phase	End term
Assessment Type	End Term Evaluation
Evaluation Purpose	The purpose of the FEDIS End-term evaluation is to carry out an appraisal of the Project Impact, Effectiveness, Efficiency, Sustainability and progress towards meeting its overall objective. The information gathered will be important in understanding to what extent the project achieved or didn't achieve expected results as well as enrich lessons learnt for future programming/interventions. It will serve as accountability assessment and report to FEDIS Partners (VSFG, SEDA, World Concern), the donor (EU) and other project stakeholders and partners.
Evaluation Objectives	<p>To assess the project's Theory of Change (TOC) by investigating the approaches adopted by the project as well as reviewing the alignment of the results framework to the project objectives and activities</p> <p>To assess the overall project performance based on achieved results against outputs, outcomes, and overall objectives, guided by the results framework and determining reasons why certain results occurred</p> <p>To measure the scope, quality and relevance of the project outputs produced in relation to the project theory and design</p> <p>To measure the positive and negative changes produced by FEDIS, directly or indirectly, intended or unintended and to provide evidence-based recommendations and lessons learnt to improve program design/strategies for future interventions</p> <p>To inform resource allocation for a future round of proposals, as well as to inform decisions on replication, and /or continuation</p>
Methodology	<p>Review of available secondary data</p> <p>Key informant interviews</p> <p>Direct Observation</p> <p>Focus Group Discussions</p> <p>Household survey</p> <p>Observation</p>
Evaluation Start and End dates	25th July to 24th August 2022
Anticipated Evaluation report release dates	24th August 2022

Background and context

1.1. Overall description

a) Background

Vétérinaires Sans Frontières Germany (VSFG) is an international Non-Governmental Organization, providing humanitarian aid and development assistance to pastoralists and vulnerable communities in areas where livestock is of importance. VSF support is in animal health; livestock related agriculture, marketing, food safety, drought responses and mitigation, capacity development of communities and governmental institutions, peace and conflict resolution with the ultimate aim of food security and strengthened livelihoods of pastoralist communities. VSF-G is implementing a three-year grant funded by European Union, ZEAT- BEAD programme for a project entitled Farm Enterprise Development through Inputs and Services (FEDIS)

FEDIS supports activities aimed at improving food security and reducing malnutrition within vulnerable populations. It addresses structural issues leading to hunger and malnutrition in a bid to resolve these in the medium or long term, with an emphasis on developing sustainable solutions. FEDIS aims to contribute to this global objective by building capacities of target households in innovative and sustainable agricultural practices as well as strengthened resilience against conflict and climatic risks.

- or also the local sector, community members and beneficiaries?
- How did the different actors learn from these experiences?
- The End-term evaluation should at least include one lesson learned and recommendation per evaluation category, i.e. effectiveness, efficiency, relevance etc.
- What are the key lessons learnt so far per project objective? To what extent has the delivery of response activities contributed to effective, efficient, relevant and timely delivery of aid and enhanced impact for the beneficiaries?

b) The 4 key result areas of the project are:

The Project aims at achieving its overall goals by attaining the following outcomes:

Outcome 1: Non-violent conflict resolution and social reconciliation methods adopted by the warring communities in Warrap State

Outcome 2: Increased sustainable production and productivity of agriculture (livestock/cropping)

Outcome 3: Diversified income sources

Outcome 4: Improved community resilience

The FEDIS project aims at supporting 6,700 smallholders through the provision of farm-based inputs and services, knowledge and skills, access to market and networking to enable them improved their food production capacities.

The project ends in June 2022, for which matter VSFG is seeking to conduct an end-term evaluation of the project progress made to date against the baseline. The review will be participatory with valid inputs from all the relevant stakeholders such as beneficiaries, local and state agriculture and livestock officials, VSF Staff, CAD and other community stakeholders.

2. Evaluation purpose and target audience

2.1. Evaluation type

This is an end-term evaluation to assess the extent to which FEDIS attained its objectives.

2.2. Purpose

The purpose of the End-term evaluation is to carry out an appraisal of the Project Impact, Effectiveness, Efficiency, Sustainability and progress towards meeting its overall objective. The information gathered will be important in understanding to what extent the project achieved or didn't achieve expected results. It will serve as accountability assessment and report to the European Union, FEDIS partners and project stakeholders.

