

Terms of Reference: Evaluation of a JPF-funded project in South Sudan
COVID-19 prevention project for vulnerable communities in Malakal city implemented by
World Vision Japan

1. Background

The Japan Platform (hereinafter referred to as "JPF") is an international emergency humanitarian aid organization which offers the most effective and prompt emergency aid in response to humanitarian needs, focusing on issues of refugees and natural disasters. JPF conducts such aid through a tripartite cooperation system where NGOs, business communities, and the government of Japan work in close cooperation, based on equal partnership, and making the most of the respective sectors' characteristics and resources.

Since 2006, JPF has been funding Japanese NGOs responding to the chronic humanitarian crisis in South Sudan, predating South Sudan's independence in 2011. JPF remained engaged in the face of the political unrest of 2013 and the ensuing period of instability. The 2018 Revitalized Agreement on the Resolution of the Conflict in the Republic of South Sudan (R-ARCSS) paved the way for the formation of the Revitalized Transitional Government of National Unity in February 2020. Nonetheless, the humanitarian situation in South Sudan remains dire. As of January 2021, more than two-thirds of the South Sudanese population and some 300,000 refugees² and asylum seekers in South Sudan are in need of humanitarian assistance and protection, as the country continues to experience the cumulative effects of years of conflict, a surge in sub-national violence, unprecedented flooding and hyperinflation, further compounded by the COVID-19 pandemic. JPF repeatedly renewed its annual funding commitment to the South Sudan refugee programme¹ in South Sudan and its neighboring countries. The annual funding of the fiscal year 2020 stood at JPY480 million. In FY 2021, JPF funded 8 projects in WASH, protection and education implemented by 6 agencies across 5 countries. JPF's South Sudan refugee program set the following priority objectives that are identified by its member agencies in line with the 2020 Humanitarian Response Plan (HRP) COVID 19 Addendum².

1. Prevent and control the spread of COVID 19

Prevent and control the spread of COVID 19 considering the fragility of infrastructure, limited access to health, education and water, security situations yet to be improved, prevalence of chronic malnutrition.

¹ JPF provided a 3-year funding scheme only during June 2016-May 2019. In principle, the funding for the multi-country South Sudan refugee program has been on an annual basis.

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https://www.humanitarianresponse.info/sites/www.humanitarianresponse.info/files/documents/files/southsudan_covid_19_hrp_addendum.pdf

2. Reduce morbidity and mortality for people vulnerable to protection risks.
Reduce morbidity and mortality for the most vulnerable people in given communities by protecting them from risks and threats.
3. Support delivery of basic services across sectors.
Ensure safe, fair and dignified access to basic services across sectors for the most vulnerable people needing assistance in socioeconomically vulnerable contexts.
4. Build resilience for vulnerable communities
Build resilience for vulnerable people against extreme and prolonged crises by building their adaptability and livelihoods in the priority areas.

World Vision Japan (WVJ) is one of JPF's member agencies active in South Sudan. Under JPF's South Sudan program, WVJ had been implementing an education in emergencies (EiE) project in Upper Nile State, South Sudan. Since March 2021, WVJ has been implementing "COVID-19 prevention project for vulnerable communities in Malakal city" for a year, with an aim to strengthen resilience against COVID 19 for children and their communities in areas hosting internally displaced people (IDP) within Malakal city. The project intends to achieve this goal by providing water supply systems and hand washing stations in three target schools and a health center (activity 1.1), training school teachers on COVID 19 prevention and psychosocial care (activity 1.2), and mobilizing school children, teachers and PTA/SMC to continue sensitization on COVID 19 prevention in and outside schools (activity 1.3).

JPF annually conducts evaluations on selected projects under the South Sudan program. Some of the key issues emerged from the past evaluations on WASH and EiE are as follows. Those are learning needs for JPF in evaluating this project.

