#### Terms of Reference for Mid-Term External Evaluation

#### Project Title: Practical Vocational Skills Training with Perspective of self-employment in Torit

#### Project Holder: Community Development Support Services

**Project Number: A-SSD-2020-0324**

**CDSS commissions the evaluation**

#### Background and Justification

Community Development Support Services (CDSS) is a humanitarian organization, established on July 06, 2012, as a Non-Governmental Organization (NGO) duly registered with the Governments of Uganda, Kenya, and South Sudan. Our vision is to be and remain one of the leading Non-Governmental Organizations, building a peaceful society with sustainable development in East Africa and the Great Lakes region.

We are focused on maintaining an outstanding reputation for responding to the social-economic transformation of marginalized and vulnerable people through building Community resilience and through effective services that keep pace with the demands of our Partners/Donors and the community we serve.

CDSS is implementing a project "Practical Vocational Skills Training with Perspective of Self-Employment in Torit, South Sudan" through the financial support obtained Protestant Agency for Diakonia and Development Bread for the World - Protestant Development Service.

The project goal is to see Women and Youth Unemployment reduced in Torit Town through the development of an informal approach to technical skills and entrepreneurship.

1. **Project Description**

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| **Project Title** | Practical Vocational Skills Training with the perspective of self-employment in Torit |
| **Project Location** | Torit County, Torit State, South Sudan. |
| **Implementing Agency** | **Community Development Support Services** |
| **Funding Partner** | Protestant Agency for Diakonia and Development Bread for the World – Protestant Development Service |
| **Project Goal** | ‘To contribute to the improved livelihoods of the community in Eastern Equatoria State.’ |
| **Project Objective** | Unemployed Youth and womenin Torit town and its Surroundinare reduced.  Violent conflicts at the community level are reduced in Torit County. |
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| **Project indicators** | * At least 80% (90females) out of 180 vocational and entrepreneurship skills trainees secured wage employment or self-employment and increased their income by 50%. * At least 150 trainees (70females) out of 180 trainees of the functional adult literacy education programs will be able to read and write, and assist their own household level business. * Incidences of inter-communal violence conflicts in Torit County are reduced at least by 40% |
| **Project beneficiaries** | * The direct beneficiaries of the project will be 40,000 (21,000 female) people in five villages (Imodonge, Bur, Moti, Imurok, and Gunyoro) of Torit county. 180 (90 female) beneficiaries will benefit from the vocational and entrepreneurship skill and FAL training, and 40,000 people will benefit from the capacity building interventions to combat COVID-19 and promoting peaceful co-existence. Two COVID-19 treatment centers will also directly benefit. The previous 60 beneficiaries will also be incorporated and benefit from these training and other follow-up support. Beneficiaries’ selection criterion includes poor and vulnerable women/child-headed households, households with orphans living on 1.5 dollars per day, young men and women interested in business training. War and poverty affected youth and women unable to afford capital for IGA inputs, and those who have lost livestock due to war will also be considered. * The indirect beneficiaries will be 50,000 (26,000 female) people in the Torit County and surrounding counties. The owners of micro and small enterprises, participating and taking responsibility for the project as a training institution, will benefit through labor contributions from the trainees and incentive payments made to them by the project. Besides, the inhabitants of Torit and surrounding counties will benefit from a peacebuilding intervention that spreads beyond the target area and diffusion of information and through buying of the products of the trained direct beneficiaries. |
| **Project duration** | January01, 2021 – December 31st2023 |
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As the project is coming to an end, CDSS planned to call for an external consulting company to conduct amid-term external evaluation. To facilitate the impact and progress changes amongst the beneficiaries and the community, and whether or not our project objectives are being met.

**3. Objective and Purpose of the Evaluation**

The objective of the task is to evaluate the above-stated project in terms of its efficiency, effectiveness, impact, relevance, and trend for sustainability. The purpose of the evaluation is to measure the success of the project against its targeted objective and indicators. The evaluation aims to pull out the key lessons learned and to formulate evidence-based recommendations that can be applied within the remaining project period and beyond. Also, the quality of governance and management of the project and organization shall be assessed. The planned mid-term evaluation is, therefore, meant to track the changes made in the livelihood conditions of the target beneficiaries as a result of the project interventions and evaluating the attainment of intended objectives and indicators. Moreover, it is expected to review the project's role in addressing marginalized groups, gender equity, and the fairness of benefits among the various community groups. Furthermore, the project evaluation shall suggest strategies on the way forward.

