
**THIRD PARTY MONITORING & EVALUATION
OF PROEJCTS IN S. SUDAN, SUDAN, IRAQ AND SYRIA
ANNEX 3 - 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 projects in S. Sudan, Sudan, Iraq and Syria as part of its mandate. The TPM entity will be an essential quality assurance activity where JPF has no or limited access to for various reasons. JPF will use the outcome of this evaluation activity to improve the current and future projects. JPF seeks consultancy services to accurately capture information, verify activities and analyze data on projects being implemented or recently completed.

2. Purpose:

The main purpose of the third party monitoring and evaluation is to;

- To verify that the project funds are used according to the project proposal
- To verify that the humanitarian principles and standards (for example: CHS, Sphere and INEE) are respected
- To understand the beneficiary satisfaction
- To analyze the impact of the project with the available data
- To provide Feedback to the project improvement

3. Scope of Services:

The service of third party monitoring and evaluation will cover 3 projects in S. Sudan, 1 project in Sudan, 2 projects in Iraq and 2 projects in Syria as part of JPF quality assurance activities. JPF approved project proposal of each project is appendix to this terms of reference. The documents are in their original language which is Japanese and the name of the member NGO and their partner has been removed to make the project anonymous. Details of the member NGO and their partners will be shared with the selected service provider. All documentation shared with the contractor is considered confidential and a data protection protocol will be signed as part of the agreement.

Prior to the start of data collection for evaluation activities, the contractor will closely collaborate with JPF and member NGO headquarters in Tokyo, Japan to develop tools, field visit protocols, data presentation and reporting formats. JPF will provide the contractor with relevant documentation, including project documents and other relevant evaluation information.

4. Expected Outputs and Deliverables:

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

- To organize an inception meetings with JPF and project implementation parties to discuss the details of the monitoring and evaluation objectives, targets, data processing and analyzing, allocated team and reporting.
- To develop tools for data collection
- 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 schedule of site visits and sample beneficiary and key informant selection startegy and list of data to be collected;
- To implement the work plan including scheduled visits, capturing and analyzing data in a timely and accurate manner and some qualitative assessment of select sample of sites;

- To submit a weekly update report with reference to agreed work plan and final report as per the agreed format, containing timely, relevant, and verified project-level information to JPF.
- To submit raw-data and visuals collected during the contract period.
- The contractor is requested to meet with JPF representatives before the commence of the TPM activities and to organize a debriefing workshop for JPF and relevant member NGO representatives at the end of the TPM to further explain findings and make recommendations for current and future projects.

5. Required Information and Documents for The Proposal:

It is expected from the bidder to provide minimum, below mentioned information and documents at the Technical Proposal.

Generic Information Required (Not project specific);

- Proposed Monitoring and Evaluation Design and Methodology
- Proposed work-time plan
- Sampling methodology and proposed sampling size

Per Project;

- Proposed number of field visits
- Proposed number of household surveys
- Proposed number of Key Informant Interview and methodology
- Proposed number of Focus Group Discussions and methodology including target groups