WASH

- Insufficient resources: Access to water was improved for the target population but fell short of meeting the Sphere standards given the population in target areas much exceeded the water points provided by the project.
- Maintenance & repair: There had been greater needs for repair of water points than the project could have responded to. Consider ease of repair and locally manageable operations and maintenance in choice of water systems.
- Scope of WASH services: A project met critical WASH needs that no other agencies had addressed such as solid waste management and desludging of toilets.
- Behavior change: Hand washing behavior, use and cleanliness of toilets required continuous follow up.

Education

- Gender: Address gender gaps in education.
- Child-centered approach: Awareness raising by children’s drama clubs was effective. Club members also improved their group cohesion and self esteem.
- Inclusion of parents: Parents are sometimes perpetrators of violation of child rights for their own children. Children missed to access relevant social services partly due to lack of awareness of their parents.
- Behaviour change: Awareness of importance of education boosted demand for education.
- Coordination with other agencies and services: Improve internal case management skills. Strengthen information sharing and referral networks with other service providers.

WASH & Education

- Sustainability: Capacity building for the project-installed committees required ongoing follow up support. Lack of incentives for committee members threatened their continuous engagement beyond the project period. Communities could not self-finance activities funded by a project.

In addition, JPF is keen to explore how it may advance the localization agenda called for since the 2016 World Humanitarian Summit. Although JPF has not consciously taken the localization agenda into account in developing the program strategy, its portfolio or financing modalities, it hopes to revisit the current ways of working vis-à-vis the localization agenda and explore how it delivers on the localization agenda in moving forward.

2. Purpose of the evaluation

The purpose of the evaluation is to evaluate WVJ’s “COVID-19 prevention project for vulnerable communities in Malakal city” against the program and project goals as well as the OECD DAC evaluation criteria³ and the Core Humanitarian Standards (CHS), and draw recommendations and lessons learnt for WVJ’s future project and JPF’s program strategy.

The evaluation also retrospectively review the current implementation and financing modalities in light of the localization agenda.⁴ It explores opportunities and potential for advancing localization agenda, and hence informs JPF’s dialogue with member agencies and other stakeholders on its positioning and strategy towards localization.

The primary audience of the evaluation is WVJ and JPF. The evaluation report will be also

³ [Evaluation Criteria - OECD](#)

⁴ The localization agenda refers to the core responsibilities 4A and 5A under the Agenda for Humanity ([Home | Agenda for Humanity](#)).

communicated to the wider audience in South Sudan and in Japan to share relevant lessons learnt for the broader sector and as a means to hold JPF accountable to its supporters and stakeholders.

3. Scope of the evaluation

- 1 Conduct the output to purpose review, validating the efficient delivery of intended outputs and ascertaining if and how they led to the intended end result as per the purpose statement (in line with OECD DAC criteria of efficiency, effectiveness and coherence).
- 2 Assess the contributions of the project to Humanitarian Response Plan 2020 Addendum and JPF's program goals, particularly in terms of the following objectives and questions (in line with OECD DAC criteria of impact and relevance).

Preventing transmission through awareness creating, contributing to positive behaviour change:

- 2.1 Assess if the project has targeted the most vulnerable population and their differential needs in light of COVID 19 risk factors that have compounded other pre-existing factors of vulnerability. Assess how strategic the choice of the target locations has been, given the impact of recurrent conflicts and the patterns of population movements, considering the trend of COVID 19 transmission, disaggregated by age and gender, in the country.
- 2.2 Assess how the communication approach used in the project has capitalized on gender-sensitive understanding of the local perceptions, communication channels and influencers, and built trust and confidence in the messaging among the targeted personnel and communities.

Scaling-up WASH response through increased handwashing stations and targeting public places like markets and schools (in preparation for reopening) to prevent the spread of the virus:

- 2.3 Assess contributions of the project to infection control and prevention measures in the target schools and to proper use of water in the health center, ensuring continuity of these essential services in the midst of the pandemic. Assess how the project
 - 2.4 Assess the level of satisfaction of school children and community members (disaggregated by gender) with the changes brought about by the project. Seek feedback from school and health staff at the target facilities on the project interventions.
- 3 Identify actual and potential alignment of the project with the core responsibilities 4A Reinforce local systems & 5A Invest in local capacities under the Agenda for Humanity, with regard to the following questions (in line with OECD DAC criteria of sustainability and

CHS).

