

Terms of Reference: Summative Evaluation – External Consultation

Humanitarian Coordination & Provision of CCCM-Integrated Responses to Displacement-Affected Populations in South Sudan

DONOR	Bureau for Humanitarian Assistance (BHA)
PROJECT DURATION	12 months; 1 July, 2023 – 31 June, 2024
PARTNERS	REACH South Sudan (IMPACT Initiatives) Humanitarian and Development Consortium (HDC)
PROJECTS LOCATIONS	Juba (Central Equatoria) and Bor (Jonglei) IDP camps; Areas of mobile intervention (potentially). NOTE: Field visits are likely to be required for this consultancy.
PROJECT OBJECTIVES	To enhance evidence-based prioritization and programming, coordination of emergency crises responses and Sudan displacement crisis response and contingency planning, and improve the overall understanding of the humanitarian context, including intersectoral needs, within South Sudan, including displaced populations and host localities.
OBJECTIVES OF THE EVALUATION	This summative evaluation seeks to provide an external analysis and opinion in order to: <ul style="list-style-type: none"> - Assess the project’s design, implementation, and results; - Determine the relevance and fulfilment of objectives, coherence, efficiency, effectiveness, impact and sustainability of the project; - Highlight lessons learnt, best practices and recommendations for improvements to feed back into current and future Acted programming in the same sectoral areas and using similar approaches to meeting their objectives.
OVERVIEW OF THE METHODOLOGY FOR THE EVALUATION	The external consultant will assess the project according to six USAID DAC criteria (relevance, coherence, effectiveness, efficiency, sustainability, and impact). Cross-cutting issues such as gender, environment, accountability, and do-no-harm will also be part of the analysis. The methodology for data collection is to be determined by the consultant with Acted approval. Likely, it will rely on quantitative (household survey) and qualitative (interviews and focus group discussions) data collected by the consultant across areas of intervention, and across partners. A desk review of project, MEAL and supporting materials will also be availed to the consultant.



	The Acted MEAL Unit (MEALU) will support as needed, in order to obtain the necessary data that provides evidence of the impact of the response with members of groups targeted by the project.
INDICATIVE EVALUATION DATES	May – August 2024

Acted

ACTED WORLDWIDE

Founded in 1993 and headquartered in Paris, Acted is a non-governmental organization implementing emergency, rehabilitation and development projects in countries affected by conflicts, disasters or socioeconomic hardship. Independent, private, and not-for-profit, Acted respects a strict political and religious impartiality and operates according to principles of non-discrimination and transparency.

Acted’s mission is to save lives and support people in meeting their needs in hard-to-reach areas, developing and implementing programmes that target the most vulnerable amongst populations. Acted’s approach looks beyond the immediate emergency and responding to humanitarian crises towards supporting opportunities to build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential.

As of 2022, Acted supported 17.8 million people in 42 countries across four continents with 596 projects ranging from emergency and recovery support to resilience and development.

ACTED IN SOUTH SUDAN

Acted has maintained an uninterrupted presence in South Sudan since 2007, delivering emergency and resilience programs focused on food security, livelihoods and Camp Coordination and Camp Management (CCCM) throughout the country. With a 2023 operating budget of around USD \$15m, Acted South Sudan currently receives funding from a wide range of institutional donors including UN agencies (UNHCR, WFP, SSHF), GiZ, KfW, USAID (BHA) and BPRM.

