

**TERM OF REFERENCE**  
**for a Consultant to conduct an**  
**Final Evaluation of Easy to Learn Projects in 28**  
**schools in Svay Chrum and Romeas Haek**  
**[KH01-051 and KH01-052]**

**May 2019**

## **I. INTRODUCTION AND BACKGROUND**

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 areas of Svay Rieng, Kratie, Battambang provinces, 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.

## **II. PROJECT BACKGROUND**

In 2015, KAPE and ChildFund Cambodia entered into a partnership to work together in the education sector. The Easy2Learn project (E2L) was the first project partnering with KAPE and began with a 6-month pilot project implemented in 8 schools in Svay Chrum (SC) and Romeas Haek (RMH) districts in Svay Rieng in 2015. This was followed by an expanded one-year project in Svay Chrum which applied lessons learned in the pilot and was completed in June 2016. The current E2L project is thus the third phase which was implemented for 3 years from 1<sup>st</sup> July 2016 to 30<sup>th</sup> June 2019 in 26 primary schools and 2 lower secondary schools in Svay Chrum (project code KH01-051) and Romeas Haek Districts (KH01-052). For quality and future design, ChildFund Cambodia will conduct a final evaluation of these E2L projects. The evaluation will gather quantitative and qualitative evidence of project results from ChildFund’s M&E system, including project monitoring reports, and from meetings, discussions and interviews with key stakeholders. The evaluation will examine the projects to identify best practices, main impacts and lessons learnt. The evaluation will also make recommendations on the future direction and design of a final, exit phase of E2L as Childfund prepares to complete its development work in Svay Rieng province.

The E2L projects take a holistic approach to improving the quality of education and the development of Child Friendly Schools. E2L interventions have included: providing technical training for teachers and support staff, innovative learning materials and technology (reading/math toolkits and tablets), practical assessment tools (reading benchmarks, diagnostic testing, rapid response system and interval testing), building the capacity of key stakeholders involved in the school improvement planning process (children, parents, teachers, school administration, and local authorities), improvements to the physical infrastructure (renovations, child friendly learning materials and furniture) and grounds of the school (bio-gardens and fisheries), recruitment of Community Teachers to address teacher shortage, and creating opportunities for children and the community to be involved in the school’s decision making processes (Children Councils, School Support Committees-SSC) through School Improvement Planning (SIP) process, involving participatory planning, implementation, monitoring, reflection and evaluation.

Key specific interventions of the E2L projects have been as follows:

- Implementing the holistic development approach of 6 dimensions of CFS<sup>1</sup>;
- Empowering local stakeholders to promote ownership and local empowerment;
- Implementing Reading Benchmarks and the Assessment Framework of the national language curriculum (of the Ministry of Education Youth and Sport – MoEYS);
- Using Literacy Coaches to assist teachers implement the Rapid Response Systems (RRS);
- Promoting parental engagement to improve their children’s learning;
- Introducing M-learning (through the use of tablets) and Reading Toolkits;
- Enhancing libraries and classrooms;
- Involving stakeholders in the implementation and monitoring of the project;
- Promoting accountability at the local level through supporting the participation of children, parents and other community members in school management and planning in School Support Committees and Children’s Councils.

**Project Goal:**

Develop Child Friendly School models that are truly excellent in several dimensions including educational quality, inclusiveness, and local stakeholders’ engagement.

**Project Objectives:**

1. Access to education especially for girls and vulnerable children improves in target locations.
2. School effectiveness (i.e. quality of education) improves through the development and practice of Child Friendly School approaches at primary and lower secondary levels, in and out of the classroom in a way that is relevant to the needs of vulnerable children, especially girls.
3. Children’s reading abilities improved from a baseline in the early grades (Grades 1-3)
4. The management capacity of local partners to administer development assistance increases in a way that enhances educational access and quality as well as community outreach

**III. PURPOSE**

The Consultant will conduct an end project evaluation of the Easy to Learn Projects within 28 target schools (26 primary and 2 lower secondary schools) in Svay Chrum and Romeas Haek districts, Svay Rieng Province. The consultant is expected to produce a high quality evaluation report with findings describing the impacts of the project. The Consultant will assess the effectiveness of the project implementation, highlighting successes achieved, challenges experienced, solutions adopted and lessons learned. The Consultant will also make recommendations which will serve as advice to ChildFund management on how to improve its E2L model for current and future work in education in Cambodia.

