



## Introduction about Humanity & Inclusion- HI, South Sudan

Humanity & Inclusion is an independent and impartial aid and development organization working in situations of poverty and exclusion, conflict and disaster. We work alongside disabled and vulnerable people to help meet their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.” HI is currently implementing more than 300 projects in nearly 60 different countries. Our goals are: i) to prevent invalidity, impairment and disability linked to diseases, accidents and violence; ii) to ensure the service offer in our sectors of activity is available, adapted and accessible; and iii) to strengthen capacities, to promote social participation and the application and exercising of our beneficiary public’s rights. For further information about the association: [www.hi.org](http://www.hi.org)

Humanity and Inclusion (HI) has been operating in South Sudan since 2006, with a specific mandate to address the needs of persons with specific needs, heightened vulnerabilities and protection risks across the country. This is achieved through a comprehensive range of activities, including: functional rehabilitation, individualized and group-based Mental Health Psychosocial Service Support (MHPSS), comprehensive protection case management, with disability inclusion a core transversal component.

### Context of the Evaluation

Locations: Yei, Yambio and Torit

#### Project Overview:

With support from FCDO, HI has been implementing a project titled “Mental Health and Inclusive Humanitarian Response” under the Humanitarian Assistance and Resilience programme in South Sudan (HARISS). The project started in August 2018 to March 2020 (phase 1). Consequently, phase 2 of the project started from April 2020 to June 2021. HI is currently concluding phase 3 that started July 2021 and is expected to end in March 2022. The project was designed to address two urgent needs in South Sudan: the Mental Health and Psychosocial Support (MHPSS) needs of local communities, including Gender Based Violence (GBV) survivors, in three locations (Yei, Torit, Yambio) and the needs of humanitarian stakeholders to become more disability inclusive in the design, implementation, monitoring and evaluation of their humanitarian strategies and programmes. The project is expected to contribute towards a just and inclusive society able to fulfil the basic rights of the most vulnerable individuals, families and communities through access to community based Mental Health and Psychosocial Support interventions, inclusive humanitarian assistance and inclusive policies and legislation in South Sudan is achieved.

**Impact:** A just and inclusive society able to fulfil the basic rights of the most vulnerable individuals, families and communities through access to community based Mental Health and Psychosocial Support interventions, inclusive humanitarian assistance and inclusive policies and legislation in South Sudan is achieved

#### Indicators:

1. % of individual MH beneficiaries receiving direct support reporting decreased symptoms of psychological distress - disaggregated by age, gender and disability.
2. % of people with disabilities reporting increased participation within the projects provided by HARISS partners (including HI's project) in the areas of: access; communication; project cycle.

**Outcome:** Increased resilience of women, girls, vulnerable groups with and without disabilities from the effects of adversity, violence and exclusion mechanisms in the humanitarian response.

**Indicators:**

1. % of beneficiaries satisfied with the MHPSS services they received or accessed as a result of this project.
2. % of HARISS partners staff demonstrating increased knowledge on mainstreaming inclusion in humanitarian action through increased scores between pre and post training tests.
3. % of participants demonstrating increased knowledge in MHPSS through increased scores between pre and post training tests.

**Justification of the evaluation**

The baseline study of the project was conducted in 2019 and Midterm Evaluation in June 2020. As part of the HI Planning Monitoring and Evaluation Policy, project end evaluation is mandatory for all long-term projects. The learning of the study will help HI to demonstrate in future programming and national level policy advocacy.

**Overall objectives and expectations of the evaluation**

The main objective of the evaluation is *“To assess independently the relevance, coherence, effectiveness, efficiency, impact and sustainability of the program. Furthermore, it will review the intended or unintended program impact or consequences, lessons learned and recommendations to support future designs and implementation of similar programs”*

**Specific Objectives**

1. Assess the relevance, coherence, effectiveness, efficiency, impact and sustainability of the project.
2. Undertake a thorough process evaluation on the management and implementation of the project.
3. Document important lessons learned in relation to key priority areas of the project and challenges faced.
4. Assess the extent of beneficiary participation in the design, implementation and monitoring of project activities, and their involvement in decision-making processes.
5. Assess the effectiveness and results of the capacity building component of both MHPSS and Inclusive humanitarian action (HARISS partners)

**Evaluation Criteria**

- **RELEVANCE** is the intervention doing the right things? The project meets demonstrated priorities and adapts to the intervention setting.
- **EFFECTIVENESS** is the intervention achieving its objectives? The project successfully achieves its objective
- **EFFICIENCY** how well are resources being used? The project makes optimal use of resources (human, financial, logistics, technical...)

- **IMPACT** what difference does the intervention make? The project aims to achieve positive short-, medium- and/or long-term change for the targeted groups
- **SUSTAINABILITY** will the benefits last? The project aims to achieve positive effects that will be ongoing once the intervention is over
- **Value for Money** – What is the return on investment, using the 4es framework?

## Methodology

The consultant will propose in his/her technical offer an adequate methodology and technical approach to answer the objectives of the study. However, the overall approach is expected to be mixed with both quantitative and qualitative. The end line evaluation strategy should encompass documentation review, household survey as well as key informant interviews and focus groups.

The methodology will follow the Organization of Economic Cooperation and Development's (OECD) Development Assistance Committee (DAC) evaluation guidelines that emphasize assessment of the project's dimensions of relevance, effectiveness, efficiency, sustainability and impact. In addition, the evaluation will also seek to explore and assess the effectiveness of the capacity building interventions. The methodology and sampling should be adequate to answer adequately the above mentioned dimensions.

