Terms of reference for End of Phase Evaluation for the Emergency Response Project of Terre des Hommes in Nepal

1. Background of Terre des Hommes Netherlands

1.1 Introduction
Terre des Hommes Netherlands (TdH-NL) is a development organisation dedicated to the protection of children from exploitation. TdH-NL’s definition of child exploitation covers: (a) the Worst Forms of Child Labour; (b) Child Trafficking; (c) Sexual Exploitation of Children; (d) Child Abuse; (e) Child Protection in Emergencies. In 1965 a group of volunteers, based on the ideologies of Antoine de Saint – Exupery, organized a foundation to support children, and called it Terre des Hommes. Its mission was to provide “real and immediate help to children that are in a high risk situation, any place in the world and regardless of race, creed or political ideology”. Terre des Hommes started as a humanitarian organization. Later on, however, it expanded its area of work to structural development in order to stop child exploitation. Humanitarian Assistance complements TdH NL’s development programmes focused on child exploitation in situations of emergency or in situations where the communities are vulnerable to natural or human made disasters. This complementarity is with regard to situations of urgent needs (emergency), and also in reducing the vulnerabilities of the children and their families to natural and human made disasters. This approach contributes to an inclusive TdH NL strategy that links the development programmes with specific humanitarian aid actions in times of both emergency and the recovery/rehabilitation phase, seeking a good linkage between relief, rehabilitation and development.

Our focus is to prevent child exploitation, remove children from exploitative situations and ensure these children can develop themselves in a safe environment. Direct aid through civil society partners is our core business; we have many years of experience and a large network in this field. We also focus on capacity building and advocacy / lobbying, centered on the most vulnerable children in their immediate environment.

In Nepal, TdH-NL collaborates with Nepalese CSOs and networks in the execution of projects which aim to prevent child exploitation and provide assistance to exploited children. In the aftermath of the 2015 earthquakes TdH NL also funded emergency relief responses of sister organisations TdH Lausanne and TdH Germany.
2. Background of the project

The 7.8 magnitude earthquake on 25 April ‘15, and nearly 304 afterquakes of local magnitude of 4 and above jolted Nepal and especially the Bagmati Zone, causing vast devastation across much of the country (source: National Seismological Centre). The UN estimated 8 million people were directly affected by the quakes, tens of thousands of houses destroyed, more than 8000 people died and more than 20,000 injured as well as widespread damage of buildings. Accordingly OCHA, 3.5 million people needed immediate food assistance and over 1.4 million required continuous food support for the first three months. At least 950,000 children living in areas severely affected by the earthquake in Nepal were in urgent need of humanitarian assistance, said UNICEF. Major aftershocks occurred on 12 May 2015 at 12:51 NST with a magnitude of 7.3. The epicentre was near the Chinese border between the capital of Kathmandu and Mount Everest.

Conditions have remained precarious for survivors of Nepal’s earthquakes for an extended period of time, with the aftershocks and the monsoon starting after some weeks.

Other impacts of the quakes: the UNFPA’s estimated that some 126,000 pregnant women were affected. 2,100 women may have experienced pregnancy-related complications and roughly 40,000 women of reproductive age may have been at risk of sexual violence. Authorities in India have rescued more than 60 children from a human trafficking network targeting families who lost their livelihoods in last month’s earthquake in Nepal. Campaigners warned that girls and young women are vulnerable to abduction by traffickers supplying brothels across south Asia.

More than 1.7 million children have been affected by earthquake in Nepal. Many have not only lost their homes, but also their parents. Without systems in place yet, child welfare is in crisis. Nearly a million children in Nepal were not able to return to school for weeks and months after the earthquake, according to Unicef. The international charity estimated 9 out of 10 schools have been destroyed in the worst-affected districts. Almost 24,000 classrooms were damaged or destroyed, it adds. Unicef set up temporary learning spaces for children. By end of May ‘15, most of the schools are re-opened, many of them using temporary class rooms.

TdH-NL has its presence in Nepal by working with three partner NGOs within the WATCH programme framework and another three partners through Tdh Lausanne Foundation’s programme. These NGOs were already involved in relief works with available resources. Initially aid organisations were focusing on distribution of food and non-food items, provision of safe drinking water and sanitation in temporary shelters. There was very little focus on child protection, while that was the need of the hour in Nepal. Therefore TdH-NL interventions is proposing to take up ‘Child protection in Emergencies’ programme for Nepal Earthquake.

The objective of the Child Protection in Emergencies Programme is to provide humanitarian aid to people in particular children in emergency situations.
Specific Objectives of the project:

- Ensure functioning of educational institutions (including, but not limited to rehabilitation or new construction of school facilities) and hence children are safe in schools
- Reinforcement of rehabilitation of children through empowerment and psycho-social support
- Enable aid and actively involve local Government in child protection
- Activate parents in protecting their children in emergency situations
- Community Child Protection Systems are functional and integrated in the district Child Protection structures
- Health and sub-health posts are rendered functional and are providing all basic health services as defined by the government.