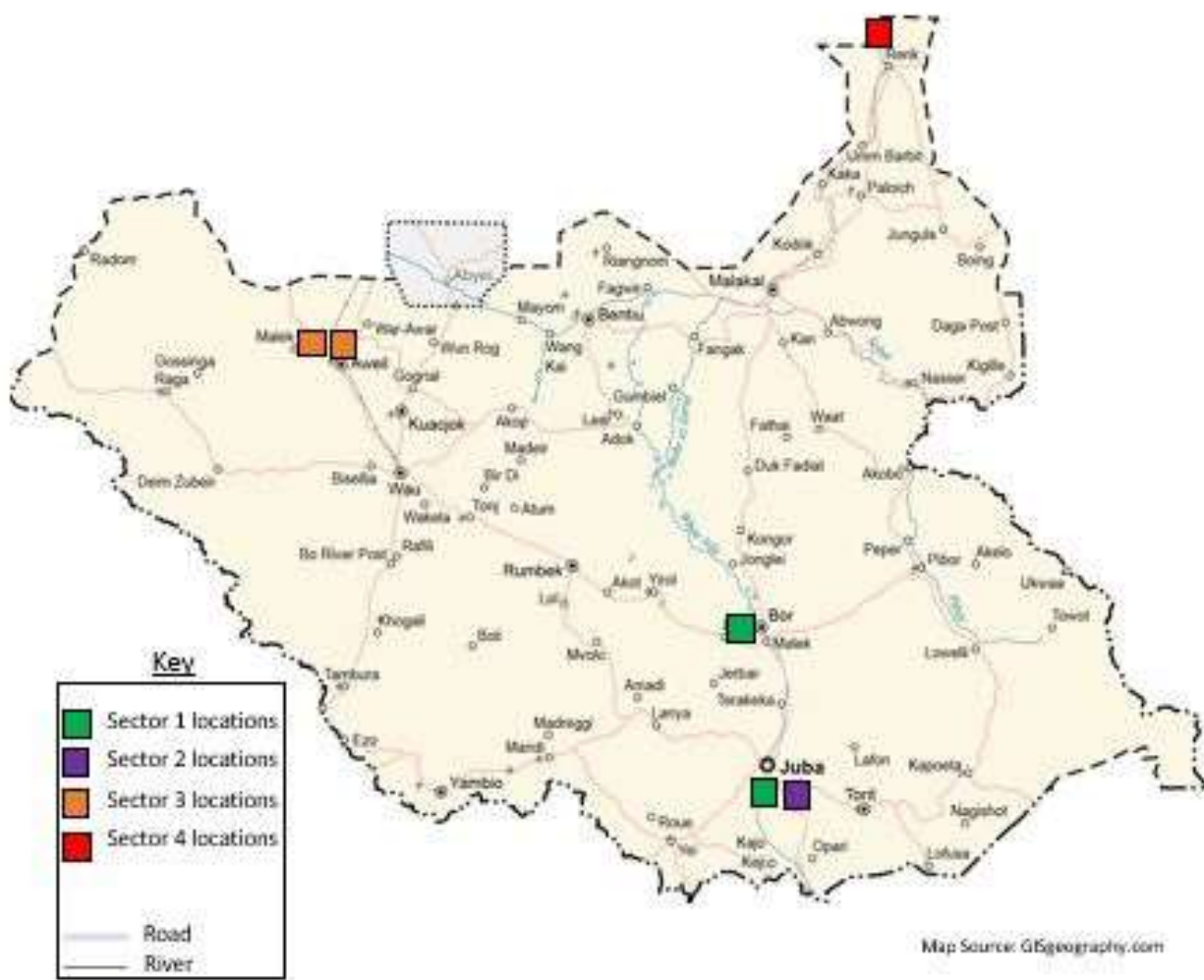
With over a decade of experience working in South Sudan, Acted has managed to establish long term relationships, contextual knowledge, and extensive experience in its areas of operation. Most specifically, Acted has been able to build strong relationships with relevant local authorities and is an active member of relevant coordination bodies at both field and national levels. At national level, Acted is an elected member of the NGO Steering Committee and sits at the Humanitarian Coordination Team (HCT). Finally, Acted is the CCCM (Camp Coordination and Camp Management) national cluster co-lead.

PROJECT BACKGROUND

BACKGROUND AND RATIONALE OF THE PROJECT

On June 9, 2023 Acted South Sudan, along with partner REACH and local partner HDC, started the *Humanitarian coordination & provision of CCCM-integrated responses to displacement-affected populations in South Sudan project*, funded by USAID/BHA. Under this project, Acted has responded to the needs of South Sudanese across 5 areas: (i) Bor and Juba IDP Camp Handover Support, (ii) Housing, Land and Property (HLP) Support, (iii) Emergency Response via Mobile Response interventions, (iv) Sudan Emergency Response, and (v) Information Management.

MAP 1: ACTED'S RESPONSE IN SOUTH SUDAN RELATED TO CURRENT BHA-FUNDED PROJECT



The project is aligned with key priorities identified by the 2023 Humanitarian Response Plan (HRP), contributing to Strategic Objective 1 “Vulnerable people who experience multi-sectoral severity levels of 4



and 5 have reduced morbidity and mortality through equitable and dignified access to critical cross sectoral essential services to meet their needs”; Strategic Objective 2 “Vulnerable people are exposed to fewer protection threats and incidents, and those who are exposed have safe, tailored, timely and dignified access to appropriate services through integrated and inclusive humanitarian action that promotes centrality of protection priorities”; and Strategic Objective 3 “Vulnerable people withstand and recover from shocks, have their resilience to shocks and stresses built, and seek solutions that respect their rights”.

