

Appendix 1: Terms of reference

Tearfund Terms of Reference

TITLE	Evaluation of Wadi Salih integrated relief project
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Region: Africa, Sudan **Category:** Relief & Development

Country: North Sudan **Type:** Water, Sanitation & PHE

Location: Garsila and Deleige, W Darfur **Beneficiaries:** Host, IDP, nomadic and returnees

Activities: Evaluation

Consultant's Name:

Approval Code.	Signatures/RTM Date	Approval Date

BACKGROUND

The conflict in the Darfur Region of the Sudan has resulted in large numbers of people being affected. Within the Wadi Salih area of West Darfur, internally displaced people (IDPs) have congregated in the towns in the region. This has put immense pressure on the already inadequate water and sanitation facilities in these towns. Generally levels of good hygiene behaviour are low amongst the people of the region. Consequently, morbidity rates for water related diseases are high, and have the potential to further increase. This project seeks to improve the health of the target population, both IDPs and host communities, by encouraging improved hygiene behaviour and addressing the lack of water and sanitation facilities. The project also seeks to alleviate further conflict by working with all affected communities and building relationships between different parties in the conflict.

Main purpose of the evaluation

To assess the appropriateness, relevance and impacts (both planned and unplanned) of the intervention during 2006 and to produce recommendations for improving the effectiveness of future operations.

Specific purpose

To have an independent structured evaluation of the planned and unplanned impact of the Tearfund feeding intervention, health promotion, water and sanitation and to assess the achievement of objectives against indicators,

- appropriateness,
- effectiveness,
- efficiency,

- acceptability,
- access, coverage and external linkages,
- sustainability
- Coordination and dissemination

This evaluation will concentrate on the project covering the period January - December 2006.

Evaluation components

For the overall project, with reference to specific project components, analyse the:

Impact

- To what extent has the project assisted / adversely affected the beneficiaries?
- What impact has the intervention had on the context and underlying causes of the situation?
- What would have happened if the project had not been implemented or if the response had arrived later?
- To what extent have the project components strengthened or impeded existing coping mechanisms of beneficiary communities and local organisations?

Appropriateness

- To what extent were the objectives and the implementation methodology of the project relevant and appropriate to the situation and the humanitarian needs?
- How did the situation evolve and how has the intervention responded to the changing situation?
- How could the project have been more appropriate?
- Consider the appropriateness of planned future activities.
- Consider the extent of gender related issues and programming, specifically the feasibility of issues relating to employing female and male local extension workers.

Effectiveness

- To what extent did the project achieve its aims, objectives and results?
- What were the main issues influencing the achievement or non-achievement of the objectives?
- Was the programme implemented as planned?

Efficiency

- How could the program have been more cost effective?
- What were the costs of inputs relative to outputs?
- Were the activities cost efficient?

- Were the objectives achieved at the least cost?

Coverage & External Linkages

- Did the intervention reach the groups in most need / intended groups? What factors assisted/prevented this taking place?
- How could the project have improved coverage?

Sustainability

- What measures were taken in project design and implementation to improve connectedness between short-term activities and longer-term issues?
- What impact did the project have on local coping mechanisms, either positive or negative?
- Is there a clear plan for the hand-over of responsibilities?(exit strategy)

Co-ordination and Dissemination

- How did the agency co-ordinate its activities with other NGO's and programme stakeholders.
- To what extent has the contribution of other implementing NGO's / organisations affected the impact of this project and contributed to the achievement / non-achievement of its objectives?
- Was it regarded as a constructive and reliable partner by those organisations responsible for co-ordination?
- What effects did the level of co-ordination have on the agency's project and those of other agencies? Were there gaps in overall sectoral coverage?
- How could coordination, dissemination of information and advocacy have been improved?

METHODOLOGY

- The methodology for the evaluation will include:
- A gender-aware, participatory approach
- A review of pertinent documentation, held in Tearfund's Khartoum, Nyala and Garsila programme field sites
- Field visits to the relevant DMT operational sites in Garsila and the programme offices in Nyala and Khartoum
- Interviews will be held with relevant field based staff, key staff in co-ordinating agencies, HAC representatives and beneficiaries. The evaluator will seek to assess the beneficiaries' views on the impact of the program for their community, both positive and negative, (participatory methodology is particularly encouraged here), the way they were selected and their overall views of the agency. Assessment should be carried out at both an individual and a group level
- Reference to adherence of the Red Cross/Red Crescent NGO Code of Conduct, People in Aid and to SPHERE standards

- Feedback by the evaluator on the broad findings of the evaluation, before leaving Sudan, to the field staff and their comments noted
- Present findings to the Khartoum office (Programme Director, Deputy Programme Director and Information Officer) and comments noted, before the submission of the draft report
- Submission of a draft report to the Khartoum and London offices and incorporation of feedback from Tearfund into the final report

STAKEHOLDERS

Primary stakeholders:

Tearfund Teams: East and Southern Africa Team, Disaster Management Team.

Donor/Partner: BUZA and other donors

Beneficiaries: Targeted communities of Garsila and Deleige

Secondary stakeholders:

Tearfund Teams: Programme Development Team, Institutional Donor Relations Team

SCHEDULING

- 1 day in Khartoum for briefing and document reviews
- 1 days in Nyala for briefing, document reviews and interviewing of key staff
- 4 days for visiting the Sudan programme (including travel)
- 0.5 day travel from Nyala to Khartoum
- 0.5 days to feedback the findings in Khartoum
- 2.5 days to complete the report including incorporating the feed back of the draft into the final report.

MANAGEMENT OF EVALUATION

*The evaluation will be managed by the Deputy Programme Director in the DMT Nyala Office.

EXPECTED OUTPUT

Evaluation Report

A detailed, concise and analytical report will be produced, covering the aspects described in 'Aims' and 'Objectives' above. The report must follow the guidelines laid out in the 'Tearfund Consultant's Briefing Pack.' The report should be no longer than 15 pages (not including appendices) and should include an executive summary, evaluation methodology, findings, conclusions, recommendations and appendices.

It is anticipated that Tearfund will use the conclusions and recommendations of this evaluation to contribute towards improving in standards of good practice in response to humanitarian emergencies. The report must, therefore, present well-substantiated conclusions and actionable recommendations.

Recommendations should be presented in terms of:

- a) Points for immediate action
- b) Points for future action

EVALUATION OF CONSULTANCY

Relevant management members in DMT will review the final evaluation report within 7 days of its submission.

Feedback forms will be sent to the evaluator, providing an opportunity for comment on the evaluation process.

BUDGET

External Evaluator (9.5 days)	
Incidental costs (stationary, food, taxi)*	
Administration 10%	
VAT 17.5%	
Total budget	€2,000

*Tearfund will pay for the majority of these costs directly.