Its results will be used by the implementing agency, CDSS, to address the recommendations and use for adjustment of project gaps, as well as by the funding partner PADD/BftW to evaluate the results of the project. Therefore, the evaluation result will be used in determining what to be done in the future in the area and to draw lessons for the development endeavor of CDSS.

**3.1. The evaluation is expected to address the following key Evaluation questions (OECD DAC Criteria's):**

* Relevance: Assess the extent to which the project activity is relevant or suited to the priorities of beneficiaries and the existing government policies and strategies.
* To what extent are the objectives of the project still valid?
* Are the activities and outputs of the project consistent with the development goal and the attainment of its objective and indicators?
* Are the activities and outputs of the project consistent with the intended impacts and effects?
* Efficiency: Evaluate the project's results in terms of project efficiency
* Were project activities cost-efficient?
* Were project objectives and indicators achieved on time?
* Was the project implemented most efficiently compared to alternative approaches to achieve the same outputs?
* Effectiveness: Measure the extent to which the project activity is effective in attaining its objective and indicators.
* To what extent were the project objective and indicators achieved?
* What were the significant factors influencing the achievement or non-achievement of the objective and indicators?
* Impact: Assess the impacts of the project towards the achievement of the project's objective and the broader scope of the development goal
* What has happened as a result of the project?
* What real difference has the project activity made to the beneficiaries?
* How many people have been affected and if any, negative changes that occurred as a result of the project?
* Sustainability: Assess the trend for the sustainability of the project's outcomes
* To what extent will the projects effects continue beyond the end of the project?
* What were the major factors which influenced the achievement or non-achievement of sustainability of the project?
* Organizational effectiveness and efficiency
  + In how far are human resources, quality of work, and internal environment, including governance adequate concerning the program and external relations?
  + How effective have management strategies been adopted and implemented? How is second-line leadership developed?
  + What has been the role of staff in the planning, monitoring, and implementation of the organization?
  + How effective is the organizational structure and the internal communication/coordination system, the division of roles and functions, the decision-making procedures, as well as the representation and participation of staff and beneficiaries in decision making and policy development?
  + Examine the partnership with and role of stakeholders (target beneficiaries, government offices, state or county development Committee, NGOs, etc.) in the project implementation, monitoring, handing over of outputs and continued follow-up
  + Examine how far the project addressed cross-cutting issues such as gender, HIV/AIDS?
  + Examine to what extent external factors, such as socio-economic, political, infrastructure, availability of inputs, natural incidences, etc. have adversely affected the implementation of the project.

**4. Evaluation Methodology/Design**

The evaluator shall use both primary and secondary information, which includes but not, limited to:

* The evaluation must be conducted according to the Organization for Economic Co-operation and Development's- Development Assistance Committee (OECD-DAC) standards.
* The geographic scope of this evaluation covers all project sites, as described in the project's mutually binding document.
* The evaluator will need to review the approval documents, progress reports, audit reports, monitoring, and annual review meeting reports, summary project budget,and other records during the evaluation.
* The evaluator will need to review the relevant organizational information or documents, interview with the relevant stakeholders (Management, staff).This information/documents will be made available to the successful candidate upon commencement of the evaluation.
* Key informants interview
* Field and training or working area observations.
* Focus group discussion and interview with beneficiaries, discussion with project staff, Sector Offices, and other stakeholders.
* Analyze the lessons learned and
* Analyze the data quantitatively and qualitatively, present findings, and formulate recommendations.

**5. Data to be collected & data collection method**

Quantitative and qualitative data will be collected from primary & secondary sources.

Secondary data will be collected from various published and unpublished documents that are available in the county, ministries, etc. Primary data will be collected through interviewing beneficiaries, community groups, Community Based Organizations (CBOs) and Government Offices (GOs) in the town. From these sources, the information will be extracted to answer questions listed under section 3.1 above.

