



## **Terms of Reference (ToR)**

### **Strategy and Harmonization of the Post-Distribution Monitoring Tool for the Shelter/NFI Cluster – IOM South Sudan**

#### **Background**

South Sudan, is faced with myriad challenges, some of which arise from historical marginalization, conflict and under-development whilst others are driven by more recent developments, including the armed conflict since December 2013. There are humanitarian needs across South Sudan as a result of multiple and interlocking threats: armed conflict and inter-communal violence, economic decline, disease, and climactic shocks.

The Shelter and Non-Food Items (NFIs) Cluster was launched in South Sudan in 2011 and acts as a coordinating mechanism of partner organizations working to provide life-saving household items and shelter materials to conflict- and disaster-affected people in South Sudan. Since the current conflict began in December 2013, Cluster partners have been working tirelessly to conduct flexible, timely and needs-based interventions for some of the most vulnerable and remote populations across the country. The Cluster continues to overcome severe logistic, security, access and resource constraints to reach those most affected by the violence and the lack of functioning markets in states like Unity, Jonglei and Upper Nile.

IOM leads the Cluster at the national level with the support of World Vision International as Co- Coordinating agency. IOM also manages the common pipeline which provides a reliable, cost-effective and steady stream of quality materials to partners for distribution to populations in need. In addition to providing stock for immediate distribution, the pipeline pre-positions materials in strategic locations across the country to further facilitate rapid deployment of life saving items.

The cluster to date, has a demonstrable weakness in carrying out meaningful Post Distribution Monitoring (PDM). In 2016, only 4 reports out of more than a possible 150 (based on number of interventions across the country) were shared. This is a result of several factors such as: partners not being required by the donors to implement PDM, lack of a harmonized PDM strategy and partners not having the understanding and capacity for carrying out PDMs. Thus, the cluster's Strategic Advisory Group (SAG) does not have access to clear data and recommendations on which to base future revisions of the cluster strategy. The lack of PDM also goes against the cluster's overall objective to reinforce accountability to the affected population (AAP).

#### **Objectives and Deliverables**

The objectives of the consultancy are to:

- 1) Document, review and analyze what is the current experience and capacity of the Shelter/NFI partners in conducting PDMs;
- 2) Develop harmonized PDM tools that are integrated and aligned with the cluster Methodologies for Response and AAP strategy;
- 3) Train partners on the use of the tools developed in point 2 and best practices when conducting PDMs.

The main deliverables of the consultancy are to:



- 1) Develop and implement a survey report of the main tools used by the cluster partners to conduct PDMs;
- 2) Develop a harmonized PDM Tool agreed with the cluster and partners (through a Task Force);
- 3) Modify the Cluster Methodologies for Response document to integrate the new PDM Tool;
- 4) Undertake two pilot Post-Monitoring Distribution with two cluster partners;
- 5) Develop guidelines and instructions on how to use the Harmonized Post-Distribution Monitoring Tool at cluster level;
- 6) Undertake trainings at National Level to introduce the tool and disseminate best practices on how to do Post-Distributing Monitoring for M&E Officer to the cluster partners (the S/NFI Cluster will cover all the costs related to the training); and
- 7) Submit a final Report outlining overview of findings, activities and any key recommendation for future PDM activities.

### **Key Competencies of the Team**

1. Experience in designing and implementing shelter and NFI interventions;
2. Experience in cluster coordination and cluster architecture and process;
3. Experience in developing assessment and monitoring evaluation tools;
4. Experience in leading technical working groups at cluster level;
5. Experience in developing and facilitating trainings;
6. Excellent command of written and spoken English; and
7. Experience in working in South Sudan and familiarity with the context is a plus

### **Process and Timeline**

The exercise will be implemented over a period of 32 working days, according to the following breakdown (some of these will overlap):

- Desk review & survey of partners – 5 working days;
- Interviews – 3 working days (face-to-face and by telephone/Skype);
- Technical Input (including working with TWiG), and carrying out training and pilot monitoring –20 days (field-based); and
- Updated guidelines, tools and final report. –3 working days.