2.3. Target audience

a. European Union

The end-term evaluation shall provide the donor, European Union with information on the project's achievements with regards to the agreed objectives and desired outcomes.

b. VSFG and partners

The end-term evaluation shall provide VSFG and its partner's opportunity to critically assess administrative and technical issues and mechanisms and use of the resulting recommendations to adopt in future programming.

c. Beneficiaries and stakeholders

The end-term evaluation process will accord beneficiaries and stakeholders opportunity to participate in the review process, build the capacity for effective participation in reviews, and enhance ownership and accountability of the implementing partners. The exercise will enable improvement of the relevance of the project to the needs of the beneficiary and priorities of the stakeholders. As such, the end-term review is part of and should help to strengthen accountability to affected communities (women and men, girls and boys, elderly and particularly vulnerable groups) and participation benchmarks as stipulated by the Core Humanitarian Standard (CHS).

3. Evaluation objectives and scope

The overall purpose of the evaluation is to carry out an appraisal of the Project Impact, Effectiveness, Efficiency, Sustainability and progress towards meeting its overall objectives and identify and document lessons-learned and to make recommendations for future interventions.

3.1. Evaluation objectives

a. To appraise and establish the **relevance and **appropriateness** of the project**

The evaluation will appraise the appropriateness of project objectives and activities to the problems that it was supposed to address, to the physical and policy environment within which it operates, and to the needs, capacities, and preferences of the target group. This will include an assessment of the quality of project preparation and design – i.e. the logic and completeness of the project planning process, the internal logic and coherence of the project design.

- b. To determine the level of **efficiency** of the project implementation
 Project efficiency will be evaluated by gauging whether the expected results were achieved timely – how efficiently Means and Activities are being converted into Outputs. This includes comparison with possible alternatives.
- c. To determine the **effectiveness** of the project implementation
 The end-term evaluation will determine the contribution made by project Outputs towards achieving the Project Objectives, and how Assumptions and Risks have materialized and possibly affected project achievements.
 The evaluation shall determine the effectiveness of the employed approaches in addressing the primary challenges affecting the community. Further, the linkage and resultant synergy between these respective components shall be appraised.
- d. To determine the project **quality**
 The evaluation shall appraise FEDIS against desirable project quality factors that include: Participation and ownership by beneficiaries; Policy conformity; Appropriate technology; Socio-cultural implications; Gender equality; Environmental protection; Local institutional development; and Management capacities; and Financial and economic viability. Any deviation from initial plans shall be evaluated and accounted for. Achievements made in respect of the exit strategy will be gauged.
- e. To determine the project **accountability** towards beneficiaries
 The evaluation shall include an examination of the projects achievements with regards to key commitments of the Core Humanitarian Standard (CHS), especially with regards to accountability to and participation of affected communities (women and men, girls and boys, elderly and particularly vulnerable groups).

3.2. Scope of the evaluation

The end-term review period will focus on the past 42 months of project implementation from December 2018 to June 2022 in the targeted project areas of Warrap State. The evaluation will cover in detail programming quality as well as accountability to affected communities, protection and Gender equality topics.

4. Evaluation tasks and questions

The evaluation tasks relate directly to the evaluation objectives and should be comprehensively addressed with reference to one another.

4.1. Determine the relevance and appropriateness of the project

- a. What is the prevailing project context and its significance to project implementation?
- b. Who are the key actors (stakeholders) in the project, what are their roles and responsibilities and how have they influenced project implementation?
- c. What is the relevance of the project objectives to the beneficiary, community, governance and policy priorities at project and how has this changed during the life span of the project?
- d. What are the strengths and weaknesses in project design and how have these impacted on project implementation and monitoring?

4.2. Determine the efficiency of the project

- a. What is the level of cost-effectiveness in the accomplishment of the outputs completed?
- b. What is the quality of the outputs?
- c. What are the strengths and successes in project implementation (management, staff, coordination and reporting)?
- d. What is the weakness and challenges in project implementation (management, staff capacity, coordination and reporting)?
- e. Would there be alternative solutions or approaches which are likely more cost-efficient?

