

TERMS OF REFERENCE

For

**Project Evaluation Community Voices in Chetr Borei
(KH07-033) and Community Voices Svay Chrum
(KH07-032) Projects
In Cambodia**

1. Introduction

ChildFund Cambodia is the representative office of ChildFund Australia – an independent and non-religious international development organisation that works to reduce poverty for children in developing communities.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 organisations which assists more than 14 million children and their families in over 60 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government's overseas aid program.

ChildFund began working in Cambodia in 2007, and works in partnership with children, their communities and local institutions to create lasting change, respond to humanitarian emergencies and promote children's rights. Projects are implemented in the rural provinces of Svay Rieng, Kratie, Battambang, as well as urban Phnom Penh, focused on improving living standards for excluded or marginalised communities.

With a focus on child protection and resilience, quality education, sustainable livelihoods, improved local governance, child nutrition, water and sanitation, and youth empowerment, ChildFund Cambodia is also working to improve early grade reading performance through technology interventions, and strengthen national community-based child protection mechanisms. ChildFund Cambodia implements its programs in collaboration with local civil society organisations, and in partnership with the relevant ministries and government departments.

2. Project Background

ChildFund Cambodia had been implementing Community Voice Projects since 2010. The projects' main aim is to empower traditionally marginalised groups to voice their opinions in order to influence local government performance and service delivery. The projects contribute to the **Community Wellbeing Program Goal of ChildFund Cambodia**¹. The projects aim to enhance local governance systems through stronger, more inclusive, and more meaningful interaction between community members and their elected officials; and to strengthen local governance; promote community-driven developmental projects; and promote opportunities for communities including youth to participate in local governance's decision-making.

The Community Voice and Agency is an approach essentially to strengthen the local governance. This approach provides the resources and opportunities for local governance to improve and strengthen their duties as a provider of core services, but it also mainstreams strong elements of claiming of rights and strengthening democratic principles in local institutions. It is also a child and youth participation project with its focus on engaging youth as key influencers and implementers. It is also project that incorporates positive activities to deal with local power issues regarding gender and disability.

At present, four Community Voice and Agency projects are being implemented in four Districts, two of which are ending in 2018 and will be the focus of this evaluation.

¹ The community, including youth, will have increased access to social and economic assets and improved service provisions as well as opportunities to participate and take a leadership role in their own development.

1. From August 2015 to July 2018, the project is implemented in 66 villages in 6 communes (Svay Yea, Svay Angk, Angk Ta Sau, Kork Pring, Ta Suos and Svay Thum), Svay Chrum District, Svay Rieng Province.
2. From August 2015 to June 2018, the project is implemented in 38 villages in 5 communes (Thmei, Dar, Thma Andaeuk, Kan Tout, Bosleav), Chetr Borei District, Kratie Province.

The Community Voice and Agency Projects work to promote marginal voices - in this case children, women, youth, and people with disabilities, grouped together under the term 'marginal voices' - encouraging their participation in the local commune investment planning and decision making processes. These marginalized voices will then support Commune Councils to implement key activities in the Community Investment Plan that are relevant and priorities to the marginalized groups. The micro projects focused more on supporting youth and children via youth participation in community activities.

3. Purpose and Scope of the evaluation

The Consultant will undertake an evaluation of the 02 Community Voice projects in both Chetr Borei and Svay Chrum in May 2018. Community Voices in Chetr Borei (KH07-033) and Community Voices Svay Chrum (KH07-032) projects are Australian Government funded projects and are due for completion on 30 June 2018. The evaluation is intended to assess the following:

- Efficiency – Evaluate if all project activities and outputs outlined in project proposal were achieved in time, within budget and with quality.
- Effectiveness – the extent to which the intended project outcomes are achieved, citing concrete evidences and case stories; and its contribution to the Community Well Being Program.
- Relevance – the extent to which the current project model and intended outcomes are suitable to the socio-economic and political context and capacity of target groups, partners and ChildFund Cambodia.
- Sustainability – the extent to which outcomes of the project can be continued based on the built capacity of target groups, government partners at various levels, and ChildFund Cambodia. This should take into consideration the financial, individual and organizational capacities.
- Value for money - Cost-efficiency of project interventions versus the benefits from the project and the number of people reached.
- Impact- using the Resilience Framework the evaluation will look for evidence of resiliency built within the target vulnerable groups; evidence at which voice of vulnerable groups are listened to and acted upon by the duty bearers; evidence of positive changes in Knowledge, Attitude and Practices among the duty bearers in relation to the response to the vulnerable groups voice and needs.

The evaluation will identify areas of improvement in all aspects of project management and partnerships; strengths and weakness of the project, challenges and lessons based on the above criteria. The Consultant will provide recommendations that can be applied to the ongoing Community Voice and agency projects and will recommend an improved Project Model for youth and child focused projects. The recommendations should be specific for different groups: ChildFund Cambodia; Government Authorities; Target groups (children, youth, women, PWDs, etc.).

The Consultant is expected to utilise a participatory approach and should work closely with key staff during the course of work. The Consultant should gather both quantitative and qualitative data (case story,

quotation, and photos) using various methodologies and tools for data gathering, analysis and reflections with the projects' target groups and relevant stakeholders including children, youth women, people with disability, Commune, District and Provincial authorities, NGOs, CSOs, and ChildFund Cambodia staff.

The consultant will:

1. Design an evaluation plan along with a specific schedule.
2. Review relevant primary and secondary sources of information associated with the project proposal documents, project variations, quarterly reports, and other relevant project-related materials.
3. Prepare a schedule with field staff in preparation of the evaluation in consulting with field staff and the Provincial Manager at Svay Rieng and Kratie province.
4. Design the tools and lead the data collection in the field.
5. Analyse available information and document along with findings and recommendations.
6. Present findings to and facilitate reflection with ChildFund staff.
7. A final report should be produced in English which can be used as an endorsement of the work done by ChildFund Cambodia. High resolution of jpg photos and successful case story of project will be included and shared to ChildFund as part of the final report.