The project is aiming to reach 719,014 beneficiaries including 94,558 Internally Displaced People (IDPs) and 5,006 host communities via mobile response and 619,450 via Sudan response activities. It focuses on enhancing evidence-based prioritization and programming, coordination of emergency crises responses and contingency planning, and improving the overall understanding of the humanitarian context, including intersectoral needs, within South Sudan.

Hence, under area 1, the action is built in continuation with past interventions and relevant clusters and designed on lessons learnt. In Bor and Juba ex-PoC camps, Acted has monitored the camp management responsibilities undertaken by community led structures and local authorities respectively since October 2022 and March 2023. In parallel, in Juba peri-IDP area Acted, in partnership with Humanitarian Development Consortium (HDC), will improve the protective environment to contribute to an environment safe for reintegration (area 2).

Additionally, under its mobile unit (area 3), Acted will continue to provide emergency-response activities targeting an estimated 60,000 displacement-affected communities located across South Sudan through 5 interventions, providing an integrated response meeting CCCM, WASH, Shelter/NFI, multipurpose cash and protection vulnerable populations’ basic needs. In parallel, Acted will implement a Disaster Risk Reduction (DRR) pilot project in Maban to build communities’ preparedness to floodings and therefore mitigate displacement risks. Finally, through a position as the CCCM cluster co-Coordinator in South Sudan Acted will reinforce coordination of humanitarian actions between CCCM partners and government stakeholders to ensure that interventions are informed and meet population needs while avoid duplication of efforts.

In mid-2023, Acted gained additional funding from BHA to allow for support in CCCM activities within the Joda Reception Center, and Renk Transit Center for refugees and returnees from Sudan (area 4). In 2024, Acted will implement addition activities in this area including WASH infrastructures and hygiene promotion.

Finally, REACH is responsible for all activities related to Information Management and Coordinated Assessments (area 5), including engaging in national and sub-national cluster groups, and assessments including multi-sectoral needs assessment, situation monitoring, rapid assessments, and durable solutions.



ACTIVITIES OF THE PROJECT

Purpose 1: To enhance evidence-based prioritization and programming, coordination of emergency crises responses and contingency planning, and improve the overall understanding of the humanitarian context, including intersectoral needs, within South Sudan.

Purpose 7: To enhance evidence-based prioritization and programming, coordination of the Sudan displacement crisis response and contingency planning, and improve the overall understanding of the humanitarian context, including intersectoral needs, for displaced populations and host localities. [Sudan crisis focus]

➤ **Sub-sector: Coordination (Purpose 1 only)**

- Activity 1.1.1. Facilitation of CCCM Cluster meetings at national level.
- Activity 1.1.2. Capacity-building and CCCM trainings.
- Activity 1.1.3. Lessons learned exchange on camp handover.

➤ **Sub-sector: Information Management (Purpose 1 and 7) - REACH**

- Activity 1.2.1. Engagement and provision of data to the national and sub-national cluster system.
- Activity 1.2.2. Dedication information management support to the Needs Analysis Working Group (NAWG).
- Activity 1.2.3. Dedicated cluster support.

➤ **Sub-sector: Coordinated Assessments (Purpose 1 and 7) - REACH**

- Activity 1.3.1. Multi-Sectoral Needs Assessment (MSNA)
- Activity 1.3.2. Humanitarian Situation Monitoring
- Activity 1.3.3. Rapid Needs Assessments (RNAs)
- Activity 1.3.4. Community Centered Contextualization of the IASC Durable Solutions Framework to South Sudan.
- Activity 1.3.5. Rapid Needs Assessment [Sudan crisis focus]
- Activity 1.3.6. Cross-border needs analysis [Sudan crisis focus]
- Activity 1.3.7. Joint Market Assessment and Market Functionality Analysis [Sudan crisis focus]

Purpose 2: To build steps towards resilience and self-governance for displacement affected populations in hard-to-reach areas, while supporting self-reliance in Bor and Juba in both camps and peri urban area.