The following areas must be investigated:

**3.1 Impact**

- Identify and analyse the significant changes that the projects have brought in the lives of disadvantaged children.
- Assess the extent of overall progress towards the intended impact of the projects (as set out in the project objectives)

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<sup>1</sup> The six dimensions of national CFS policy as applied by the MoEYS can be summarised as (1) access, inclusion and management (2) teaching and learning (3) healthy and safe school environment and facilities (4) gender responsiveness (5) school-community linkages and (6) education system and support.

- Provide evidence of change and impact at a personal and communities and/or schools level through success stories (short case studies) about individuals involved in the projects.

### **3.2 Effectiveness**

- Identify for each expected outcome and output (result) what has been accomplished in relation to what has been stated in the project document, logical framework and KAPE program plan.
- Has the monitoring and results based management system (including M&E and MEL Framework) contributed to the effectiveness of the project? Have project staff learned from their experiences and improved the project and their practice as a result? Provide examples/evidence to support conclusions.

#### **In particular**

- Determine the increase in the number of disadvantaged children getting access to inclusive education because of the projects.
- Describe the quality of the learning environment in the inclusive and innovative classrooms and whether it has reached a high standard.
- Identify any strategies that have proven particularly effective for achieving the outcomes.
- Describe how the views of children were taken into account at the different levels of the project cycle and note any specific examples of useful input.

### **3.3 Efficiency**

- Assess how efficiently project resources have been used. Has the cooperation among partners and the capacity building role of KAPE been effective (and cost effective) ?

### **3.4 Sustainability**

- Assess the sustainability of the results of the inclusive education work
  - which results are most likely to be sustained?
  - which results are the most fragile?
  - describe the major factors contributing to, or hindering, sustainability – e.g. capacity building capacity of partners, teachers, children, etc.?).
- Describe in what ways and to what extent the E2L projects have increased the capacity of parents, government bodies and the school community and accountability within school management.
- Describe and provide examples as evidence of the levels of ownership and involvement of different government bodies at different levels including the PoE, DoE, school management, and other key stakeholders.

### **3.5 Relevance**

- Assess to what extent the project has reached disadvantaged children and which strategies have been most useful.
- Assess the relevance of the project to the context and child rights situation in Cambodia.
- Assess the relevance of the project to address the education issues or quality.
- What evidence is there of views within the MoEYS about the relevance of the project ?
- What evidence is there of views of school staff about the relevance of the project ?
- What evidence is there of parental/community views about the relevance of the project ?

The Consultant will review and utilize Endline and other study data collected about the project by staff and ChildFund Cambodia's MEL section to assist in the evaluation. The Consultant will check that data has been collated for each indicator and identify any gaps.

#### **IV. METHODOLOGY AND TOOLS**

The Consultant should use both qualitative (focus group discussions, case stories, interviews, and observation), and quantitative methods (structured questionnaires, collection and analysis of school or other statistics etc.) to gather evidence for the evaluation.

It is highly recommended that reference has to be made to the following documents:

- Relevant literature from ChildFund's internal project reviews, local and international experiences on improving the quality of Basic Education, particularly those using similar, holistic approach to education quality and school improvement to the Easy to Learn projects.
- Relevant policies and strategies both at national and regional level regarding education (MoEYS' Child Friendly School Policy, Language Curriculum or other official relevant resources, policies and plans)
- KAPE's strategy documents and other relevant resources

The evaluation approach must include consultation with relevant stakeholders at project level including the MoEYS' District Training and Monitoring Teams (DTMT), school management, early grade teachers, children and SSCs' parents/community members, project field staff and ChildFund Cambodia's technical and management personnel. Child Rights Programming tools may assist in facilitating child participation and in assessing and presenting the results.