4.3. Determine the effectiveness of the project

- a. To what extent did the project meet its objectives?
- b. To what extent has each of the approaches employed by the project contributed towards achievement of project objectives?
- c. What were the identified and potential barriers to successful delivery of the project?
- d. How have the assumptions made at project design evolved and how have they impacted on the project implementation and achievement of the objectives?
- e. What is the degree of project quality with reference to the evaluation's desired project quality factors?

4.4. Determine progress towards impact and sustainability of results

- a. What is the degree of soundness and feasibility of the projects exit strategy and to what extent has it been implemented?
- b. What is the level of overall viability of the expected outcomes and signs of sustainability of the same?
- c. What is the overall impact on Gender and equal opportunities for women and men? (Take Gender Analysis of the project into consideration.)
- d. What has happened as a result of the project?
(Intended and unintended impacts on individuals, communities, institutions, improvement of social and economic indicators, health, poverty reduction, resilience, capacities, assets, cross-sectoral impact, impact on Gender and equal opportunities for women and men, age-groups, or other relevant cross-cutting issues)
- e. To what extent will the positive impacts or changes of the project (are likely to) continue?
- f. Taking DRR and Resilience concepts as a background, which aspects of community resilience and disaster risk reduction did the project strengthen and how, in order to avoid affected communities falling back with renewed hazards.
- g. Which measures were implemented in order to support sustainability?
- h. To what extent did the benefits of this or similar other projects/activities persist after donor funding ceased?
- i. What were the major factors influencing the achievement or non-achievement of sustainability of the project?

4.5. Reach:

- To what extent have the project beneficiaries been reached and what mechanisms were in place to improve coverage?

4.6. Quality:

The End-term evaluation should assess the overall quality of the implementation. It is important to include beneficiaries' opinions on the quality of the services received.

- What mechanisms have been in place to track implementation of the project? (i.e. internal monitoring, evaluation, accountability, learning (MEAL) and quality assurance mechanisms)?
- Did the quality of the outputs delivered by the project meet the needs and expectations of the beneficiaries? What do beneficiaries feel could be improved for enhancing local capacity?
- To what extent have project outputs contributed to build long-term community capacity?
- To what extent the project was participatory throughout the project cycle?

4.7 Learning:

- Is there any substantial evidence on how project learning was generated and applied to improve the implementation, effectiveness and efficiency of the project?
- Who benefited from shared learning experiences (e.g. joint meetings, joint field visits, workshops provision on best approaches and methodology), mainly the NGOs or also the local sector, community members and beneficiaries?
- How did the different actors learn from these experiences?
- The End-term evaluation should at least include one lesson learned and recommendation per evaluation category, i.e. effectiveness, efficiency, relevance etc.
- What are the key lessons learnt so far per project objective? To what extent has the delivery of response activities contributed to effective, efficient, relevant and timely delivery of aid and enhanced impact for the beneficiaries?

4.8 Complementarity and harmonization:

- Are there any concrete examples of successful models of collaboration of the project with other EU/NGO partners on geographic level, not just in terms of avoiding duplication but increasing complementarity and integrated programs affecting the reach and impact on beneficiaries?
- To what extent were the activities of the project complementary to the work of other stakeholders, i.e. prevented duplication and contributed to the larger response activities in South Sudan?

4.9 Visibility:

- How visible is European Union emblem and partner's logo at project sites?
- What measures have been taken to create visibility of the project's added value towards government line ministries and other INGOs?

5. Approach and methodology

The assessment methodology proposed by the consultant(s) should include a mix of quantitative and qualitative data collection methods. The desired methodology is participatory and all the key stakeholders in the program including target beneficiaries, County Agriculture and County Livestock Department staff, will be considered to be part of the end-term evaluation process. Also, non-beneficiaries should be met and interviewed.

The evaluation will be based on the findings and factual statements identified from review of relevant documents including the project document, Annual Project Reports (APR), Project Implementation Reports (PIR), in addition to the technical reports produced by the project. Verbal expressions of stakeholders and beneficiaries which give exceptional insights should be recorded literally with reference.