➤ **Sub-sector: Settlements**

- Activity 2.1.1. CCCM monitoring of former POC sites
- Activity 2.1.2. Mobile CCCM interventions in displacement sites

➤ **Sub-sector: Shelter**

- Activity 2.2.1. Provision of in-kind Emergency Shelter Kits (ESKs) through the cluster pipeline
- Activity 2.2.2. Construction/repair of shelters for the most vulnerable households
- Activity 2.2.3. Provision of in-kind transitional shelters to high-risk protection cases

➤ **Sub-sector: S&S Non-food Items**

- Activity 2.3.1. Provision of in-kind NFIs through the cluster pipeline



- Activity 2.3.2. Provision of NFI in-kind support to transitional shelters beneficiaries
- Activity 2.3.3. Provision and distribution of fuel-efficient stoves to minimize the risk of GBV

Purpose 3: To support vulnerable households covering their basic needs through multipurpose cash.

- **Sub-sector: Multipurpose cash**
 - Activity 3.1.1. Provision of multipurpose cash

Purpose 4: To provide an integrated WASH response to displacement affected population in camp-like setting.

- **Sub-sector: Water supply**
 - Activity 4.1.1. Rehabilitation of boreholes and handpumps
- **Sub-sector: Sanitation**
 - Activity 4.2.1. Construction of emergency latrines
- **Sub-sector: WASH NFIs**
 - Activity 4.3.1. Provision of WASH kits
- **Sub-sector: Hygiene promotion**
 - Activity 4.4.1. Hygiene promotion
- **Sub-sector: Environmental health**
 - Activity 4.5.1. Implementation of community-led solid waste management

Purpose 5: To strengthen Maban host community preparedness to natural disasters (floodings) and prevent subsequent population movements.

- **Sub-sector: Capacity building and training**
 - Activity 5.1.1. Emergency preparedness

Purpose 6: Building a safer and more protective environment for displacement affected populations through strengthening local capacities.

- **Sub-sector: Protection Coordination, Advocacy, and Information**
 - Activity 6.1.1. Strengthen Housing, Land, and Property Mechanisms
 - Activity 6.1.2. Provision of legal assistance through HLP desks
 - Activity 6.1.3. Cash and voucher assistance to high-risk protection cases
 - Activity 6.1.4. Protection scoping assessments to inform response and advocacy
 - Activity 6.1.5. Establishment and/or reinforcement of protection referral pathways and community-based structures networks
 - Activity 6.1.6. Provision of awareness raising campaigns on general protection and Gender Based Violence rights and information sessions

Purpose 8: To provide an integrated CCCM response to displaced populations by the Sudanese crisis in Renk [Sudan crisis focus]

- Activity 2.1.3. Coordination of service provision, service mapping and 3W



- Activity 2.1.4. Communication with communities
- Activity 2.1.5. Information management and complaint feedback mechanism
- Activity 2.1.6. Dead body management
- Activity 2.1.7. Rehabilitation and site maintenance
- Activity 2.1.8. Roving CCCM in Renk informal sites

Purpose 9: To provide an integrated WASH response to displaced populations by the Sudanese crisis [Sudan crisis focus]

- Activity 4.1.2. Water point maintenance in Renk Transit Center
- Activity 4.2.2. Cleaning and maintenance of latrines and showers
- Activity 4.4.2. Hygiene promotion in Joda Reception Center
- Activity 4.5.2. Environmental sanitation in Joda Reception Center

KEY PROJECT STAKEHOLDERS

The following key stakeholders involved in the project are:

- **BHA:** the project's funding agency and "donor", updated with periodic reports on the status of project implementation.
- **Acted:** managed the implementation of all activities, responsible for reporting to the donor. Acted is also in charge of ensuring accountability to the target population, by setting up channels that the beneficiaries can use to send feedback to the organization, including Acted's Feedback Mechanism (AFM).
- **REACH/IMPACT Initiatives:** Consortium member, responsible for all information management and coordinated assessments under Sector 1.
- **Humanitarian and Development Consortium (HDC):** supported Acted in the implementation of the project activities in Juba, leading the full Protection Sector.
- **Community leaders and representatives, local authorities and NGOs operating in the area:** consulted in the implementation of the project.
- **Emergency response beneficiaries:** selected by Acted based on household level access and needs, as well as personal vulnerability, and received WASH, S/NFI, MPCA, or participated in Cash for Work.
- **Relevant cluster representatives:** closely engaged by Acted throughout the life of the project to facilitate the effective coordination in South Sudan;
- **Other national or international NGOs:** active in the same areas of operations as Acted, a close cooperation was maintained with them throughout the project to avoid duplication of assistance and ensure gaps' coverage;
- **UN agencies / Access Working Group / NGO forum:** instances in which Acted takes part and/or coordinates with as part of its operations.