4. Timetable

It is anticipated the assignment will be undertaken from May to June 2018.

An indicative timetable for this work is provided below. (Note that this is subject to discussion with the Consultant)

Indicative dates	Outputs and Activities	Number of Contracted Days*
	<ul style="list-style-type: none"> Submission of Expression of Interest 	0
	<ul style="list-style-type: none"> Screening, interviews, reference check, contract, work plan 	0
	<ul style="list-style-type: none"> Discussion of work plan with the Consultant Setting up interviews with relevant staff 	1
14 May- 20 th May	<ul style="list-style-type: none"> Document review <ul style="list-style-type: none"> Country Strategic Plan ChildFund Australia Program Approach ChildFund Australia Resilience Framework Program Description – Community Well Being Outcome Indicator Survey report Project documents: proposal, reports, previous evaluations of Community Voice Projects in the two districts Research on other NGO/CSO conducting similar projects Inception report within one week of contract commencement that identifies timeframe, activities, and data-gathering tools 	5
21 – 31 st May	<ul style="list-style-type: none"> Field work – data gathering 	10
1-2 nd June	<ul style="list-style-type: none"> Preliminary report (summary of findings) 	2

Indicative dates	Outputs and Activities	Number of Contracted Days*
4- 7 th June	<ul style="list-style-type: none"> Workshop with ChildFund Cambodia staff for reflection and joint analysis of the findings Write-up and submission of complete <u>Draft 1</u> report for ChildFund feedback Validation workshop with selected representatives of target groups and stakeholders 	4
8-9 th June	<ul style="list-style-type: none"> Write-up and submission of <u>Draft 2</u> report for ChildFund feedback 	2
Week of 11 th June	<ul style="list-style-type: none"> Submission and presentation of Final Report Acceptance/sign-off of final report (date maybe extended based on the quality of submitted report) 	1
Total number of days		25 days

****international travel days are not counted, ChildFund will reimburse/pay for work-related travels and accommodations (meals excluded)***

6. Management and Reporting Arrangements

The Consultant will report to Mr. Chan Narin, Head of Program of ChildFund Cambodia. All reports must be written in English and provided in an electronic format (Microsoft Word). The main body of report (including Table of Contents, List of Acronyms, Introduction, Executive Summary, Methodology, Findings, Analysis, Conclusion and Recommendations) should be no more than 30 pages. Annexes should include tools, tabulation documents, list of participants, photos, representative case stories of success and failure, suggested project model, etc.

The details of support team composed of Cambodia-based and Sydney-based and staff will be provided to the successful Consultant.

7. Confidentiality

All discussions and documents relating to this TOR will be treated as confidential by the parties.

8. Child Safeguarding

The successful applicant will be required to comply with ChildFund Australia's Child Safeguarding Policy and Procedures and to sign the Staff Code of Conduct. The consultant will also have in place an Australian Federal Criminal Background Check or equivalent.

9. Counter-Terrorism

ChildFund Australia acknowledges its obligation under the Australian laws relating to counter-terrorism. In order to meet its obligation, the consultant's name will be reviewed against Department of Foreign Affairs and Trade (DFAT) and National Security Australia lists at the onset of financial relationship.

10. Insurance

The successful applicant will be required to have in place insurance arrangements appropriate to provision of the requirement in this TOR including (without limitation) travel insurance.

11. Acknowledgment and disclaimer

ChildFund, its Board and staff make no express or implied representation or warranty as to the currency, reliability or completeness of the information contained in this TOR. Nothing in this TOR should be construed to give rise to any contractual obligations or rights, expressed or implied, by the issue of this TOR or the submission of an EOI in response to it. No contract will be created until a formal written contract is executed between ChildFund and a selected consultant.

Selection Criteria

ChildFund Cambodia, a representative office of ChildFund Australia is seeking a Consultant to evaluate two Community Voice and agency Projects in Cambodia with demonstrable track record of quantitative and qualitative evaluation of multi-sector holistic development programs; knowledge and experience in designing youth-focused projects in Cambodia's context. A Consultant with knowledge and experience in Cambodia; and experienced in participatory and inclusive approaches and appreciative enquiry methods are desirable.

The Consultant must be available for field work, face-to-face meetings, workshops and presentations between May and June 2018.

This role is open to Consultants based in Cambodia, other Mekong countries and Australia.

The Expression of Interest should include resume, referees, proposal containing competence for the required work, professional fee, approaches and timeline based on the Terms of Reference. The shortlisted applicants will need to submit examples of writing of similar evaluation exercises to be considered for this role.

Submission

Submit CV and proposal to ChildFund Cambodia, Office Address: House # 14, Street. 240, Sangkat Chaktomuk, Khan Daun Penh, Phnom Penh or via email at careers@childfund.org.kh, no later than 5.00pm (local time) on 30th March 2018. Only short-listed applicants will be contacted.

Checklist	Applications should include	Prior to contract signing
Resume including references	Y	
Inception report describing approach and principles that will guide the achievement of objectives	Y	
Fee (please note that ChildFund does not pay for meals but will bear the cost of accommodation, visa and work-related transport)	Y	
Availability based on the ToR	Y	

ABN (or similar information)	Y	
Insurance details		Y
Emergency Contact details		Y
Copy of police check or working with children check, no more than years		Y
Copy of passport (for international Consultant)		Y
Bank account details		Y
Counter terrorist vetting by ChildFund		Y