Consultant - End-line Evaluation
Statement of Work

1. BACKGROUND

Nonviolent Peaceforce (NP), an International NGO founded in 2002, recruits, trains and deploys unarmed civilians to reduce violence and protect vulnerable populations in conflict-affected areas. NP has been operating in South Sudan since 2010 and currently implements over ten projects across the country.

Nonviolent Peaceforce South Sudan (NP-SS) has been partnering with Swiss Agency for Development and Cooperation (SDC) since 2016 and implementing projects with a view to increase their capacity of protecting their communities, through the development of community-based protection mechanisms. The two projects, for which the evaluation is planned for, are:

- “Creating civilian space for community reconciliation and strengthened capacities in protection and peacebuilding in the Sobat corridor” (Project Location - Sobat river corridor, Upper Nile State, South Sudan. Specifically, Ulang county, Kewer count, Yomding county and Doma county)
- “Reducing the Prevalence and Impact of Violence in Western Equatorial– Western Equatorial” (Project Location - greater Mundri region of South Sudan. Specifically, Mundri East: Doso, Kediba, Kederu, Lui, Lanyi and Mundri West: Kotobi, Karika, Okari, Ladingwa, Bangolo, Gariya, Gullu, Amadi and Mundri town)

2. PURPOSE OF THE TASK

Monitoring and evaluation is an integral part of the overall project management cycle to ensure effective oversight of the projects stated in the above background section. The main purpose of the task is to conduct an end-line evaluation for the SDC supported projects.

Specific evaluation Objectives include:

- To assess the extent to which the projects’ outputs have been achieved considering the indicators given in the project documents.
- To evaluate the level of contribution of the outputs towards achievement of the expected objectives, goal and impact.
- To assess the relevance, effectiveness, and efficiency of interventions as well as, the sustainability of the results, and the degree of satisfaction of the beneficiaries.
- To evaluate the appropriateness of the strategies and approaches used for implementing the projects.
- To identify major external factors that influenced or impacted on the implementation of the projects and evaluate their implication on future interventions.
- To highlight lessons learned from the project and make recommendations for future strategies.

3. DESIGN AND METHODS
A cross-sectional study will be conducted in the project implementation areas i.e., Ulang and Mundri. The individual consultant is expected to conduct a participatory evaluation providing for meaningful involvement by project partners, beneficiaries and other interested parties. Primary and secondary data is expected to be gathered using a mixed method to evaluate programme implementation. Thus, the evaluation will involve collecting the following data:

Quantitative data: It will be used to measure indicators of the projects expressed in terms of numbers/percentages (quantitative indicators). Information will be collected using questionnaire survey which will be administered to a sample of households. The consultant is expected to determine the sampling technique and size which would be representative, and adequate to detect the changes observed and do basic descriptive statistics.

Qualitative data: Qualitative information will be collected through Focus Group Discussions (FGDs), Key Informant Interviews (KIs) and In-depth Interviews (IDIs) with key stakeholders including project participants, community leaders, community/traditional leaders, local government offices, civil society organisations, donors, local implementing partners, project staff and others to complement the information collected through quantitative approaches.

Secondary documentation: Review of related documents will also be important to establish key insights relevant to the effective implementation of the projects.

4. ROLES AND RESPONSIBILITIES OF THE CONSULTANT

The consultant will be expected to:

- Design methodology for the collection of quantitative and qualitative data for the end line surveys.
- Prepare data collection tools necessary to answer the end-line evaluation questions.
- Develop detailed field implementation and enumerators training guide for the surveys.
- Facilitate training workshop for enumerators (NP will hire the enumerators) and pilot testing of the tool.
- Plan and coordinate necessary logistics for the data collection in accordance with the selected methodology.
- Conduct the end-line evaluation surveys at the project locations to measure key indicators as defined in the project’s logical framework.
- Design the survey tools on KOBO platform and ensure enumerators are trained adequately.
- Collect and analyse available secondary data to augment the end-line survey findings.
- Based upon a reading of the programme documents, propose any additional topics or issues for analysis.
- Analyse and interpret data to develop comprehensive end-line evaluation reports separately for the Ulang and Mundri project.
- Conduct comparative analysis of the end-line data with the baseline findings of the projects.
- Share key preliminary findings and insights from the evaluation with relevant staff through consultations.