TdH-NL aimed to achieve this through two main projects implemented with 2 parties (TdH NL and TdH Lausanne) and local partner organisations to achieve the following outputs:

1. Terre des Hommes Netherlands:
   - 4,000 children enrolled in school
   - 1,500 youngsters provided with education
   - 100 volunteers and 50 teachers trained in providing psychosocial care
   - 160 government officials sensitized on child abuse and trafficking
   - 30,000 children and parents participated in awareness raising on child trafficking and early marriage

2. Terre des Hommes Lausanne:
   - Health posts have safe buildings fulfilling government standards to provide primary health care.
   - Health posts are equipped to provide general health and comprehensive mother and child services
   - Health staff are trained on safe motherhood
   - Village Child Protection Committees are formed, strengthened and effectively mobilized for child protection.
   - Child clubs and adolescent groups formed and capacitated to protect themselves from abuse, exploitation and neglect.
   - Community Child Protection structures creating safe, supportive, protective and enabling environment for children.

3. Evaluation purpose and use

This evaluation is designed to serve as an important accountability purpose for TdH-NL and Dutch donor organisation SHO by identifying the extent that the project objectives were achieved. It will also provide documented lessons learned and promising practices which project managers of future projects can use when developing interventions towards child protection centered emergency response with a focus on TdH-NL main child exploitation thematic areas in other similar contexts.
4. Main and Specific Objectives of the evaluation

4.1 Main Objective of the evaluation
The main objective of the evaluation is to examine the extent to which the project has brought meaningful results for project beneficiaries, to what extend the proposed goals specified by the project proposals have been achieved, and identify key areas that can be replicated in similar interventions. Further, the evaluation will also focus on the relevance, sustainability and efficiency of the project.

4.2 Specific Objectives of the evaluation
The specific objectives of the evaluation include:

1. To examine the extent to which the project objectives have been achieved (Impact)
2. To examine the extent to which the project results have been achieved (Effectiveness)
3. To examine the extent the project interventions were relevant to the needs of the beneficiaries (Relevance)
4. To examine the extent to which the results achieved and the outputs obtained were in balance with the resources utilised (Efficiency)
5. To what extent will the benefits of the project continue after the project ends (Sustainability)

4.3 Evaluation questions
The key questions that need to be answered by this evaluation include the following, divided into the five evaluation criteria Impact, Effectiveness, Relevance, Efficiency and Sustainability. Evaluators may add, remove, or shift evaluation questions, but the final list will be subject to approval by TdH NL.

Evaluation Questions per criteria

Impact
- Were children adequately rehabilitated and protected from further harm? Is child protection better embedded in local societies? What positive changes are observed in the lives of the target group as a result of the implementation of the project? What are the unintended positive and negative impacts of the project? Did the response reduce future vulnerabilities?

Effectiveness
- The evaluation should assess whether the project has reached its intended outputs, including effectiveness of project activities in contributing toward the project objectives. What factors contributed to the success and/or underachievement of each of the
objectives? How effective were the specific intervention strategies used in this project in meeting the needs of the target group.

Relevance
- The evaluation should assess whether the project was relevant in light of the context and problem analysis. Were activities relevant in view of the needs of the targeted people?

Efficiency
- Did the project have adequate and the appropriate resources (human, financial and capital) for implementation? If there were any lack of resources/capacity, how was this addressed? Were the results achieved and the outputs obtained in balance with the resources utilised?

Sustainability
- To what extent will the benefits of the project continue after donor funding ceases? Are the positive effects sustainable? What were the major factors that influenced the achievement or non-achievement of sustainability of the project?

5. Evaluation Scope

5.1 Time period and Geographical area
The proposed evaluation time frame is between September - November 2018. The evaluation will focus on the emergency response interventions undertaken in Nepal, Rasuwa and Kavre Districts.

5.2 Scope of Evaluation
The scope of the evaluation includes a review and assessment of all activities carried out under the TdH-NL and TdH Lausanne partners agreement. All activities that have been implemented from project inception till date should be considered. The evaluation should assess the achievements of the project in reaching its targets and objectives as outlined in the project documents and presented above.

6. Evaluation Approach and Methodology

6.1 Methodology
To sufficiently address the specific objectives, TdH-NL proposes the mixed method approach with the involvement of children, local communities and project implementers in key evaluation tasks. Existing project documents, progress reports and other relevant documents will be shared by the teams of TdH-NL and TdH Lausanne. The evaluator is expected to conduct the evaluation in a rigorous manner to produce information that is valid and reliable based on quality data and analysis. The proposed method includes desk review, surveys, focused group discussions and Key Informant Interviews.
The evaluator is also expected to propose his/her elaborated methodology, which should include but is not limited to:

- Document Review
- Develop a question matrix outlining the sources of data for each of the evaluation questions
- Using appropriate sampling methods, identify project beneficiaries to be involved in the evaluation as well as project sites to be visited. To the extent possible the evaluation should include sites where the project has been successful and where the project has had challenges
- Develop a list of names of project individuals to be interviewed
- Consult with the TdH-NL programme manager, M&E Coordinator and country staff on methods and techniques and finalize methodology before execution of field activities
- Field activities including surveys, FGDs, in-depth interviews, and Key Informant Interviews
- Conduct data analysis
- Prepare draft report as per guidelines