Reinforce local systems: International actors should enable people to be the central drivers in building resilience and be accountable to them through consistent community engagement and ensuring their involvement in decision-making. The international community should respect, support and strengthen local leadership and capacity in crises and not put in parallel structures that may undermine it.

- 3.1 Assess the level of participation of, and accountability to the crisis affected people, particularly children and women, in the project related decision making.
- 3.2 Identify relevant local actors across health, education and WASH sectors who are in a position to sustain the project achievements, and their actual and potential roles in the project. Assess how they perceive quality of their involvement in the project.
- 3.3 Assess how effectively the project strengthened a sense of ownership, capacity and systems among key local actors, and the extent to which they can sustain the project achievements without further reliance on external support.

Invest in local capacities: Local actors are the best placed to know the underlying risks and priorities of communities. While those factors place them in the ideal position to provide humanitarian assistance, local actors can struggle to scale high-volume delivery and sustain adequate resources to support a lasting organizational presence. Direct and predictable financing, where possible, should be provided to national and local actors along with long-term support to develop their capacity to prevent, respond and recover from crises.

- 3.4 Assess if and how JPF's financing modalities facilitated or hindered WVJ's efforts at localization, as assessed under 3.1-3.3.
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- 4 Draw lessons learnt from the evaluation for WVJ, JPF and other JPF member agencies active in South Sudan.
 - 4.1 Recommendations for WVJ on the project design, implementation and stakeholder engagement.
 - 4.2 Replicable lessons learnt on gender mainstreaming, behavior change communications, inter-sectoral programming that are of broader relevance beyond this project.
 - 4.3 Recommendations for JPF on the program priorities and financing modalities.
 - 4.4 Areas for further discussion between JPF and its member agencies on the localization agenda

4. Methodology

The evaluation will primarily make use of key informant interviews and Focus Group Discussions as main methods, complemented by quantitative data gathered via a survey and secondary data

from the WASH, education, health sectors.

1 Desk review of secondary data

Desk review will include the relevant government and cluster guidelines, standards and recommended practices on COVID 19 prevention and control, WASH in schools and health centers, and provision of essential services amid the pandemic (including reopening of schools).

The achievement at the purpose level (scope 1, 2.1) will be assessed on the basis of the available secondary data on COVID 19 transmission in the target area, and/or using proxy indicators on the presence of risk factors. Comparative analysis will be conducted between the target area and control areas (of an equivalent properties to the target area) over time, tracing the trends and patterns at the start and the end of the project. The analysis also takes into account major population movements if any during the period of the project. Secondary data will be put to use, mindful of the credibility of the data sources, and be triangulated with multiple sources where possible.

In addition, monthly reports and monitoring data will be provided by WVJ at the output and activity levels.

2 Key informant interviews (KII) and Focus Group Discussion (FGD)

The key informants may include cluster leads for WASH, education and health and the relevant government offices in Malakal city and in the concerned sectors and key community leaders. KII is used to validate the desk review findings, assess the relevance of the project from their perspectives (scope 2.1-2.3), identify local actors and systems that are of relevance to the project (scope 3.2) and assess their actual and potential involvement (scope 3.3). In particular, local actors to be interviewed on the scope 3.2 may be progressively identified from one KII to another, in a snowball sampling.

KII and/or FGD may be conducted with key informants at the grassroots level, i.e. community leaders, school teachers and headmasters, school children trained, PTA, SMC, health center staff, and water management committees. Some of FGDs may be organized by gender, so the participants are at ease to voice their opinions. This is the primary methodology for this evaluation, expected to validate the output to purpose linkages (scope 1), and generate qualitative findings in response to the scope 2.2, 2.3, 3.1 and 3.3.

