

TERMS OF REFERENCE FOR END LINE EVALUATION OAK PROJECT

1. Presentation of Terre des Hommes

Terre des hommes (Tdh), the leading Swiss child relief non-profit organization, is active in more than 40 countries with its programs in mother and child health, child protection, WASH and humanitarian emergencies. In India Tdh implements projects in India through local partners in the states of West Bengal, Jharkhand, and Odisha. Tdh India's area of expertise lie in Child Protection, Mother & Child Health, WASH and Emergency Response. Besides financial support, Tdh supports its partners with technical support and is involved in all stages of the project- from designing to monitoring and evaluation.

Tdh work at a systemic level, engaging with formal and non-formal actors, Government, service providers, civil society organisations, communities, families and children themselves to ensure the care and protection of vulnerable children on the long-term.

2. Context

From November 2013 to May 2016, Tdh in India has implemented a Learning Grant supported by Oak Foundation in West Bengal and Jharkhand. The goal of the Grant was to develop the capacity of 24 NGO partners to have a shared understanding and improved planning practices on economic reintegration of survivors of sexual exploitation and trafficking.

Following the successful outcomes of the intervention, a second phase of the Project was granted for 4 years (November 2016-Oct 2020). The project "Transforming reintegration practices of service providers to support survivors of trafficking and exploitation return to safe, protective and resilient communities in West Bengal and Jharkhand" is being implemented by Tdh foundation in partnership with 35 Civil Society Organization from West Bengal and Jharkhand.

The four key objectives of the project are:

- To enhance capacities of NGOs in West Bengal and Jharkhand to work with Children and Young People in ensuring their well-being and sustainable reintegration.
- To support advocacy and sensitization actions of NGO partners at the Government and community level to create protective environments for Children and Young People.
- To strengthen NGO partners to better monitor, learn and document what is effective in promoting and maintaining the wellbeing of children and young people, their families and communities.
- Communities are better prepared to facilitate the reintegration of children and young people.

The Project envisages bringing about positive changes in the lives of children who have experienced trafficking, abuse and exploitation or who are living in vulnerable situations that threaten their protection and well-being. The Project will do so by improving the practices of caseworkers and caregivers delivering supportive services for survivors and vulnerable children, their families and communities in the reintegration process. Moreover, the project will focus on empowering the communities to build protective and enabling environment conducive to the psychological and psychosocial well-being of children. It aspires to vulnerable children feeling safer, more resilient, more nurtured and cared for within their immediate settings, and having access to livelihood options which will help them in their reintegration within their families, building better futures for themselves and their communities. In 2018 a M&E Plan including a Logical framework and timeline of deliverables was developed to support tracking and progress of the project with the support and consultation with the partners.

3. Objective of the evaluation

The objective of the evaluation is to provide a forward-looking study based on the lessons learnt from the 2nd phase of the Project. The focus of the evaluation is to assess the relevance, efficiency, impact, sustainability and effectiveness of the project. It is expected that the evaluation will yield evidence on the impact of the project, improving quality of lives of its targeted groups, and in achieve its intended learning outcomes. Further, the learning will contribute to developing new projects and strategies with regards to capacity building of service providers working with survivors of trafficking and sexual exploitation. The evaluation will contribute towards pointing to any new focus area or intervention strategies.

In addition, the outcome results would be evaluated against all the indicators to see the impact of the program in achieving the set results.

The project outcome and indicators are:

OUTCOME 1- Enhanced capacities of NGOs in West Bengal and Jharkhand to work with children and young people in ensuring their well-being and sustainable reintegration.

- % of trained social workers who are able to develop realistic and participatory livelihoods planning with children and young people. (Baseline)
- % of social worker are trained are confident on adequate application of tools. (Baseline)
- Degree of satisfaction of the children, about how the process towards reintegration reflects their needs, abilities and aspirations. (Baseline)
- % Children and young people demonstrate an increase in confidence and self-esteem (Rise) (Baseline)
- % Children and young people demonstrate improved positive behaviors (respectful, responsible, hardworking, punctual, disciplined, etc.) (Rise) (Baseline)

OUTCOME 2 –Advocacy and sensitization actions implemented by 35 NGO partners contribute to making government and community level stakeholders more aware about the importance of creating protective environments for children and young people.

