

Consultant's Terms of Reference for Meta-evaluation of ChildFund Australia Livelihood Projects

1. Organisational context

ChildFund Australia is an independent international development and humanitarian organisation that works to reduce poverty for children in developing communities. We work in partnership with children and their communities to create lasting change by supporting long-term community development, responding to humanitarian emergencies and promoting children's rights. We want every child to be able to say: "I am safe. I am educated. I am heard. I have a future."

ChildFund Australia implements programs with a range of local partners in Cambodia, Laos, Myanmar, Papua New Guinea, Timor-Leste, Vietnam, and other Pacific nations, and manages projects delivered by partner organisations throughout Asia, Africa and the Americas. Our work is funded through child and community sponsorship, government grants as well as donations from individuals, trusts and foundations, and corporate organisations.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 organisations which assists 13 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.

2. Background

In the past year, ChildFund Australia has reviewed and revised its organisational Monitoring, Evaluation and Learning Framework (MELF). The revised MELF has been designed to align with and reflect ChildFund Australia's current sector approaches which are Education, Child Protection, Disaster Risk Reduction and Emergency Response, Health and Social Emotional Learning¹. These sectors are also aligned with the ChildFund Australia Strategic Plan 2015 - 2020.

ChildFund Australia also works in other areas including women's economic empowerment which can be closely linked with the other key sectors listed above. For example, while ChildFund Australia focuses on children, it may work directly with other groups such as mothers in order to improve their economic empowerment, which may be critical in enabling target mothers to provide improved care, health, education and standard of living for their children.

ChildFund Australia acknowledges that stronger livelihoods project analysis will inform how this issue can be more integrated into ChildFund program Sector of DRR/ER as a possible core component of effective development. Deepening our understanding and implementation of Livelihoods programming is seen as an important consideration in how we enhance our quality of programming.

¹ SEL programs focus on the processes through which children and young people develop and enhance the knowledge and skills necessary to understand, manage and communicate about their own emotions, feel and show empathy for others, establish and maintain helpful relationships, set and work towards goals, draw on a repertoire of coping strategies, think critically about what influences their choices, and make responsible decisions.

3. Purpose

Reporting to the ChildFund Australia Head of Programs, and in close consultation with the DRR/ER Advisor and MEL Senior Advisor the consultant will undertake a meta-evaluation of both agriculture and non-agriculture-based livelihood and economic empowerment initiatives. This review will incorporate a gender and inclusion perspective.

This process will inform our strategic program direction on the extent to which such initiatives can grow and be continued within the DRR/ER program or other more appropriate sectors depending on findings. Analysis and recommendations will be provided in a final report, which will inform improved design and planning of projects.

4. Scope of Evaluation

The Consultant will examine both the completed and ongoing projects and provide a written analysis of the findings informed by the following considerations:

- A clear understanding of what good practice and current approaches or innovations are evident in the selected project, including strength/weakness analysis of the livelihood models that worked and the factors that facilitated the positive outcomes and quality. This includes clear commentary on the livelihood models that did not work and the specific risks they may have contributed too. Consideration of where livelihood, economic empowerment and disaster risk reduction initiatives intersect and how can they complement each other within ChildFund Australia's Program Model and MELF.
- An insight into what the short-term and long-term outcomes of the selected Livelihood projects are. An analysis of the value-add of these outcomes to girls and boys, female and male youth, women and men, communities as a whole, and government/CSO partners, as applicable.
- How livelihood and economic empowerment projects have identified barriers to inclusion of marginalised groups and consider what they have done to include those of a different gender, people with disability, ethnic minority groups, poorest of the poor, etc. Cite evidence that shows how these groups have been/haven't been included and include recommendations of how this could be improved.
- Analyse ChildFund Australia's capacity to implement/co-implement livelihoods projects:
 - How does ChildFund Australia improve its capacity to design, implement, monitor and evaluate these projects to a high quality?
 - Does ChildFund Australia incorporate external skills into its economic empowerment projects when they are necessary (e.g. partners/consultants)?
 - What are the challenges encountered by the Country Offices and implementing partners the capacity gaps and solutions required to inform better quality livelihoods programming.
- Findings and recommendation that include; key lessons learnt, findings, and recommendations. programming next steps including what specific areas of intervention outcomes and target groups should it focus on so as to achieve greatest impact within livelihood and economic empowerment.