3 Verification of outputs on site

A field visit to the target schools and health centers will be conducted not only to verify the functioning of the water supply systems and handwashing stations installed, but also to observe how they are used by intended users (scope 1).

4 Survey

A survey will be conducted with school children and community members. The survey is designed to gather client satisfaction with the project (scope 2.4, 3.1), changes in knowledge, attitudes and practices on key messages (scope 1), and validate the findings from KII or FGDs with key informants at the grassroots level on appropriateness of behavior change communications (scope 2.2), adherence to infection prevention and control measures (scope 2.3) and confidence in the leadership to sustain the project achievements (scope 3.3).

5. Deliverables

- An inception report, describing the methodology and plan for the evaluation and annexing the evaluation tools.
- A debriefing meeting with WVJ field team
- A presentation of the preliminary findings and recommendations to JPF & WVJ
- A final report, responding to the Terms of Reference
- Primary data collected

6. Roles and responsibilities

The contractor will report directly to JPF but will work closely with WVJ. The implementation structure for third party evaluation is as follows.

JPF: Oversight over the evaluation

Contractor: Implementation and coordination of the assignment. Delivery of the outputs by the deadlines.

WVJ: Provide project information and data. Support the fieldwork as required.

7. Timeline

An evaluation is expected to take 3 months from February to April 2022. An indicative schedule is as follows, with the deadlines to be met highlighted in bold. A schedule for the fieldwork is subject to change, due to the travel restrictions by the concerned authorities and other unforeseen circumstances that may arise. The field work needs to be complete by the end of March, however.

Tasks	Dates
Signing of contract	1 February 2022
An inception meeting (JPF & WVJ)	1 February
Evaluation methodology & tool development	1 week
Submission of the inception report	By 7 February
Feedback on the inception report by JPF & WVJ	By 14 February
Finalization of the inception report	By 15 February
Travel to Juba (in case the traveller(s) may not be fully vaccinated)	16 February
Desk review	By 26 February
Travel to Juba (in case the traveller(s) are fully vaccinated)	26 February
Travel from Juba to Malacal	27 February
Field work	2-3 weeks
Debriefing to the field team	By 22 March
Travel from Malacal to Juba, Juba to the country of residence	2 days
Presentation of the preliminary findings to JPF & WVJ	By 8 April
First draft report	By 17 April
Feedback on the draft report by JPF & WVJ	By 24 April
Submission of the Final report	By 27 April

Prior to commencing the fieldwork, the evaluation team is required to undertake a child safeguarding session provided by WVJ. The evaluation team is expected to undertake the fieldwork in Malacal independently. WVJ field staff are only available for initial and concluding briefings for a maximum of 5 working days.

As of 25 July 2021, the following travel restrictions are applicable to travellers to South Sudan⁵. This may change due to unforeseen circumstances.

- Per guidance issued on July 25, 2021, by the Ministry of Health in the Republic of South Sudan, quarantine is not required for international travelers who present a valid SARS-CoV2 PCR negative test certificate with a sample collected not more than 96 hours prior to arrival at the point of entry and with documentation of full COVID-19 vaccinations (completed at least two weeks before traveling).
- Individuals who present a SARS-COV-2 PCR negative test certificate but who are not fully vaccinated can quarantine for 10 days or be tested on day five at their own expense and then exit quarantine on day seven if the RT-PCR test is negative. Those choosing not to be tested on or after day five of the quarantine may exit the quarantine on day 10, unless exhibiting symptoms.

⁵ [COVID-19 Information - U.S. Embassy in South Sudan \(usembassy.gov\)](https://usembassy.gov)

8. Call for tenders

JPF calls for submission of proposals to undertake the above evaluation by interested individuals or entities. Participation in tendering is open on equal terms to all natural and legal entities that can provide the required documents by this tender.

A bid proposal shall consist of the following administrative documents, technical and financial proposals and shall be numbered as below.