SCOPE AND PURPOSE OF THE FINAL EVALUATION

Acted's mission in South Sudan requires an independent, neutral, and legally registered private entity to provide external evaluation services for the above-mentioned humanitarian interventions. The main objective of the final evaluation is to provide Acted and BHA with a review of the status, relevance and performance of the project compared to what was intended. The final evaluation does not aim at replicating data collection activities already performed by the MEAL team of Acted, but rather further investigate and go beyond some of the results obtained from the baselines, onsite monitoring exercises (i.e., distributions, trainings), PDMs and endlines.

Additionally, this evaluation will not cover the project as a whole due to the short-term timeline and scope. Instead, each DAC criterion (relevance, coherence, effectiveness, impact and sustainability) will take into account the following objective:

Purpose 1: To enhance evidence-based prioritization and programming, coordination of emergency crises responses and contingency planning, and improve the overall understanding of the humanitarian context, including intersectoral needs, within South Sudan.

Purpose 2: To build steps towards resilience and self-governance for displacement affected populations in hard-to-reach areas, while supporting self-reliance in Bor and Juba in both camps and peri urban area

Purpose 6: Building a safer and more protective environment for displacement affected populations through strengthening local capacities.

Purpose 8: To provide an integrated CCCM response to displaced populations by the Sudanese crisis in Renk [Sudan crisis focus]

Purpose 9: To provide an integrated WASH response to displaced populations by the Sudanese crisis [Sudan crisis focus]

Focusing on these purposes are a strategic decision anchored in the objectives of this evaluation, namely, to assess the long-term impact of the project. It is therefore essential to take into account the context and the information already available. Indeed, the activities relating to support vulnerable households covering their basic needs through multipurpose cash (Purpose 3); provide an integrated WASH response to displacement affected population in camp-like setting (Purpose 4); enhance evidence-based prioritization and programming, coordination of the Sudan displacement crisis response and contingency planning, and improve the overall understanding of the humanitarian context, including intersectoral needs, for displaced populations and host localities (Purpose 7); concern mobile population and short-term assistance, providing limited insight into long-term programming. Additionally strengthening Maban host community preparedness to natural disasters (floodings) and prevent subsequent population movements (Purpose 5) has already been the subject of study and research.

Therefore, **the focus of the evaluation on purposes 1, 2, 6, 8 and 9 should provide a deeper understanding to improve future interventions and share lessons learned with stakeholders.**



Specifically, for the selected purposes, the evaluation will:

1. Assess the extent to which the project met planned outcomes;
2. Highlight lessons learnt, best practices and recommendations for improvements to feed back into current and future Acted programming in the same sectorial area and using similar approaches to meeting their objectives.

The selected firm should appoint a Team Leader in charge of applying the Acted proposed, donor approved, evaluation methodology, planning the activities, designing the tools, coordinating the data collection, oversee the data cleaning and analysis and produce the final evaluation report.

RESEARCH CRITERIA AND QUESTIONS

Under the following guidance and definitions, the consultant is expected to use the following DAC criteria and corresponding questions. The consultant will be able to review and revise the questions (not the criteria) in consultation with Acted Country Office Monitoring, Evaluation, Accountability and Learning Unit (MEALU), as part of the inception phase of the evaluation, and as relevant.

1/ RELEVANCE

The extent to which the intervention objectives and design respond to beneficiaries' needs and priorities. The appropriateness of project objectives to the problems that it was supposed to address (successful handover of CCCM activities), and to the physical and policy environment within which it operated. It should include an assessment of the quality of project preparation and design – i.e., the logic and completeness of the project planning process, and the internal logic and coherence of the project design.

1. Was the action adequately designed to respond to the needs of the direct beneficiaries?

2/ COHERENCE

The extent to which the intervention showed external and internal coherence in its design and implementation.

Note: The extent to which other interventions (particularly policies) support or undermine the intervention, and vice versa. Internal coherence addresses the synergies and interlinkages between the intervention and other interventions carried out by Acted, as well as the consistency of the intervention with the relevant international norms and standards to which Acted adheres. External coherence considers the consistency of the intervention with other actors' interventions in the same context. This includes complementarity, harmonisation and co-ordination with others, and the extent to which the intervention is adding value while avoiding duplication of effort.