5. EXPECTED DELIVERABLES

- Submit an inception report/proposal which responds to the scope of work by adding any further detail or clarification regarding the study approach, method, or implementation arrangements.
• Field work implementation plan (to be submitted before field work begins). This field work plan should be presented to NP for comment and revised as necessary prior to commencing field work.
• Final survey questionnaires and qualitative data collection guides.
• Cleaned data sets in SPSS format with data correctly organized, variables named and labelled.
• Cleaned qualitative data collection transcripts
• A comprehensive final end-line evaluation reports that meets agreed formats. Note that there will be two separate reports by location.
• High quality validation of the information collected through a validation workshop of the findings.

6. TIMEFRAME

The task is anticipated to last between 4-5 weeks with submission of final deliverables. The consultant will be expected to start working end of February 2021 and complete all responsibilities outlined in the Scope of Work and deliverables by end of March 2021.

Note: - The timing might be changed based the COVID-19 pandemic situation and the resulting international and domestic travel restrictions and requirements.

7. RESOURCES

NP will facilitate all visa requirements, transport to South Sudan and to all field sites. In addition, NPSS will provide accommodation and communications equipment while in country. NPSS will not provide personal computers and the consultant must use his/her own computer. All necessary logistical arrangements for the evaluation will be coordinated through the NPSS logistics department. The chosen individual consultant will coordinate with the Research Monitoring and Evaluation team, Program Development Personnel, Program Manager and field staff in the planning and implementation of the data collection.

8. SKILLS & EXPERIENCE

Education:
- Master’s degree in International and Political Affairs, Law, Development Studies, Social Sciences or related field.

Required Experience and Skills
- At least 7 years’ experience in the design and implementation of evaluations, assessments or baseline surveys including qualitative and quantitative data collection.
- Previous work experience in the area of humanitarian work specifically protection of civilians.
- Excellent knowledge and understanding of research methodologies and processes.
- Experience in the development of Monitoring and Evaluation frameworks and log-frames.
- Experience in gathering and systematizing large amounts of data.
- Experience managing a diverse team and providing capacity building and training support.
- Proven ability to manage highly confidential and sensitive information through a protection lens.
- Experience managing projects in complex and dangerous environments.
9. SUBMISSION OF PROPOSAL

The proposal shall include technical and financial sections. The financial section needs to describe only the consultant’s professional fee since other expenses like visa, transport and accommodation while in country will be handled by NP.

The technical proposal should include:

- Consultant profile including past achievements
- Introduction: A brief overview of the assignment as understood by the bidder
- Detail methodology and approach including work plan (i.e., research techniques to be used, sampling, field operation plan, quality assurance and time frame)
- Current CV of the consultant
- Detail itemized work plan
- Detailed itemized budget and price justification by unit cost per activity being proposed under the financial proposal
- Three references from organizations that proves the capacity of the consultant to carry out an end-line evaluation
- Annexes: Any documents, which the consultant feels will assist proposal review team in evaluating the proposal

How to apply:

- Candidates meeting the above requirements are requested to submit a written proposal and other details listed above in section nine to recruitNPSS@nonviolentpeaceforce.org. Incomplete applications will not be considered.
- The closing date for applications is Sunday, 14th February 2021
- As part of the recruitment process, shortlisted candidates may be asked to participate in an interview process.
- Due to the urgency of the need to fill the position, qualified candidates who can start soon will be prioritized.

Special Notice:

Nonviolent Peaceforce is committed to achieving 50/50 gender balance in its staff at all levels. Female candidates are strongly encouraged to apply for this position. However, all qualified applicants regardless of their gender, race, disability, sexual orientation, or age, will be considered for this opportunity.

Nonviolent Peaceforce acknowledges the duty of care to safeguard and promote the welfare of employees, contractors, volunteers, interns, beneficiaries and other stakeholders and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice in the Humanitarian and Development sector.