**6. Composition of the team**

* One competent consultant (withVocational skills, Education and related profession)

**7. Profile of the team**

* Extensive experience in conducting project evaluations mainly in Education and Vocational skills training and a proven record in delivering professional results.
* Excellent English language skills, as reports are to be delivered in English.
* Experience in working with NGOs in South Sudan.

**8. Roles and Responsibilities**

**8.1 Responsibility of CDSS**

* To avail of transportation facilities for the fieldwork
* Cover the consultancy fee as per the agreement to be signed.
* Avail necessary files and documents at the project level
* Through project office, arrange meetings, interviews and other activities related to the final evaluation as deemed necessary by the consultant
* Arrange any additional/ necessary supportive information/stakeholders for the consultant

**8.2 Responsibility of the Consultant**

The consultant will be responsible for:

* Prepare detail checklist and questionnaires for the evaluation work and Coordinate the evaluation,
* Conduct field visits, discussions, and interviews.
* Collect field data.
* Conduct field assessments survey
* Train enumerators on data collection,
* Conduct final evaluation field assessments,
* Conduct a one-day workshop to discuss the findings and recommendations at the district level, with district development committee and the Project Office.
* Upon return from the fieldwork, the consultant shall brief CDSS
* Summarize the findings and debrief CDSS following the submission of the draft evaluation report for subsequent comments/feedbacks.
* Prepare and submit a draft and final reports of the evaluation both in hard and soft copies based on the comments/feedbacks
* Complete the work within 20 days

Therefore, the consultant shall submit sealed detailed technical & financial proposals in two separate envelops.

**9. Study Duration**

Tentatively the evaluation is expected to be completed in 20 days, including field assessment and final report writing.

**10. Deliverables**

The consultant will summarize and analyze the Evaluation & field assessment findings and debrief CDSS and Bread for the World immediately after the fieldwork. After the discussion, he/she prepare the report and will submit it.

1. The draft report of one hard & soft copy to CDSS
2. Upon review and comment on the draft report and debriefing workshop with CDSS, the consultant will incorporate the comments and prepare & submit hard and soft copies of the final report.

The project prospect assessment report shall be part and parcel of the evaluation report.

The evaluation report shall be written in English (maximum of 30 pages plus annexes) and must include the following contents:

1. **Information Page:** Basic organizational data, duration of the project to be evaluated, title of the evaluation, principal of the evaluation (who commissioned the evaluation), contractor of the evaluation and date of the report.
2. **Executive summary:** tightly drafted, to-the-point, free-standing document (maximum 1.5 pages), including the key issues of the evaluation, main analytical points, conclusions, lessons learned, and recommendations.
3. **Introduction:**the purpose of the evaluation, scope of the evaluation, and key questions. Short description of the project to be evaluated and relevant frame conditions.
4. **Evaluation design/methodology**
5. **Key results/findings:**concerning the questions pointed out in the ToR(in section 3.1) and also the projects' specific intervention components.
6. **Conclusions:** summary based on evidence and analysis.
7. **Recommendations:** on the findings leading to suggestions to be used for the way forward
8. **Lessons learnt:** all relevant information beneficial to the partnership between PADD and CDSS
9. **Annexes (**ToR, instruments used, list of persons/organizations consulted, CV's of the evaluation team, literature and documentation, copy of any relevant documentation used for the assessment).

**11. Expression of interest**

Interested consultants should submit their proposal and a detailed financial budget breakdown of the consultancy fee.

The proposal shall be sent and delivered to the CDSSoffice at

**Community Development Support Services (CDSS)**

Bishop Residence, Torit.

**Deadline of application is on Friday 8th September , 2023 at 5:00 pm**

Responsible Officer: Lopoyok Jervase Augustine

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*Successful proposals must contain:*

Proofs of experience (testimonial), renewed legal license, VAT registration, and TIN number

* Explanation and justification of the evaluation methodology
* Updated professional Curriculum Vitae/Resume
* Description of how cross-cutting issues of gender, age, poverty, and social inclusion will be taken into account
* Tentative work plan
* Financial proposal with a breakdown into costs such as consultancy fee and ancillary costs such as transport, accommodation, other fees.

Only shortlisted Applicants will be conducted. Successful Candidate will commence by 15th September 2023.