- Stakeholders such as Panchayat members, Village level child protection committee (VLCPC) members, schoolteachers, religious leaders, youth club members having demonstrated engagement in creating protective environments for children and young people.
- % of children and young people [identified by the partners] who report feeling accepted, respected and supported within their families and communities after reintegration in West Bengal and Jharkhand by the end of the Project.
- % of families among the reintegrated children and young people [identified by the project] who have been linked to livelihoods and government support schemes and programs in West Bengal and Jharkhand by the end of the Project.

OUTCOME 3- Strengthened capacity of NGO partners to better monitor and document the progress in the well-being of children and young people, families and communities.

- Number of partners organizations that have improved their monitoring and documentation (proposal writing, fund raising) processes at the end of the Project period.
- Number of NGO partners who can better monitor and document the progress in well-being of children and young people, families and communities.

OUTCOME 4- Communities in West Bengal and Jharkhand are better prepared to support and facilitate the reintegration of children and young people.

- % of children and young people benefited by seed initiatives received adequate support from the community in their reintegration process.
- Increased level of participation of community members in seed projects towards supporting reintegration of children and young people.

4. Scope of the evaluation

Tdh foundation implemented the project with 35 Civil Society Organizations (NGO partners) in the States of West Bengal and Jharkhand. The project worked with 19 partners from West Bengal and 16 Partners from Jharkhand covering 9 districts of West Bengal and 11 districts of Jharkhand.

The 35 partners are non-financial partners and the Overall goal of the project was to build the capacities of the Partners working with the survivors of trafficking and sexual exploitation so that the survivors would be reintegrated back into the communities successfully.

5. Intended users of the evaluation

The primary target group of the evaluation is 35 NGO partners across West Bengal and Jharkhand. This will primarily include the Head and Management of the organisations and trained social workers under the project. The secondary target group of the Endline evaluation will involve children and young survivors of trafficking and their families, who will be identified by the NGO Partners. The other group to be reached out through the evaluation will be community members and Government stakeholders.

The primary users of the findings from the Evaluation are Oak Foundation (Donor), Tdh Foundation and the 35 partner organization. This would be also used by other stakeholders at different levels (district, block and village) where the partner organizations are working, other Civil Society organizations working on reintegration of survivors of trafficking, child protection professionals, and Government representatives. The objective of the evaluation is to share lessons learnt and guide future programming.

6. Evaluation criteria and questions

The End Line Evaluation would follow the Development Assistance Committee (DAC) criteria as listed below together with the key evaluation questions;

Relevance:

- Do all stakeholders, 35 Partners, survivors, children and young People feel that the project and its interventions were relevant to them?
- Do certain priorities still persist despite the implementation of the programme?
- Are there any recommended changes and modifications to strengthen the impact of this project moving forward?
- Do the project interventions have a potential for replication? And under what conditions?

Effectiveness:

- To what extent have the project objectives and outcomes been met? And what are the reasons for achievement or non-achievement of objectives and outcomes?
- What are the strategies that the project has used to achieve the stated objectives and outcomes? Were they successful in achieving the project's objectives? If yes list all the conditions, and if not study the reasons of not achieving the objectives? And suggest alternative strategies with recommended precises actions ?
- To what extent have Tdh, partner NGOs and the children and survivors benefited from this project. If yes then how and if not then what needs to be done at all three level – survivor, family and community?
- To what extent was the project cost effective (cost analysis of inputs relative to results achieved)?

Efficiency:

- How efficient was the project's management structure and processes adopted by Tdh and its partners for implementing the different project components? If the structure and processes were not efficient, provide alternatives recommendations for future actions?
- How efficient was the support provided by Tdh to its partners? (for examples, technical, media, national/sub-national linkages, etc.)?
- How well has the project used its resources to meet its target outputs?

Impact:

- What are the intended and unintended benefits of the project? And who has benefited the most or the least from the project?
- Did the project activities improve the overall situation of the partners' capacity in terms of the successful reintegration of the survivors of trafficking and sexual exploitation?
- Did the project contribute to capacity development of involved stakeholders (Tdh, Partners, survivors including children and communities)?

