SCC
Salvation Centre Cambodia
មជ្ឈមណ្ឌលសហាសង្គ្រោះកម្ពុជា

TERMS OF REFERENCE

PROJECT EVALUATION

Project title:

"Most Vulnerable Children's Education and Protection Project (CEP Project)"

1. DESCRIPTION OF PROJECT BACKGROUND

Salvation Centre Cambodia (SCC) is a Non-Government Organization established in 1994, by two Khmer University students, in order to respond to the growing HIV/AIDS epidemic and the urgent needs of Cambodian people for education, care and support relating to HIV/AIDS. SCC works with Buddhist Monks to implement HIV/AIDS Prevention, Care and support. Through the compassion, commitment and dedication of a team of Monks, project staff, volunteers and generous supporters, SCC has been able to improve the lives of many people infected with and affected by HIV/AIDS, especially orphans and vulnerable children. Presently SCC works in Phnom Penh, Battambang and Siemreap.

SCC Education and child protection Project for the most vulnerable children has made important progress in improving access and qualities of education, particularly at the primary education level but more needs to be done to better education and integration into private sectors and the commune investment plan (CIP). There is an urgent need to further increase access to early childhood as well as lower and upper secondary schooling and improve the quality and relevance of education at all levels of schooling. Early childhood education and school scholarships have been expanded for girls and boys from poor and vulnerable households, to enable them to continue and complete the minimum basic education.

To ensure the action is linked with other support services such as children education and social protection activities, SCC has established referral networks and systems, and work with local authorities and existing structures such as the Commune Committee for Women and Children (CCWC). Various surveys have showed that the CCWC are having a positive impact. Firstly, a higher priority is given to women and children's issues. Most significantly, it is apparent that, over time, the CCWC establishes linkages between the Commune Council and communities and between the Council and other committees (such as the Pagoda Committees or Village Health Support Groups). When the FP or other CCWC members identify issues, and bring data to the CCWC meetings, the Committee is able to engage in discussion about the issues and suggest possible responses. To achieve the above-mentioned objectives, SCC has implemented the Most Vulnerable Children's Education and Protection Project (CEP Project), which funded by ICCO/KiA. SCC is an implementing partner, whereas KiA/ICCO is the funding partner. The project period aimed to achieve the following project's objectives such as empowering the most at risk children and their parents toward education and child care and support through community formal and informal education and involvement; improving effective Commune Committee for Women and Children (CCWC) through intensifying democratic mechanism tools and their capacity on child rights, sexual exploitation, trafficking, abuses and child protections; improving effective Commune Committee for Women and Children (CCWC) through intensifying democratic mechanism tools and their capacity on child right, sexual exploitation, trafficking, abuses and child protections; and supporting and partnering with community churches and other networks to promote child education and child protection. Advocating with the local authority and relevant institutions to allocate resources for and strengthen the functions of CCWC.

2. PURPOSE OF PROJECT EVALUATION
The purposes of the project evaluation:

a) To identify the results against the objectives and agreement results as formulated in the contract between SCC and ICCO-KiA.

b) To measure the results at impact and/or outcome level (beneficiary level) that were expected according to the SCC project results and ICCO-KiA agreement results as in annex 1.

c) To measure the relations between SCC and donors, and other stakeholders.

d) To identify the outcomes, relevance, efficiency, effectiveness, impact and sustainability of the project.

e) To identify the best practice lessons learnt and quality of life of vulnerable children, family or final beneficiaries.

3. METHODOLOGY OF EVALUATION

Combination of methods will be used to gather information from relevant stakeholders and the project beneficiaries such as local authorities, SCC's staff/teachers/field officers/center supervisor, SCC-CBE children, and relevant stakeholders as follows:

Documental review will be carried out by external consultant team. All those documents will help external evaluators to find out the need improved data which will be additionally supplemented during data collection with quality. The external consultant will conduct literature reviews on relevant papers, records, reports, project proposals, project concept note, evaluation report, strategic planning, and other various reports. This literature review is required to design all key questionnaires before conducting data collection.

Structure interview will be conducted by using two methods quantitative and qualitative. A quantitative approach is used to identify and determine the results of the project framework while the qualitative approach will be used to gain understanding of underlying issues and the level of SCC contribution to the interventions of child education and child protection in at target area in terms of equitable access to education services for most at risk children and ensure the reduction of violence, discrimination, labor and trafficking against children.

FGD and Key Informant Interview (KII) can be explored the different types of issues such as main challenges of SCC project during implementation, quality of child education and child protection, and satisfaction levels of children in the communities towards project implementation.