5. Methodology

The Consultant will utilise a desk review and key informant interviews, group interviews either (face-to-face or Skype) for information gathering and should work closely with the contract manager

during the course of work. In addition, the Consultant will visit three ongoing projects in Vietnam. See Annex 1 for list of projects.

6. Deliverables and Indicative Timetable

Note that this is subject to negotiation with the Consultant

The outputs will be a final report presenting the findings of the meta-evaluation. The report should present findings, analysis and recommendations against areas stated in the previous section. The initial report should be presented through a face-to-face workshop (if Consultant is Australia-based).

Indicative dates	Outputs and Activities	Number of Days
26 August 2019	<ul style="list-style-type: none"> Submission of Expression of Interest 	0
28-30 Aug.	<ul style="list-style-type: none"> Screening, interviews, reference check 	0
1-5 Sept.	<ul style="list-style-type: none"> Contract Discussion of work plan with the Consultant Gathering of relevant ChildFund Australia documents Document review 	2.5
9-27 September	<ul style="list-style-type: none"> Consultant to develop interview guides and proposal for field visit. The proposal includes methodology for data collection, project components to be visited and key people to be interviewed) Consultant to set interviews with relevant staff Consultant to interview with relevant ChildFund Australia and Country Office managers and staff (5 days) Field visit in Vietnam (5 days excluding international travel) 	10
30 Sept-11 Oct.	<ul style="list-style-type: none"> Draft report ChildFund Australia to send consolidated feedback Finalise and submit report not later than 10 October Acceptance/sign-off of final report (date maybe extended based on the quality of submitted report) 	4.5
Total number of days		17 days

7. Management and Reporting Arrangements

The Consultant will report to ChildFund Australia Head of Programs. All reports must be written in English and provided in an electronic format (Microsoft Word).

8. Confidentiality

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

9. Child Safeguarding

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

10. 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 any financial relationship.

11. 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.

12. 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 Expression of Interest in response to it. No contract would be created until a formal written contract is executed between ChildFund and a selected consultant.

Selection Criteria for Consultant

ChildFund Australia is seeking a consultant with knowledge and experience in project evaluations, livelihood and gender empowerment projects, international development (preferably in Southeast Asia, Timor Leste and PNG). The Consultant must be available for distance and face-to-face meetings, as necessary.

The Expression of Interest should include resume, referees, proposal containing competence for the required work, professional fee, approaches/methodologies and timeline based on the Terms of Reference. Submit CV and proposal by 9AM AEST, 26 August 2019 **Philippa Nicholson** at pnicholson@childfund.org.au.

Annex 1 List of Projects: (Ongoing; implemented by ChildFund Australia country offices)

Project: Project Code	Project: Project Name	Project Start Date	Project End Date
VN05-002	Increasing the integration of persons with disabilities (PWDs) into society-"We Can"	01/02/2018	31/12/2019
VN05-001	Economic leadership for ethnic minority women in Kim Boi District, Hoa Binh Vietnam	01/01/2017	31/12/2019
VN05-007	Bright Future	01/04/2018	31/05/2020
KH07-038	Youth-led Community Disaster Resilience Project - Phase II (Y-CDRP II)	01/08/2017	30/06/2020
VN05-008	Building Gender Equality and Economic Capacity for Ethnic Minority Women to Realize Their Rights and Power	01/02/2018	31/12/2020

List of Projects: (Completed; implemented by ChildFund Australia country offices)

ETH012	Building Resilience Capacity of the most DEV Youth	01/07/2016	30/06/2018
KH07-025	Community IRR & CCA - LWD	01/10/2015	30/06/2018
VN06-021	Livelihood project in Tra Linh, Cao Bang (NZAid)	01/07/2014	30/06/2019
UGA007	Community-led Child Protection	01/08/2016	30/06/2019
VN06-050	The Road of Youth	01/08/2015	31/05/2019

List of Projects: (Examples of other completed projects supported by ChildFund Australia; implemented by ChildFund International country offices)

ETH012	Building Resilience Capacity of the most DEV Youth	01/07/2016	30/06/2018
UGA007	Community-led Child Protection	01/08/2016	30/06/2019