1. Administrative documents

- 1.1 Organizational Profile Document providing detailed information on the capacity of the organization and services provided (such as registration details, the year of establishment, the number and locations of offices, the number of full/part time staff, etc.)
- 1.2 Valid company registration documents including licenses obtained from the relevant governmental institution.
- 1.3 Submission of the most recent original and valid tax documents
- 1.4 A detailed list of previous and ongoing works in the relevant field, particularly in South Sudan, along with organizations, contact persons and contact details for a reference check
- 1.5 Two evaluation reports from the previous work that are of relevance to this evaluation
- 1.6 A one to two-page organization policy document on staff safety and preventive measures against COVID-19 in undertaking an evaluation
- 1.7 Confidentiality and Data Protection Policy and Procedures that will be applied
- 1.8 Contact details for this tender (name of the contact person, office address, phone and e-mail address).
- 1.9 Signature declaration or list of authorized signatures, indicating that they are authorized to submit the tender
- 1.10 A signed commitment to meeting the following 4 conditions.
 - A bidder is not bankrupt, in liquidation, under suspension by the court, nor is it in a similar situation according to the legislative provisions in their home country
 - A bidder has no history of violation of business or professional ethics during the course of business within five (5) years prior to the date of procurement.

- A bidder's membership/license, required by the relevant legislation to conduct the business, is valid as of the date of the procurement
- A bidder does not provide incomplete or misleading information and/or falsified documents.

2. Technical proposal

- 2.1 Evaluation design and methodology: including a sampling methodology and size, and approaches and methods used for data collection and analysis; and taking into account Covid-19 prevention measures and Do No Harm principle
- 2.2 An Implementation Plan indicating how the deliverables are met by the deadlines
- 2.3 A list of personnel, detailing the roles and responsibilities for each member, and how gender equality is considered in its composition, accompanied by CVs for the key personnel.
- 2.4 A risk management plan on the possible impact of COVID-19 on the proposed plan, and a contingency plan including alternative methodology and approaches.

3. Financial proposal

- 3.1 Disclosure of all the costing information including the daily rates of the consultancy and the relevant tax, and accounting for unit costs and numbers of units.
- 3.2 The amounts shall be given in American Dollars (USD) or Japanese Yen (JPY)
- 3.3 A total sum shall not exceed USD 21,000 or JPY 2,500,000.
- 3.4 For the tender submitted by a consortium, the price that the consortium partners offer for the parts of the business that require their expertise will be written separately. The sum of the prices that the consortium partners offer shall constitute the consortium's total bid price.
- 3.5 Payment conditions, if any.

9. Submission of Proposals

Interested Consultants/Companies/Organizations shall submit a proposal via e-mail to procurement@japanplatform.org, by **17:00 (pm) on 16th of January 2022**. The tender reference number **JPF-SS-21-005** must be specified on the e-mail and on the file names.

The documents shall be in PDF format. If a bidder is a real person, a cover letter shall indicate the name and surname of the bidder. If it is a legal entity, then the trade name must be fully written and shall be signed by the authorized persons. In case a tender is submitted by a joint venture or a consortium, a bid must sign by all partners or by persons authorized to bid.

10. Tender evaluation criteria

JPF will evaluate incoming proposals based on the following criteria.

- The conformity of the required documents
- Quality of technical proposal – weights 70%
- Financial Offer –weighs 30%

11. Notification award and contract signature

The successful bidder is informed in writing and the contract is signed within 10 (ten) calendar days. A meeting will be conducted prior to the signing of the contract. Firms that are not selected as the result of the evaluation are informed in writing within 15 (fifteen) working days. If the successful bidder does not sign the contract, the second best bidder is informed in writing by the tender committee and a contract is signed within 10 (ten) calendar days.

JPF is obliged to keep the procurement proposals collected as a result of this tender for future audits.

12. List of Annexes

Annex 1 JPF_Info_Sheet

Annex 2 JPF evaluation framework

Annex 3 Project Summary Document for Evaluation