
SOUTH SUDAN PROGRAM EVALUATION

ANNEX 2 - TERMS of REFERENCE

Date: 10th of January 2020 / Reference No: JPF-GNR-20-001

1. Background Information:

Japan Platform (JPF) has been supporting humanitarian assistance in Southern Sudan since 2006. This assistance has evolved along with the conflict itself and covered not only South Sudan but also Ethiopia, Kenya, Uganda and Sudan targeting South Sudanese internally displaced people, refugees and conflict affected host communities.

JPF launched three programs related to South Sudan humanitarian crises.

1. South Sudan Assistance Program (2016-2018)
2. South Sudan Humanitarian Response (2018 – 2020)
3. South Sudan Refugees Emergency Assistance Program (2018 – 2020)

Purpose of the Program has been decided as below;

1. Response to humanitarian needs in displaced locations and deteriorated humanitarian conditions
2. Strengthening resilience for the target population

Program Strategy has been decided as below:

1. Promptly deliver assistance where the need is most, including areas with limited access.
2. The humanitarian crisis accompanying the food crisis in the three northern states of South Sudan is severe and urgent. Humanitarian assistance should be delivered if the safety and security allows and implementation can be possible through local organizations.
3. Respond flexibly to contingencies.
4. Work on activities that address the root causes of the conflict.
5. Utilize the advantages of being able to respond to multiple years and the relationships that have been built up with the experience so far, work on activities that contribute to resilience at the grassroots level.
6. Projects with higher relevance in selecting regions and projects

Program aimed to support projects related to water and sanitation, health, shelter, food, non-food items, education, peacebuilding/conflict prevention, livelihood and protection sectors. In total 52 projects have been funded under these 3 programs.

2. Purpose:

The main purpose of the program evaluation is to;

- I. Desk review of all the projects funded by JPF under these programs to analyze the allocation of funds per sector, country and member NGO and colorations between.
- II. Analyzing the program strategy by comparing with the project achievements and outcomes.
- III. Comparing the outcome of JPF funded project analysis with the yearly Country Response Plans and needs assessment reports published by OCHA and other UN Agencies to analyze the relevance of the program with the international community programs.
- IV. Analyzing the effectiveness and performance of the program according to the program strategy such as allocation of funds and releasing funds on time, relevance of projects, completion of projects, target population and locations.

The Program Evaluation aims to provide JPF and its member NGOs a clear understanding of the overall performance of JPF and member NGOs, along recommendations which enables a learning opportunity for future programs.

3. Scope of Services:

The Program Evaluation is to be used as a performance evaluation of JPF and member NGOs to improve future program effectiveness and efficiency. Prior to the start of desk review and analyses of documents and data, the contractor will closely collaborate with JPF. JPF will provide the contractor with relevant documentation including JPF funded and approved project documents.

The selected service provider is expected to be competent on conducting program evaluation and should agree on the program evaluation framework and tasks. The selected provider should be able to conduct the desk review in Japanese since all the documentation is in Japanese. However the final report is expected to be in English. The service provider is expected;

- To develop a program evaluation methodology based on the reviewed documentation
- To develop a work-time plan
- To conduct desk review of program documents which includes program purpose, strategy, roles and responsibilities to clarify the program evaluation objectives
- To conduct desk review of all the project proposals funded under this programs along with final reports and other relevant documentation
- To conduct a comprehensive research on the targeted countries by reviewing already published reports and identifying key actors
- To submit a program evaluation report in English according to the findings and agreed objectives
- To provide debriefing presentation on the findings and recommendations of the program evaluation report to JPF and partner NGOs

4. Expected Outputs and Deliverables:

It is expected from the service provider to produce below mentioned outputs;

- The contractor is requested to meet with JPF representatives before the commence of the activities and to organize a debriefing workshop for JPF and relevant member NGO representatives at the end of the evaluation to further explain findings and make recommendations for current and future programs.
- To organize an inception meetings with JPF to discuss the details of the evaluation objectives, targets, data processing and analyzing, allocated team and reporting.
- To provide an inception report with a detailed Work Plan and an evaluation plan including final concept of the methodology, data collection tools and methodology, proposed key informant selection strategy and list of data to be collected;
- To implement the work plan including analyzing data in a timely and accurate manner
- To submit update reports with reference to agreed work plan and final evaluation report in English as per the agreed format, containing timely, relevant, and verified information to JPF.

5. Required Information and Documents for The Proposal:

It is expected from the bidder to provide minimum, below mentioned information and documents at the Program Evaluation Proposal;

- Proposed Program Evaluation Design and Methodology
- Proposed work-time plan
- Proposed number of Key Informant Interview and methodology