The first output of the external consultant will be an inception report, which includes a thorough desk review and field work plan (tools, sample and schedule). Only after the approval of the inception report can the field work can begin.

#### **V. SCOPE OF WORK**

**ChildFund Cambodia:** After the TOR has been approved by the Country Director, the person in charge of ChildFund's Operation Unit in Phnom Penh will coordinate with the chosen Consultant following ChildFund Cambodia's service provider and/or partner selection procedure. The service delivery contract and/or agreement will be developed by ChildFund Cambodia.

**Service Provider:** After the Consultant or service provider is officially selected, the agreement will be signed by both parties before taking further action.

The selected Consultant will then provide an inception report which will include a work plan specifying in detail work plan. The Consultant cannot begin field work until the Inception Plan has been submitted and approved by ChildFund Cambodia.

The Consultant is responsible for carrying out the evaluation in an objective manner. However, ChildFund Cambodia and local partners will be actively involved in and contribute to the process. ChildFund's MEL Handbook will be followed as much as possible; and the emphases will be on learning, participation and accountability.

The Consultant will responsible to:

- Review secondary data and available documents
- Collect data from implementing partners, PoE, DoE, DTMT, schools, SSC, school directors, deputy directors, teachers, students, community members, children and parents
- Develop data collection tools including questionnaires, interview guides with structured questions, FGD guiding questions, and observation checklists.
- Submit the developed instruments to ChildFund Cambodia for review and comments
- Data collections instruments will be prepared, piloted and tested before data collection
- Clearly show data presentation analysis and interpretation approaches of the evaluation
- Cover all field costs from the consultancy fee.

## VI. DURATION

The evaluation process is estimated to take 20 working days from mid-June 2019 including preparation, field work assessment, analysis and reporting.

## VII. BUDGET AND LOGISTICS

The budget has been confirmed from ANCP DM&E reserved funding. The final budget for the consultancy will be negotiated and confirmed with the Consultant on receipt of the evaluation methodology. Per diems and meal costs will not be paid. It is expected that all costs will be included in the Consultant’s proposal.

The actual service delivery cost will be charged to the DM&E component of ChildFund’s ANCP funding (FY 2018-19). Any materials or tools needed for this particular work will be the responsibility of the service provider.

The Consultanc will be contracted by and report to ChildFund Cambodia. A support team will be formed by ChildFund Cambodia to provide technical support and the documentation mentioned under Available Documentation. Partners will cooperate in the provision of data to the Consultant and in the review of the draft Evaluation Report. ChildFund Cambodia will provide technical guidance on the evaluation process through reviewing the inception report, data collection tools, draft evaluation report and making sure that all data collection procedures are strictly applied. In the implementation of this final evaluation ChildFund Cambodia will hold the Consultant responsible for managing the whole consultancy, ensuring quality and submitting all the agreed deliverables on time. This includes hiring any additional local counterparts who will be involved in the evaluation (e.g. for interpretation/translation services).

## VIII. SUPPORT TEAM

### Support Team from ChildFund Cambodia

No:	Name	Role	Responsibilities
1	To be confirmed	Education Specialist of ChildFund Cambodia	Technical Review and contact person at national level
2	Mr. Yun Dina	Project Coordinator-E2L of ChildFund Cambodia	Contact person for the specific information, technical support and logistics support
3	Mr. Long Phearun	Provincial Manager of ChildFund Cambodia	Overall Coordination at provincial level
4	Mr. Chhoun Sona	MEL Manager	M&E Technical Support

5	Mr. Chan Narin	Head of Programs of ChildFund Cambodia	Quality review
6	Mr. Prashant Verma	Country Director of ChildFund Cambodia	Oversight
7	Mr. Richard Geeves	Senior Education Advisor of ChildFund Australia	Sharing ChildFund’s perspective on Education

**IX. MANAGEMENT AND REPORTING ARRANGEMENTS**

The Consultant will report to Mr. Chan Narin (Head of Programs of ChildFund Cambodia) and ChildFund Cambodia’s Svay Rieng team. All reports (draft report for comments and feedback, and final report) must be written in English with an electronic format (Microsoft Word).