Sustainability/ adaptability:

- Are the Partners capable of sustaining the Learnings? If yes, write the steps, plan and timeline for achieving the suitability, if not, develop sustainability strategy and a capacity building recommendation with precise steps?
- Did the stakeholders participate in the planning and implementation of the intervention to ensure local engagement from the start?
- Is the project creating an environment that will enable sustainability and continuation of the activities beyond the project period?

Challenges, Lessons learnt and Good Practices:

- What were the challenges faced during the implementation of the project?
- What were the overall lessons learned from the implementation of the project? What are the key learnings of Tdh Foundation and the Implementing Partners?
- What were the innovative & good practices used in the implementation of the project?

7. Methodology

The suggested methodology is as follows:

- Conduct Surveys with Partner NGOs using structured or semi structured interviews and observation (NGO staffs, staffs trained under the project, staffs applying Tools from the Project, counsellors, senior management and governing body would be involved).
- Conduct Focused Group Discussion (FGD) with children and young survivors of trafficking identified by the Partners (10 to 15 participants per FGD).
- Key Informant Interviews (KIIs) to capture the level of engagement of stakeholders in creating protective environments for children will be (carried out with Community heads, village-based institutions, Local Panchayati Raj System (Local Government), Women's Groups, Village Level Child Protection Committees (VLCPC), Ward Level Child Protection Committees (WLCPC) School teachers, officials of Department of Labour, ASHA/Anganwadi workers, Officials at block or city level. Etc.
- Document verification will be carried out with partner organizations (Participatory plan of survivors or case files of children which are reported outputs from the partners).

8. Deliverables

Summary of Key Deliverables are: -

1. An initial Inception Report (English) to include Evaluation methodology including overall approach, Data collection methods and tools, risks and limitations, Logistic details (timeline, field work detail) and Evaluation Matrix Plan (submitted to Tdh for validation prior to primary data collection work)
2. Draft report of the Evaluation
3. A de-briefing and presentation of findings to the team
4. Final Report of the Evaluation.

Final Reporting Format for Evaluation.

- Title page
- Acknowledgments.
- Contents page
- List of abbreviations and acronyms
- **1 executive summary**
- Executive Summary (maximum 3-4 pages, clearly summarising the Evaluation and key findings in English language)
- **1 narrative report (max. 30-40 pages)**
- Background (on the context of the intervention and project objectives).
- Methodology (the Evaluation Design and Methodology which includes all the sections; objectives of the Evaluation, methodology, design, data collection, data analysis and findings).
- Findings and analysis (to provide the results of the study according to the objectives given in this ToR, combining qualitative and quantitative data, disaggregated by sex and age. The findings section should also include a summary table showing updated information).
- **1 summary table with the main conclusions and recommendations (separate the short, medium and long term) and the lessons learned.**
- Recommendations (lessons and recommendations must be clearly related to the evidence given in the findings section of the report).
- **Annexes:** These might include: a. Itinerary/ schedule b. List of people and organisations consulted c. References / list of documents reviewed d. Examples of all data collection tools used (e.g. questionnaires, semi-structured interview questions) e. Additional methodological information if required (e.g. more detailed information on sampling) f. Full data tables of all quantitative results (if appropriate and if not all included in main report) g. Additional maps, photos or more detailed case studies if available h. Not in the actual report, but all raw data (quantitative data files, transcripts of FGDs, KIIs etc.) should also be submitted to Tdh for reference and future use.

9. Chronogram

The below given timeline would be followed and agreed for Evaluation.

May: Briefing, document review and finalisation of inception report including tools should be completed by May.

Activity	June					July				Aug		
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	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11
Partners Meeting											
Developing field visits plan											
finalize the data collection Plan (Visits, Tools, etc.)											
Data collection											
Date cleaning, Data Entry and Data analysis											
Drafting report and share with Tdh											
Tdh review of draft and share feedback											
Draft Report and Feedback											
Final Report											

10. Roles and responsibilities

Roles and Responsibilities of Individual Consultant or Resource Agency

- The consultant will be the lead responsible for the End Line evaluation.
- The consultant/resource agency will be required to provide credentials (name and designation) of the Study team
- Develop, submit and review the Inception Report: include work plan outlining the proposed methodology, study tools, process of data collection and analysis as well as final set of data-collection tools (Evaluation Matrix Plan-to be included in the inception report)
- Conduct in-depth desk review
- Develop data collection tools
- Translate the questionnaires/ tools into local language
- Engage qualified enumerators if needed
- Data collection, Data entry, Data analysis and development of draft report, ensuring protection of data.
- Provide Draft Report
- A de-briefing and presentation of findings to the team.
- Provide final Report (Final report should be submitted to Tdh as two hard copies and a soft copy on CD ROM) in English.