The anticipated benefit of a Participatory and stakeholder-centred approach is the empowering that the process will impart to those service providers and the beneficiaries/ stakeholders who will participate in the exercise. Focus group discussions (female, male, girls, boys, elderly, PLWD), key informant interviews, site visits/transect walks, joint community mapping (female, male), surveys, etc. are proposed amongst the methods to be used for the review. The consultant will provide leadership and bear responsibility for the process, the findings, the comments and the content of the final document. VSFG will be responsible for organizing the locations for conducting the Key Informant interviews, PRA related methods, household questionnaire and Focus Group discussions in the respective payams of operation whilst the consultant will review and finalize the tools in conjunction with VSF Programming team. Participation of stakeholders in the evaluation should be maintained at all the times, reflecting opinions, expectations and vision about the contribution of the project towards the achievement of its objectives.

The general rule related to acceptable margins of error (5%) in social research will apply to the study. Sampling criteria should be agreed upon with VSFG National office, a 30 x 30 cluster sampling is recommended, however, the Consultant may have the discretion to employ any other sampling methodology upon giving appropriate justification which will then be reviewed by VSF programme team before being adopted.

Triangulation of data is important and comparisons with the baseline have to be presented.

Important: Data collected needs to be disaggregated into Gender, age, location, and any other relevant category to the issue at hand (e.g. duration of residency, HH status, etc.).

For HH surveys, the use of electronic data collection is highly recommended with preference of Kobotoolbox/ODK.

The process

- Desk review of secondary data (proposals, reports and previous studies)
- Interviews with regional teams, advisers and project officers and partner staff
- Interviews/ Focus Group Discussions with beneficiaries (incl disaggregation by gender)
- Visits to selected project sites, PRA related methods to enhance participation preferred (Gender sensitive)
- Interviews with other stakeholders (e.g. local authorities, donors, other NGOs, UN, non-beneficiaries)
- Sharing of initial findings and learning with regional team and partners in country

6. Timing and deliverables

6.1. Inception report

The inception report shall provide a detailed description of the methodology as per the evaluation questions as well as the proposed source of information and data collection procedure. The inception report shall outline the contents of all the deliverables. A clear matrix overview is recommended for this.

6.2. Draft end-term evaluation report

The consultancy team will develop draft evaluation report for review by the FEDIS programme personnel and partners. The report shall be validated by stakeholders in a workshop setting and feedback incorporated into the report. The draft report will adopt the format of the final report as presented below under the final report. Generally, report will include the Executive summary, Intervention description, Evaluation purpose, Evaluation methodology, Findings, Conclusions (answers to the Evaluation Questions), Recommendations and Annexes (list of people interviewed, key documents consulted, data collection instruments, summary of the TOR). Further details will be found in the annexes.

6.3. Final end-term evaluation report

The consultancy team shall endeavour to develop the final report and present the output in an electronic format to VSFG for final approval and adoption. The final report (Word, Excel files to be put in PDF as well) will be submitted according to the evaluation timeline. The report will have the following structure:

1. Cover page (1 page)
2. Table of Contents (1 page)
3. Acknowledgements (1 page)
4. Glossary (1 page)
5. Introduction (1 page)
6. Project being evaluated (1 page)
7. Executive summary (2 Pages)
8. Evaluation introduction/Background (max 2 pages)
9. Methodology (max 2 pages)
10. Findings (max 10 pages)
11. Conclusion and recommendations (max 2 pages)
12. Lessons learnt from the evaluation process (max 1 pages)
13. Appendices (to include copies of all tools, list of enumerators, survey timeline including all KII and FGD participants and discussion transcripts, (as many pages as necessary- please reference the annexes in the report, but include them in a zip file as separate documents.

The final report will be accompanied by the following deliverables:

- A 2-page evaluation fact sheet and soft copy of dataset. This is to include relevant findings from the evaluation, key points and recommendations.
- An Indicator Summary Sheet, giving status of all indicators measured in the HH questionnaire compared against baseline values
- Learning dossier - Lessons learnt by the entire evaluation team shall be documented and shared with the project team and Programs Office Juba so that they may be taken into consideration for future studies. The documentation of these lessons will be vital for reflection, growth and continued improvement. The lessons will be drawn from the process and the actual house hold surveys, key informant interviews, focus group discussions, study observations and secondary data reviews.