3.1. Questionnaire Development

Quantitative questionnaires are developed as structural questionnaire separately for children, stakeholders, local authority and parent/caregiver. Questionnaires will be developed base on existing questionnaires or similar studies and used as expected results indicator of the project objectives and ICCO-KiA agreement result. The questionnaires are developed in Khmer version and will be translated into English. The data collectors have to attend the orientation course for half day to understand clearly the contents, format, language use and the techniques of interviewing appropriate questionnaires. Qualitative questionnaires are developed base on the relation between SCC and donors, and other stakeholders, relevance, efficiency, effectiveness, impact and sustainability of the project, best practice lessons learnt and quality of life of vulnerable children, family or final beneficiaries.

3.2. Sample Selection

The total sample size is calculated and used percentage among 980 children of SCC beneficiaries. The sample size is used according to the formula 15% is equal to 150 of 980 children of SCC direct beneficiaries. The respondents are included males, females of children, parent/caregiver and key informants.

Target Sample	# of Respondent	Methods	Venue	Focal Person/ Responsibility
KEY INFORMANT INTERVIEW: (N: 21 INTERVIEWEES)				
Commune Councillor	03	Interview	PNP, BTB and SRP	External Consultant
CCWC Representative	05	Interview	PNP, BTB and SRP	External Consultant
Community Leader	02	Interview	PNP	External Consultant
Village Chief	03	Interview	PNP, BTB and SRP	External Consultant
DWCCC representative /Social affairs	03	Interview	PNP, BTB and SRP	External Consultant

SCC's staff /field officer	05	Interview	PNP and SRP	External Consultant
Individual Interview/Questionnaire: (N: 63 interviewees)				
General population in communities	30	Interview	PNP, BTB and SRP	External Consultant
SCC CBE teachers	04	Interview	PNP and SRP	External Consultant
CBE children (age: 12-18)	10	Interview	PNP and SRP	External Consultant
Primary state school children (Age: 12-15)	10	Interview	PNP, BTB and SRP	External Consultant
Parent of CBE children	09	Interview	PNP and SRP	External Consultant
Focus Group Discussion: (N: 66 interviewees/ 12 groups)				
CBE children 2 groups	5-7	FGD	PNP and SRP	External Consultant
Community people 3 groups	5-7	FGD	PNP, BTB and SRP	External Consultant
Community children 3 groups	5-7	FGD	PNP, BTB and SRP	External Consultant
Parent of CBE children 4 groups	5-7	FGD	PNP and SRP	External Consultant
Total # of respondents	**150**			

3.3. Data entry and Analysis

- Quantitative data will be entered into the computerized as excel program or online and analyzed using excel, SPSS and other programs.

- Qualitative data are primarily transcribed in Khmer. And then contents analysis is performed by external consultant to identify meaning units, categories and themes related to the objectives of the interview.

- Other measuring tools will also be used for this evaluation with prior consultation with SCC and other stakeholders. Moreover, the project beneficiaries and implementers will be involved in making conclusion and recommendation for the evaluation.

4. EVALUATION CRITERIA AND QUESTIONS

Based on these criteria, the questions to be addressed in the evaluation are grouped.

- RELEVANCE: The defined objectives are coherent with the problem to be addressed, the problem to be addressed, the project responds to be unaddressed needs and the intervention is congruent with local priorities.
- EFFECTIVENESS: The extent to which the intended results have been achieved, the process of selecting beneficiaries adheres to fair parameters and the stakeholders are satisfied with the intervention. This includes the analysis of the approaches, methodologies and activities that make up the project.
- EFFICIENCY: Determines if the results have been achieved for the lowest possible cost.
- SUSTAINABILITY: The project considers the extent to which actions can be continued independently and contemplated coherent exit strategies.
- IMPACT: The meaningful effects on the beneficiaries' living conditions and context. It includes positive and negative effects as well as intended and unintended effects.

Below are some key questions to help guide the evaluation:

⇨ Relevance

1.1 What are the current development needs in the community, especially concerning women and children?
1.2 To what extent is SCC program responding appropriately to current development needs?

1.3 In what ways should the focus of SCC's future program be changed (and in what ways should it remain the same) to best respond to current development needs?

⇨ Effectiveness

2.1 To what extent do stakeholders feel that SCC is achieving its stated objectives for the current phase, and what suggestions do they have for improvement?
2.2 To what extent do SCC's project reports provide an accurate description of SCC's achievements and challenges, as compared to the impressions of stakeholders?
2.3 In what ways could SCC's monitoring of the project indicators be improved?
2.4 To what extent is SCC on track to achieve its intended targets by the end of the project, and in what areas is progress lacking?