Additional role and responsibilities of the evaluating teams and the elements of policies to take into account.

For example:

- ✓ Specific procedures (e.g. behaviour towards the media or security measures). Respect for the Child Protection Policy.

- ✓ Working hours, living conditions, likely bank holidays, likely holiday periods, weekends and whether there are specific constraints in terms of pace of work.
- ✓ The climate, travel and socio-cultural facts that could influence the collection of data.
- ✓ Ethics– confidentiality.

Tdh

- The Consultant will work closely with the Child Protection Programme Team of Tdh for overall support and coordination. Overall supervision from CP Programme Manager
- Functional Supervision and support with coordination from CP Program Manager and M&E officer
- Review and feedback on the inception report, methodology and data collection tools
- Feedback and validation on draft report.

11. Profile of the consultant (team): qualifications and experience

It is expected that consultant or Agency must have:

- The individual Candidate or Research agency should have a master's degree in Psychology Social Work, Social Science, Sociology, or significant professional qualification in related field
- At least 10 years' experience in evaluations and in qualitative and quantitative analysis, with knowledge in sampling survey methodologies;
- Experience of conducting evaluations on protection related issues of children and young people, including child trafficking
- Experience of conducting research on survivors or victims of trafficking, exploitation and abuse
- Expertise in monitoring & evaluation work in social development and protection projects
- Excellent communication skills with children and experience in appropriate techniques for collecting data from children
- Fluency in spoken and Excellent writing and synthesis skills in English (Bengali and Hindi language would be an asset)
- Demonstrated previous experience conducting research for NGOs/INGOs or govt agencies.
- Previous experience or background on education with good experience in monitoring and evaluations;
- Good statistical background and qualifications in social studies and community development will be a great advantage and will be given special consideration;
- Ability to engage and form effective working relationships with counterparts and beneficiaries;
- Strong skills in interpersonal relations, networking and communication; and
- Computer skills (Word, Excel, Power Point and other).

12. Budget

Total budget for Evaluation Study is 6,00,000.00 INR. (Rupees Three Lakhs eighty thousand only).

- Deductions on tax will be made as per law of the country.
- The Payment would be released in 3 Phases: 25% would be paid during signing of the MOU, 25% after finalization of the Inception report and the remaining 50% would be paid on submission and validation of the Final Evaluation Report.
- This includes cost of travel, food, accommodation of the evaluators and other associated cost required for conducting the study.

13. Application procedures

The Consultant(s) is expected to submit the following documents to tdhidorecruitment@gmail.com

- ✓ A technical offer comprising:
 - Understanding of the objective of the study and the Terms of Reference (ToR);
 - Methodology and tools proposed;
 - A chronogram showing details for the realization of each of the evaluation phases. The schedule proposed should include time for briefing and debriefing at the mission, and at Head Office as far as possible.
- ✓ A financial offer with a budget detailed by item (fees, other costs);
- ✓ An updated CV of key lead researchers and Team.
- ✓ An example of similar studies carried out (if possible);
- ✓ Contacts of 3 references.
- **Last date for submission: 15th April 2020**
- Recruitment procedure follows the Terre des hommes Global Code of Conduct, including reference checks and criminal screening of personal data
- Only short-listed candidates will be contacted for an interview
- Terre des hommes applies equal working conditions for men and women. Moreover, with equivalent qualifications, female applications are strongly encouraged. The recruitment and selection procedures at Terre des hommes reflect our commitment to help and protect children.

14. Reference documents and annexes

- Project Proposal
- M&E Documents of the project (MEAL Plan and LFA, Indicator matrix Plan etc.)
- Evaluation Matrix
- Other Reports (Events reports, Quarterly reports, study reports)
- Mid-term Evaluation Report
- Tdh Child Safeguarding Policy (CSP) and Global Code of Conduct (GCC)