1. Were there complementarities, harmonisation and coordination between this project and other similar projects carried out by other actors in the same area (including to avoid duplication of efforts)?
2. Is the project intervention consistent with USAID/BHA Country Strategy?



3/ EFFECTIVENESS

The extent to which the intervention achieved, or is expected to achieve, its objectives, and its results, including any differential results across groups. An assessment of the contribution made by results to achievement of the project purpose (sustainable CCCM handover), and how assumptions have affected project achievements.

The consultant's focus should be on outputs' and outcomes' delivery and quality (not activities); he/she is expected to explain any causes of deviations and the implications thereof. The level of achievement of results should be assessed as reflected by indicators covering the purpose, providing a transparent chain of arguments.

1. Were the expected results realized?

4/ EFFICIENCY

The extent to which the intervention delivers, or is likely to deliver, results in an economic and timely way.¹ The fact that the project results have been achieved at reasonable cost, i.e. how well inputs/means have been converted into activities, in terms of quality, quantity and time, and the quality of the results achieved. This requires comparing alternative approaches to achieving the same results, to see whether the most efficient process has been adopted.

The consultant shall analyse the efficiency of project management arrangements and duly justify any issue. Factual statements on the quality and quantity of inputs shall be provided, delays should be measured by means of comparison with the latest update of the planning. Any significant deviations shall be analysed. Conclusions on cost efficiency of outputs shall be drawn.

1. Was the project managed in a cost-efficient manner (in terms of human, financial and other resources versus the results)?

5/ IMPACT

The extent to which the intervention has generated or is expected to generate significant positive or negative, intended or unintended, higher-level effects.

1. What evidence is there that the project contributed to the achievement of its overall objective?

¹ "Economic" is the conversion of inputs (funds, expertise, natural resources, time, etc.) into outputs, outcomes and impacts, in the most cost-effective way possible, as compared to feasible alternatives in the context. "Timely" delivery is within the intended timeframe, or a timeframe reasonably adjusted to the demands of the evolving context. This may include assessing operational efficiency (how well the intervention was managed).



2. What, if any, were the unintended impacts of the project intervention, both positive and negative? Was the project able to monitor, mitigate and respond to any unintended negative effects?

6/ SUSTAINABILITY

The extent to which the net benefits of the intervention continue or are likely to continue. An assessment of the likelihood of benefits produced by the project to continue to flow after external funding has ended (probability of continued long-term benefits).

Note: Includes an examination of the financial, economic, social, environmental, and institutional capacities of the systems needed to sustain net benefits over time. Involves analyses of resilience, risks and potential trade-offs. Depending on the timing of the evaluation, this may involve analysing the actual flow of net benefits or estimating the likelihood of net benefits continuing over the medium and long-term.

Human, organizational (including policies and institutions) and financial factors, are the main sustainability factors.

1. What evidence is there to suggest the project's interventions and/or results will be sustained after the project end?

EVALUATION METHODOLOGY

The final evaluation will cover the whole project as activities specified above. It will rely on **mixed data collection methods; however, the consultant is able to suggest alternative methods when relevant. And final approval will be made by Acted's focal point.** The methodology presented below is indicative, the consultant is expected to provide a detailed methodology and work plan.:

Most evaluation questions will be answered in the form of **key-informant interviews** and panel discussions with key stakeholders (e.g., community leaders, local government actors, humanitarian partners, Acted staff). Sample data collection with key stakeholders will be purposive based on their knowledge of the project and availability. Approximately, 30 stakeholders will be targeted. **Focus group discussions** can also be organized where relevant either with randomly selected beneficiaries (locations will be randomly sampled, and beneficiaries randomly sampled from beneficiary lists in these locations). Estimated 30 focus group discussions, with six to eight beneficiaries in each, gender disaggregated are expected. Furthermore, the consultant will have full access to relevant activity reports, as requested.

The evaluation team leader and members will be responsible for collecting and analyzing the qualitative data, in addition to reporting on it.

:



Additionally, most of the MEAL data collection during project implementation will be quantitative in nature and will cover most beneficiary groups. Depending on the results of the MEAL data collection and according to the evolution of the project, additional quantitative data collection could be included at the final evaluation stage to investigate particular points of interest on specific sub-groups of beneficiaries. The sampling strategy will be simple random approach.

The evaluation is thus expected to be based on the findings and factual statements identified from review of relevant documents including the project document, ad-hoc, monthly, quarterly and interim reports to the donor, monthly Project Manager reports, in addition to the technical reports) produced by the project, the MEAL surveys (reports and databases) produced for these projects. Acted will provide the external expert with all available project documentation at the beginning of the consultancy. Project specific context shall also be considered.