**X. EXPECTED RESULTS/OUTPUTS**

The Consultant is expected to produce a quality evaluation report which documents the good practices and lessons learnt and identifying findings and recommendations. The report should pull together the key findings from the project, analyse them (in reference to ChildFund Cambodia program objectives) and make programmatic conclusions and recommendations. In addition to the report, the Consultant must also submit particulars of methodology used, interview outlines, list of people interviewed /met, etc.

**XI. REPORT FORMAT (see detail below)**

- The Consultant will present the preliminary findings to ChildFund Cambodia before submitting a formal report. The final evaluation report will be approved by ChildFund Cambodia after all comments are addressed and agreed among technical and management team. The final evaluation report will be used by ChildFund Cambodia and its partner for future action.
- The Consultant will prepare an inception report at the beginning of the consultancy. The Consultant can only embark on field work, once the inception report has been approved by ChildFund Cambodia.

**XII. CONFIDENTIALITY**

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

**XIII. CHILD SAFEGUARDING**

ChildFund Cambodia is committed to actively safeguarding children from harm and ensuring children’s rights to protection are fully realized. We will take positive action to prevent child abusers from becoming involved with ChildFund Cambodia in any way and take stringent measures against any ChildFund Cambodia staff and/or Associated who abuses a child. Our decisions and actions in response to child protection concerns will be guided by the principle of the ‘best interests of the child’.

The Consultant will be expected to sign an agreement to state that s/he has understood the ChildFund Cambodia Safeguarding Policy and agrees to abide by it strictly. ChildFund Cambodia’s Child Safeguarding Policy is annexed.

**XIV. COUNTER-TERRORISM**

The Consultant will be expected to sign an agreement to state that s/he has understood ChildFund Cambodia’s Counter-Terrorism Policy and agrees to abide by it strictly. Before procuring any project materials or supplies

costing more than USD 1,000, the Consultant has to submit the supplier's name to ChildFund Cambodia for conducting counter-terrorism check. ChildFund Cambodia's Counter-Terrorism Policy is annexed.

#### **XV. FRAUD AND CORRUPTION PREVENTION AND AWARENESS POLICY**

ChildFund Cambodia considers fraud/corruption as serious matter. Fraud/corruption is not tolerated, i.e. zero tolerance. There will be no exception for any Consultant who breaches this policy and any breach will lead to termination of their contract. The Fraud and Corruption Prevention and Awareness Policy is annexed.

#### **XVI. HOW TO APPLY**

- A minimum of a post-graduate degree in Education or equivalent is required, along with sound knowledge of inclusive education, school leadership and community engagement, and early grade primary education/teacher education
- Excellent understanding and experience of basic education programs
- High quality writing and reporting skills
- Proven experience in conducting quality capacity building assessments and assessing development programmes/projects
- Thorough knowledge of the education sector in Cambodia
- Experience in conducting both quantitative and qualitative research/assessments
- High level of fluency in spoken and written English essential; local language skills desirable
- Cover letter and CVs (maximum 3 pages; with references) of each person who would be involved in the evaluation
- Company profile(s) and documentation of legal status, and registration as a Company.
- Technical proposal (maximum 6 pages) including the key evaluation questions, methodologies and proposed schedule
- Financial Proposal: The financial proposal should provide cost estimates for services rendered including daily consultancy fees. The consultant has to cover all field related costs (accommodation, per diem and transportation to the field to collect data, food and other related costs).

Interested applicants should submit their CV, proposal, and other relevant support documents to ChildFund Cambodia, Office Address: House # 14, Street. 240, Sangkat Chaktomuk, Khan Daun Penh, Phnom Penh or via email at [careers@childfund.org.kh](mailto:careers@childfund.org.kh), no later than 5.00pm (local time) on 07 June 2019 Only short-listed applicants will be contacted.