The proposal/expression of interest should include a detailed proposed methodology: size and structure of the sample, ethical considerations, issues of quality assurance and example of questionnaire. Limitations of the chosen methodology and sampling have to be clearly stated in the proposal/expression of interest.

## Actors involved in the evaluation

The consultant will work closely with MEAL Manager for national level and the project manager for the field level. The evaluation team will closely coordinate with Project Manager and MEAL Manager. While the evaluation team work independently, the project team will support to identify the location and beneficiaries the evaluation team on request. Technical specialist will provide necessary input in thematic areas. HI HQ will provide backstop support.

## Deliverables and Timeframe

The contractor will be engaged full-time for a period of one 1.5 months 45 days with some minimum flexibility.

Planned Activity	Est. Days of Work
Consultant to sign contract for the assignment	01
Review of documents and development of the inception report and study instruments	05
Presentation of Inception report and data collection tools and review	01
Training of enumerators and pre-testing of study instruments.	05
Primary data collection (field work)	18

Data analysis and report writing	10
Submission of the draft evaluation report to HI	01
Incorporating comments on draft report from HI	02
Validation of final findings	01
Submission of the final project evaluation report to HI	01

The deliverables will be as follow:

1. An inception report (including Action plan and Tools in attachment) of not more than of 15 pages refining / specifying the proposed methodology for answering the evaluation questions and an action plan'
2. A three copy (hard) of Final report of approximate 25 pages' maximum and soft copy
3. A summary of findings
4. PowerPoint presentation with key findings.
5. Soft copy of data collection tool, raw data, output of analysis.

**Experience & Qualifications required:**

The evaluation team should have with 10-year experience in mixed methods and participatory research, with knowledge in emergency response, research, disability movement and mental health & psycho social support. The lead consultant should at least have Master's Degree in related fields in Social science or Development studies, PhD preferable. In addition, the consultant should be knowledgeable in monitoring and evaluation work with:

Essential

- Documented 10 years' experience leading evaluations studies or researches. Preferably in FCDO funded projects,
- Description of assignments of similar nature and complexity carried out in the last five years
- Evidence of availability of appropriate qualifications and skills among key staff earmarked for deployment on the assignment.
- Ability to work within set deadlines and to write concise reports.
- Excellent analytical and evaluation report writing skills
- Excellent written and spoken communication skills.

Desirable:

- Gender balance in the team is an asset.
- Knowledge of relevant local languages among team.

- Excellent analytical and evaluation report writing skills
- Demonstrated experience in participatory methods, particularly in collecting data and working with people with disability.

### **Budget allocated to the evaluation**

The Consultant should submit a detailed Financial Proposal clearly outlining technical fees of the Consultant(s) per day, number of days spent at each stage of the assignment, cost of proof reading, review, Logistics (internet costs, stationery costs, etc.).

The payments will be released based on the submission of deliverables, as follow:

- 25% after the submission of inception report and format for the final compilation
- 75% after the submission of all deliverable and final submission with presentation

**Caution:** please **note** that the last payment is conditional on the validation of the final report and not on the sending of the final report. By validation, we mean validation of the quality and under no circumstances of the appreciation of the project evaluated (based on the quality checklist attached, chapter 6).

### **Available resources made available to the evaluation team**

- Project Narratives
- Project Logical Framework
- Project Theory of Change
- Project Annual Reports
- Baseline report
- Mid-term evaluation report

### **Management and Organization**

The consultant/firm will be supervised by HI MEAL Manager. HI project manager and technical specialist team will provide the contractor with necessary technical support and facilitate communication with relevant stakeholders and beneficiaries if needed at all stages of study implementation. HI will also provide necessary logistical support to facilitate the evaluation.

### **Application**

The potential firms/consultants are expected to submit an application based on these Terms of Reference. The technical proposal will be evaluated based on the Quality Cost-Based Selection (QCBS) Criteria: The individual general reliability as well as experience and capacity in the carrying out the assignment (30%).The approach in responding to the TOR and detailed work plan (45%).The qualifications and competencies of the proposed personnel for the assignment (25%).Proposals obtaining more than 70% of the technical points will be considered technically suitable and qualify for financial assessment.

The application should include:

1. One page cover letter; addressing the QCBS criteria above.
2. Technical Proposal: 10 page Maximum

- a) Presentation and profile of the applicant including technical references; Company profile(s) if it's a firm/ organization and documentation of legal status, and registration as a Company (Trade License, E-TIN, VAT Registration as consultancy firm).
  - a) Brief explanation of previous experience in this kind of work;
  - b) Methodological note with a proposition regarding: the organisation of the study and proposed methodology including: size and structure of the sample, sample questionnaire, identification of key informants and overall consultant's understanding of the assignment.
  - c) Tentative work plan with timeframes and deadlines for deliverables.
  - d) Structure of the research team including qualifications and experience.
  - e) Outline of the report.
3. Financial Proposal: The Financial proposal should contain the cost estimates for services rendered including daily consultancy fees (transport, living costs, stationary and supplies needed for data collection etc.). Data collection and processing costs are included in the account of the Consultant.

Interested firms/consultants should submit soft copy application to [tender@southsudan.hi.org](mailto:tender@southsudan.hi.org) by **15 February 2022**.

Proposals will be accepted on a rolling basis and will be reviewed as soon as they are received. Early submissions are encouraged.

While we thank all applicants for their interest, only those selected for interviews will be contacted.

The Assignment will adhere to the Humanity and Inclusion code of conduct, Protection of beneficiaries from sexual exploitation, abuse and harassment policy, Child Protection Policy, Anti-fraud and anti-corruption policy and FCDO's rules and regulations.

**Submission deadline: 15 February 2022 (on or before 11.59 PM).**