It is expected that the recommendations are based on evidence and that a clear explicit connection exists and is presented between observations, findings, and recommendations.

Further, Triangulation of data is important and comparisons with the baseline have to be presented.

6.4. Roles and responsibilities

Each member of the evaluation team shall have designated roles and responsibilities for the delivery of the evaluation.

Scope of Work and responsible parties

a) *Evaluation tools are properly developed and in line with VSF G and EU evaluation standards*

- Review of the available relevant project documents i.e. project proposal, log frames.
- Coordinate HH Interviews for selected respondents during the evaluation study.
- Training of enumerators.
- Conduct interviews with selected partners, staff and other stakeholders
- Visit selected project sites and utilise engaging appraisal methods to ensure effective participation of women and men, girls and boys, elderly and other particularly vulnerable groups in the review process.

Responsible: Consultant, Program Manager, M&E Manager

b) *Coordination of the household interviews and well as providing guidance to the focus groups discussions*

- Household interview and FGD participants are properly selected
- Guide the FGD and interviewers on proper data entry and documentation/filing
- Analyse key themes and topics, prepare the summary reports of each FGD as per agreed upon format, and analyse data, compare and triangulate across all FGDs and other tools utilised.
- Ensure completeness of the survey instruments questionnaires

Responsible: Consultant, Project Manager

c) *Apply effectively the quantitative and qualitative tools*

- Obtain consent from the household or FGD members to conduct the evaluation.
- Record household data on questionnaire as per training instructions.
- Record all key notes related to issues arising while interviewing.
- Review and submit the survey data to survey team leader in accordance with the schedule

Responsible: Consultant

d) *Provide overall coordination, logistics, and technical oversight in the Evaluation process.*

- Brief stakeholders about the purpose of the evaluation.
 - Brief stakeholders about the purpose of the evaluation.
 - Provide technical oversight and monitoring of the Survey and ensure timely completion and compliance with international evaluation standards.
 - Avail all project related secondary data.
 - Avail all the required logistics including vehicles for the Evaluation.
 - Assist in organizing meetings with stakeholders.
 - Avail all the required logistics including vehicles for the Evaluation.
 - Recruit and pay the evaluation enumerators.
 - Supervise adequate utilization of the resources allocated for the study.
-

- Budget preparation and management during the evaluation period/ensuring that all expenses are properly documented.
- Budget preparation and management during the evaluation period/ensuring that all expenses are properly documented.
- Oversee accommodation and meals for data collection teams.

Responsible: Project Manager and Consultant

6.5. Tentative itinerary

Event	Responsible Persons	Timelines
Preparation phase		
Desk phase – secondary data review, tools development		
Review – secondary data, information	Consultant	2
Data Collection Tools Development	Consultant	2
Share Data Collection tools with VSF programs	Consultant	
Field phase – data collection		
Enumerators selection and Training	Consultant	2
Pretesting, refining and printing of evaluation tools	Consultant & project staff	1
Data collection and interviews	Consultant and Evaluation team	12
Synthesis phase		
Data Analysis and validation	Consultant	2
Draft Report of Evaluation	Consultant	2
Final Report with Feed back	Consultant	1
Total Number of days excluding preparation and planning days		24 Days

7. Evaluation team composition and required competencies

The evaluation team shall compose of male and female members with a comprehensive mix of competencies in agro-pastoral production and social research methodologies. These will be complemented with at least five years' experience in related programming and programme research. Extensive experience in the specific fields in the Horn of Africa and South Sudan in particular will be required. Excellent communication skills and well as demonstrated writing and presentation skills are requisite. The team shall comprise of at least one male and one female member conducting relevant data collection methods throughout the entire field mission.

8. Management arrangements

The consultant should be informed of some issues, situation and conditions as they are or may arise during the exercise.