The methodology must consider participants’ safety throughout the evaluation (including recruitment and training of research staff, data collection / analysis and report writing) as well as research ethics (confidentiality of those participating in the evaluation, data protection, age and ability-appropriate assent processes) and quality assurance (tools piloting, enumerators training, data cleaning).

EVALUATION TIMELINE AND DELIVERABLES

The evaluation will start immediately. Results will be analyzed and presented in a report, which will be shared with BHA at the latest after three months from project closure.

Bidders should provide an evaluation workplan detailing the number of working days required per evaluation activity (see below table).

Evaluation activities	Suggested Schedule
Review of program activities, implementation policies and reporting mechanisms, based on available documentation	To be filled by bidders
Development of an Inception Report, outlining the methodology for data collection and analysis	To be filled by bidders
Data collection	To be filled by bidders
Analysis of program performance based on the above-listed DAC criteria and the corresponding research questions listed above	To be filled by bidders
Drafting of the Final Evaluation Report	To be filled by bidders
Finalization of the Final Evaluation Report, taking into account ACTED comments on its quality and accuracy.	10 days



The consultant will be expected to meet weekly with Acted management staff to provide updates on the evaluation findings and timeframe. This can be done either by phone or in person.

The following deliverables should be provided to Acted South Sudan’s MEAL Manager, based in South Sudan, who will then circulate them to the relevant Acted departments and partners for feedback. For all deliverables, the external consultant is expected to underline factual statements using evidence, and to communicate early on any deviation.

Deliverables
Inception Report
Additional data collected
Draft Final Evaluation Report
Final version of the Final Evaluation Report
Presentation and summary of findings

All deliverables should be in electronic version, Word/Windows compatible format and in English, unless asked otherwise. Deliverable timelines are subject to be confirmed in conversation with donor. However, the consultant should be ready to start work immediately.

INCEPTION REPORT

The inception report shall, at least, include the following elements:

- Detailed description of the methodology for the evaluation
 - o Data collection methods
 - o Data collection tools
 - o Sampling and sample sizes
 - o Approach to quality control
- Data analysis methods
- Justification for revising the Evaluation Questions (if relevant)
- Detailed workplan
- Analysis of anticipated limitations and mitigation measures

FINAL EVALUATION REPORT

The consultant shall use Acted’s Final Evaluation Report template (to be provided at the beginning of the evaluation), including the following elements:

Executive summary <i>(3 pages max)</i>	Should be drafted, and usable as a free-standing document. It should be short, not more than 5-6 pages. It should focus on the main analytical points, indicate the main conclusions, lessons learned and specific
--	--

	<p>recommendations. Specific guidance on how to develop the Executive Summary will be provided at the beginning of the evaluation.</p> <p>Note that this section of the template also contains an overview scoring table that should be filled by the consultant in a consistent and sound manner.</p>
<p>Project synopsis</p> <p><i>(This section should not exceed 1 page in length)</i></p>	<p>The project synopsis serves as an introduction and provides background information. It therefore includes a short text on the objectives of the project and issues to be addressed by it, a description of the target groups and a summary of its intervention logic, including the indicators at the three levels of the intervention logic: overall objective/impact, specific objective/outcome, outputs. The synopsis does not include appreciations and observations on issues related to the project implementation.</p>
<p>Methodology</p> <p><i>(This section should not exceed 2 pages in length)</i></p>	<p>The methodology section should detail the tools used in the evaluation, locations, sample sizes, sampling methodology, tools used, dates, team composition, limitations faced and other pertinent facts.</p>
<p>Findings</p> <p><i>(max. 5 pages per sector (Juba & Bor Handover, ERU, and HLP))</i></p>	<p>The findings section should present the results of the evaluation in an objective and non-judgmental way that gives an honest portrayal of the project.</p> <p>Included in the findings should be a discussion of how well the project achieved each of the evaluation questions covered in the ToR.</p> <p>The consultant shall highlight the most important findings relating to the performance of the project and elaborate on them in detail while also pointing out any critical issues and/or serious deficiencies. Findings shall be accurate, concise and direct. They must be based on and coherent with their answers to the evaluation questions.</p> <p>The consultant is expected to provide a self-sustaining explanation of their assessment which must be understandable by any person unfamiliar with the project while at the same time providing useful elements of information to the stakeholders. The consultant should avoid the following weaknesses: not evidence based, lack of technical content (e.g., experts provide an analysis which does not take into account the state of the art of knowledge in a given sector or topic).</p> <p>Full source details (including file name, page numbers...) are always be included.</p>
<p>Conclusions, Lessons Learned, Best Practices, and Recommendations</p> <p><i>(max.3 pages)</i></p>	<p>These should be presented as a separate final chapter. Wherever possible and relevant, for each key conclusion there should be a corresponding recommendation. The consultant shall set out the main conclusions and recommendations based on the answers given to the evaluation questions and which are summarized in the findings section.</p>