⇨ Efficiency

3.1 Is the program being implemented in the most efficient way compared to possible alternatives?
3.2 Does SCC have an appropriate level and quality of staffing to achieve its objectives?

⇨ Impact

4.1 How successful has SCC been in achieving its development goals?
4.2 What, if any, unintended consequences (positive and negative) have resulted from SCC's program?
   - Does the program have any discernable community impacts beyond the target beneficiaries?
   - How do the neighbours of beneficiaries (community members who are not beneficiaries of the program) view the program?
4.3 How could SCC improve its impact in proposals for new donors?

⇨ Sustainability

5.1 To what extent has SCC's program contributed to community (especially children and female) empowerment, solidarity, and ownership of the development process?
5.2 To what extent has SCC's program contributed to the effectiveness of government engagement with the community?
5.3 To what extent have previous SCC activities proved to be sustainable, and to what degree do they still need support?
5.4 To what extent are the current program activities building sustainable change?
5.5 To the extent that SCC's program will still be needed in the future, how can SCC build the financial sustainability of its program?
5.6 Considering that the current project will end after 2019, how can SCC ensure sustainability of the project?
5.7 What phase-out activities and exit strategies are recommended?

5. DELIVERABLES OF THE EVALUATION

The evaluation shall be generally in compliance with OECD DAC standards. See:
http://www.oecd.org/dac/evaluation/daccriteriaforevaluatingdevelopmentassistance.htm

The evaluation shall explore the relevance, effectiveness, efficiency, impact, and sustainability of SCC's program. The key questions above provide a general guide as to what the evaluation should be exploring. The evaluation is largely qualitative, and aimed at gaining insights which will help provide feedback on the current program phase and provide guidance for phase out.

The evaluation shall pertain mainly to the current program period, June 2016 to July 2019. However, observations regarding impact and sustainability need not be limited to this period.

- An Inception Report in English, detailing how the evaluation will be carried out, the methodology, and limitations, conforming generally with the standards found in:
  http://unesdoc.unesco.org/images/0015/001583/158397e.pdf. The study protocol should be approved by SCC and privacy and confidentiality must protected during the interview.

- A PowerPoint presentation in Khmer language, to be presented at the one-day workshop with staff, and later updated to conform with the final report.
- The evaluation report, in English, in both draft form and final form.

Requirements for the Evaluation Report

The report shall be written in clear and succinct English, and shall contain at least:

1. Executive Summary: a tightly drafted, to-the-point, free-standing document (about 3 pages), including the key issues of the evaluation, main analytical points, conclusions, lessons learnt and recommendations.

2. Introduction: purpose of the evaluation, evaluation scope and key questions. Short description of the project / programme to be evaluated and relevant frame conditions

3. Evaluation design/methodology (including limitations)

4. Key findings with regard to the questions provided in the TOR:
   a) Relevance
   b) Effectiveness
   c) Efficiency
   d) Impact
   e) Sustainability
   f) Findings Specific to the ICCO-funded CEP project
   g) Other findings (if any)

5. Conclusions (based on evidence and analysis)

6. Recommendations (regarding future steps/activities/follow-up)

7. Lessons learnt (generalizations of conclusions applicable for wider use)

8. Annexes: Terms of Reference; List of Persons/Organizations consulted; List of Documents consulted, Question Guide; Evaluation Schedule; Draft Implementation Plan*; other relevant documents

* The "Implementation Plan" summarizes the recommendations in point form.

The organization will later add their comments as to how each recommendation will be implemented. See: https://www.brot-fuer-die welt.de/fileadmin/mediapool/2_Downloads/Projekte/Evaluierung/10_Sample_Implementation_Plan.docx

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6. PERIOD OF EVALUTAION

The timeframe period is estimated for 18.5 days exclude Saturday, Sunday and public holiday. The process to start the evaluation will start on 10 June 2019 to 10 July 2019. The final products will be submitted to Salvation Centre Cambodia (SCC) on 12 July 2019 for the final report.