- Travel:** All international flights land in Juba, it is not possible to fly to Luonyaker on the same day. Wau flights are only during week days. The consultant should take in to consideration this challenge that should not lead to cancellation of the exercise. VSF will cover the cost of all

internal flights and transport. The consultant is responsible for the Corona Virus test undertakings and South Sudan entry visa arrangements.

b. **Accommodation:** Consultants will be housed in hotels in Juba and Wau whilst in Luonyaker they will be housed at the organizations compound lodgings. However, electricity for powering laptops is not guaranteed at all times. Internet access will be available at VSFG offices, but may not be available in the hotels.

c. **Data entry** VSFG will not supply data entry clerks or computers for data entry. Consultants are responsible for all data entry and management. All hard copies of tools will need to be transported by consultants to the place where data entry will be done. All data sets must be provided to VSFG in soft copy at the time of submission. They are the property of VSF and the communities from which the data will be collected and may be used for future analysis.

Data will in most instances be collected from non-English speakers. However, tools will not be translated into the local language. A way around this matter will be developed in discussion with project staff, VSFG program staff and the consultant.

d. **Operation arrangement**

- Accommodation and transport will be provided by VSFG;
- Translators/enumerators, drivers, facilitators, office space, printing of questionnaires etc. will be provided by VSFG;
- The contact person in South Sudan will be the Country Programme Manager;
- The focal person in the field will be the Project Manager;
- Security advisory issues will be provided by VSFG;
- VSFG will take care of internal travels but in case of international flights, the consultant will organize and VSF will pay reasonable prices incurred only.
- Covid19 compliance materials (PPE)

e. **Reference materials**

Relevant documents will be availed for the consultant to support during the secondary information desk reviews. The consultant will be encouraged to identify any other sources for appropriate additional information that may be required to supplement what is provided by the project.

The Project Team will share the following documents with the Consultants for reference.

1. Full project proposal
2. Project agreement contract
3. Baseline report
4. Project log frame
5. Project activity reports
6. Project interim reports
7. Sudan Population and Housing Census report 2008
8. National Baseline Household Survey
9. FAO/WFP food security assessment/survey reports
10. Investing in Agriculture for Food Security & Economic Transformation – UNDP

9. **Budget and payment**

The evaluation budget will take care of the expenses such as the consultant's charges, international travel, in country travel, accommodation full board, and fuel for vehicles to be used during the survey

period, enumerators' fees and lunches, stationery and communication costs. VSFG will take care of the following

- a) Flights (internal and international for the consultant)
- b) Accommodation in South Sudan
- c) Field transport (fuel and car rentals)
- d) Enumerators fees
- e) Stationeries

The following costs will not be covered by the organization and should be factored into the consultancy and related fee which the consultant will submit with the application.

- Costs for data handling, entry and processing
- Communication cost
- Report writing and printing
- Any medical expenses by the consultant during the assignment

10. Timing and deliverables

10.1 Inception report

The inception report shall provide a detailed description of the methodology as per the evaluation questions as well as the proposed source of information and data collection procedure. The inception report shall outline the contents of all the deliverables. A clear matrix overview is recommended for this.

10.2 Draft end-term evaluation report

The consultancy team will develop draft evaluation report for review by the FEDIS programme personnel and partners. The report shall be validated by stakeholders in a workshop setting and feedback incorporated into the report. The draft report will adopt the format of the final report as presented below under the final report. Generally, report will include the Executive summary, Intervention description, Evaluation purpose, Evaluation methodology, Findings, Conclusions (answers to the Evaluation Questions), Recommendations and Annexes (list of people interviewed, key documents consulted, data collection instruments, summary of the TOR). Further details will be found in the annexes.

11. Proposal submission

The proposals will be evaluated according to the following criteria;

- a) Technical, methodological, and financial proposal
- b) Proposed personnel for the assignment
- c) Profile of the applicant - corporate or individual
- d) A work sample, specifically a previous evaluation or assessment report written

Proposals should be submitted electronically to the following Email addresses: recruitment@vsfg.org then copy juba@vsfg.org indicating on the subject line thus "ETE FEDIS" followed by an abbreviation of the applicant's name. The closing date for receiving proposals is **21st July 2022**. Selection will be done on a rolling basis. Only short-listed candidates will be contacted for interviews.