	<p>Recommendations should be as realistic, operational, and pragmatic as possible and drafted in a way that the stakeholders to whom they relate are clearly identified. Recommendations are derived from the conclusions and address issues of major importance to the performance of the project. They must take in consideration applicable rules and other constraints, related for example to the context in which the project is implemented. They must not be phrased in general terms but constitute clear proposals for solutions and they target the most important issues rather than minor or less relevant aspects of a project.</p> <p>Through conclusions, lessons learned, best practices and recommendation, the evaluation will generate knowledge and support accountability to beneficiaries, the donor, Acted and the overall humanitarian community. It will provide information on the processes or activities that Acted implemented to develop insights, knowledge, and lessons from past experiences so as to improve current and future performance.</p>
<p>Annexes</p>	<ul style="list-style-type: none"> • Terms of Reference of the evaluation • Assessment tools used (questionnaires, checklists, scoring grids, etc.) • List of literature and documentation consulted • Other technical annexes (e.g., statistical analyses and other pertinent elements, graphs, etc.) • Abbreviated transcripts of qualitative data collected

FEEDBACK ON DELIVERABLES

Please note that the final report is subject to Acted’s approval before it is considered as final deliverable and corresponding milestones payment can be released.

Upon submission of the draft inception report/draft final evaluation report by the consultant, Acted will formulate comments as well as indicate any factual errors, within five working days of reception.

Comments will be formulated on the basis of the Inception Report and Final Evaluation Report Quality Control Checklists that will be provided to the consultant at the beginning of the evaluation.

For the draft final evaluation report, consultant is informed that Acted will provide an opinion on the quality of the evaluation report and each of its components (synopsis, methodology, findings, conclusions and recommendations, and annexes), which should be taken into account by the consultant. For each recommendation, Acted will also state to what extent (Yes, Partially, No) it agrees with the recommendation and accurately reports the opinion of the consulted stakeholders.

All comments should be considered by the consultant before the report is considered completed. The consultant shall take note of these comments and decide whether or not to revise the reports and, where appropriate, succinctly explain why comments cannot be taken into account. The consultant submits a



revised version of the report to Acted, within five days (Inception Report) / five days (Final Evaluation Report) of receipt of Acted comments. The revised version should clearly highlight all changes made (in track changes).

EVALUATOR(S) PROFILE EXPECTATIONS

The evaluation will be conducted by an experienced external consultant/consulting firm with the full support and cooperation of Acted (from Acted South Sudan as well as regional and HQ MEAL units). The consultant or consulting firm should have the following background:

- **Post- graduate qualifications in development/humanitarian studies or relevant area**
- **Minimum 5 years in project Monitoring and Evaluation (M&E), and demonstrated experience on evaluating projects against OECD DAC Criteria**
- **Demonstrated experience in designing and conducting similar final evaluations in complex contexts**
- **Strong knowledge in Core Humanitarian Standards**
- **Excellent knowledge of the South Sudan context,**
- **Strong qualitative data collection experience, including analytical skills and ability to clearly synthesize and present findings,**
- **Excellent written and oral English essential**

The intended size of the evaluation team will be determined by the service provider and their determined needs. Acted will thus expect a minimum of two individuals for this activity, and the final size should be decided by the chosen service provider - based on the expected deliverables and corresponding data collection activities, and within the available budget.

APPLICATION PROCESS

This is an open-call. Those who wish to be considered in this application should submit the following to documents to imtiaj.karim@acted.org no later than April 19, 2024.

- Personal or business CV.
- Brief technical description and understanding of the scope of work
- Proposed methodology
- Human resources employed (including CVs of each)
- Proposed timeline
- Proposed budget (not to exceed \$22,000USD)

All offers will be reviewed by Acted South Sudan Office, with the support of HQ Offices, and will be followed by technical interviews with a short-list of potential service provider.