No.	Activities	# of working day	Responsible persons
1	Preparing ToR for the Evaluation and Review	2 weeks	SCC team
2	Process to Select External Consultant, Finalize ToR and sign contract with Consultant	2 weeks	SCC & Consultant
3	Set up questionnaires both focus group discussion and individual questionnaires	2 days	SCC & Consultant
4	Finalize Questionnaires	1 day	SCC & Consultant
5	Review and test questionnaire	2 days	Consultant

6	Orientation questionnaire to data collectors	0.5 day	Consultant
7	Field Data Collection	5 days	SCC & Consultant
8	Field observation of data collection on field	3 days	Consultant
9	Data Entry data into the computer and online format	3 days	SCC & Consultant
10	Report Writing	4 days	Consultant
11	Final Evaluation report	1 days	SCC & Consultant
Total number of days		18.5 working days	

7. EVALUATION TEAM

The team will consist of external consultant and will work with SCC team. SCC team will also help facilitate and monitor the process of evaluation from the beginning until the end. Additionally at least the SCC staff will lock their normal schedule and work as team such as, the PME Manager, PME Assistant, Program Officer and the Field staff. The PME Manager will become the team leader of SCC.

The evaluators may be a team or individual with the following qualifications shared between them:

1. Proven experience in evaluation of children education and protection
2. Technical knowledge related to community child rights, children education, and child protection.
3. Competent writing skills in English.
4. Fluency in Khmer.

An evaluation team consisting of both national and international experts would be considered favorably.

8. CONTENT OF THE EVALUATION OFFER

The evaluator 's offer should contain:

- Cover letter explaining the ways in which the evaluator(s) meet the required qualifications stated above.
- Curriculum Vitae of the evaluators.
- Technical proposal - including explanation and justification of the methods to be deployed;
  Financial proposal: Complete cost estimate that includes both the consulting fee as well as any ancillary costs to be incurred, such as transport, accommodation and taxes.

Submission deadline: [6 June 2019]

Send to: [tola@scc.org.kh, thoeun@scc.org.kh and pheap@scc.org.kh]

Annex 1: Project Objective and Project Result

    1- SCC Project Proposal Result

Objective hierarchy	Indicator hierarchy
Development Goal Contributing to ensure equitable accesses to education services for most at risk children and ensure the reduction of violence, discrimination, labor and trafficking against children.	Reduced percentage of drop-out rates among most at risk children to contribute the net and gross enrolment rate at pre-schools, primary schools.
	Children equitably accessed to a good-quality of effective education and protection services.
	Children are empowered, protected and lives free from violence, abuse, discrimination and child trafficking.
Objective 1: Empowering the most at risk children and their parents toward education and child care and support through community formal and informal education and involvement.	School aged children and most at risk children fully attended CBE and state school.
	The rights of children as rights holders to education and life are widely respected by the community and families.
Objective 2: Improving effective Commune Committee for Women and Children (CCWC) through intensifying democratic mechanism tools and their capacity on child right, sexual exploitation, trafficking, abuses and child protections.	Commune and Sangkat Committee for Woman and Child (CCWC) were aware about their jobs and responsibilities and were functional and highly satisfied and accepted by stakeholders and community people.
	Child education, care and support, and child protection were well integrated into Commune Development Plan (CDP) or Commune Investment Plan (CIP).
Objective 3: Supporting and partnering with community churches and other networks to promote child education and child protection.	Church NGOs, community churches and that SCC partners with were friendly and open to support child education and child protection.
	Collaboration between SCC and other networks/NGOs were strengthened in promoting child education and child protection.
Objective 4: Advocating with the local authority and relevant institutions to allocate resources for and strengthen the functions of CCWC.	CCWCs were decentralized and allocated with some more financial resources for child education and child protection.
	Commune/Sangkat in SCC target areas will use the allocated budget for child education and child protection in an effective way.

2- SCC and ICCO-KiA Agreement Results

Objective hierarchy	Indicator hierarchy
Level of output	With funding, how many commune committee for women and children (CCWC) are supported for improving child and women program. **Evaluation: 0** **Target: 12 in 2019**
Output milestone (s)	1. Number of commune committees for women and child (CCWC) are functional in Phnom Penh, Siemreap and Battambang. **Target:** 12 in 2019 2. Number of commune committees for women and child and DWCCC took place in target provinces. **Target**: 300 in 2019 3. Number of commune committees for women and children (CCWC) have skillful as trainers for providing service on child right and women issues. **Target:** 60 in 2019 4. Number of directory of churches, NGOs and Networks on Child right. Target: 1 in 2019 5. Number of churches received funding support from the project for the child education and child protections. **Target:** 2 in 2019
Level of outcome	With funding, what % of the target group states an increased say in decision making planning and/or implementation with regards to education **Target:** 1 in 2019
Outcome milestones	1. Number of communes that are well integrated on child education, care and support, and child protection into Commune Investment Plan (CIP). **Target:** 12 in 2019 2. Number of most at risk children received outreach education on child rights, child education, protection **Target:** 4000 in 2019