7. Evaluation work plan

7.1 Expected deliverables

The consultant will formally report to TdH-NL for day to day support. Facilitation and field support will be provided by the TdH-NL India/Nepal management and where necessary by the TdH Lausanne Nepal team. This includes setting up interviews and meetings with project beneficiaries. Under supervision of the TdH-NL M&E Advisor in the HO, the selected institution/firm/consultant should deliver the following:

i. **Inception Report**: The inception report should include a review of the situation in the project target areas and propose a sound and feasible evaluation methodology to answer the evaluation questions, data collection tools to be used and proposed evaluation activities, tasks and schedules

ii. **Zero Draft Evaluation Report**: The draft report has to analyse and provide tangible findings on all the five evaluation criteria. The report should adhere to guidelines as outlined in the ToR format.

iii. **Revised Evaluation Report**: The revised report has to synthesize all the results, conclusions, recommendations (with account of comments and additions from TdH-NL that will be shared following submission of the Zero Draft Report). The evaluator will provide a response to TdH-NL, in the form of a comment matrix, as to why any comments might not have been incorporated.

iv. **Oral presentation/meeting and debrief with project staff**: The selected institution /firm /consultant will be requested to conduct a presentation to TdH-NL and project partners, of the findings of the evaluation, including lessons for programme improvement. The debriefing meeting will be an opportunity to clarify outstanding aspects of the evaluation before finalization of the evaluation report.

v. **The Final Report**: The selected institution/firm/consultant will be expected to produce a final report, with comments from the debriefing taken into account. While the substantive
content of the findings, conclusions, and recommendations of the report shall be determined by the evaluator, the report is subject to final approval by TdH-NL in terms of whether or not the report meets the conditions of the ToR.

It should be taken into account that the evaluation report will published by TdH and that it will also be submitted to Dutch donor organisation SHO that may also publish the report on its website for transparency purposes.

7.2 Evaluation timeline
The study shall commence with the signing of the contract in September 2018 and assignment completed within a period of 2 months, implying November 2018. The evaluation will be based on the envisaged time lines indicated below:

**Activity:**
- Inception meeting with the relevant TdH-NL team members and introduction to partners in the ER programme.
- Literature review of project documents, development of tools and methodology, development and submission of inception report with evaluation methodology, schedules and tools.
- Finalising data collection tools based on comments from TdH-NL & pretest of tools
- Training of enumerators if relevant
- Field data collection (inclusive of travel)
- Data entry, analysis, selection of case stories and submission of zero draft
- Revision of Zero Draft Report based on TdH-NL comments (via hangout/skype where necessary).
- Oral presentation meeting in the region
- Incorporating feedback and finalise report

7.3 Evaluation budget
The estimated budget for this evaluation assignment amounts to **max 9,000 Euro**.

8. Evaluation Team
The team for this assignment will comprise of the consultant who will have overall responsibility of designing, implementing and coordinating the entire evaluation process guided by the ToR. The desired skills and expertise of consultant are as outlined below.

**Qualifications/experiences required:**
- At least a postgraduate degree in Social Sciences and/or Child Rights/ M&E
- Knowledge of Emergency Response and Child Rights in Nepal
- Proven experience in conducting endline evaluations preferably of Humanitarian Responses
- Excellent communication skills and proficiency in written and spoken English
- Good report writing skills (concise, well structured and organised reports – good presentation of data with clear citing of data source); we will require sample reports
9. Final report format

The consultant(s) will produce a report of no more than 30 pages plus annexes, in Microsoft Word using Lusitana font 11 (minimum spacing). It will include:

- Title page
- Table of Contents
- Acronyms
- Acknowledgments
- Executive Summary (not more than 2 pages) providing an overview of the evaluation, summary of main findings/lessons learned/promising practices, and three key recommendations
- Background and Project Description, including context analysis
- Limitations to the research
- Evaluation Objectives and Methodology including justification of selected methodologies
- Elaboration on Humanitarian Assistance (HA) criteria and standards.
- Findings – Includes all relevant issues stated under specific objectives of the assignment and gaps identified
- Conclusions and recommendations
- Annexes:
  - ToR
  - CVs of evaluation team members
  - Key Summary of data

10. Expression of Interest

The consultant will submit a full technical proposal and a financial proposal. The following components must be included:

1. Technical proposal
   a) The consultant’s understanding of the terms of reference
   b) Clear and detailed work plan including a Gantt chart
   c) A detailed evaluation methodology
   d) Full details of proposed consultancy team members,
   e) Outline of applied DAC, and COC criteria and SPHERE standards and Core Humanitarian Standard on Quality and Accountability

2. Financial Proposal
   The financial proposal must include the actual number of consultants/team members, number of working days and the professional rates per day. It must also include a separate itemised logistic budget with accommodation, transport and stationary, communication, etc, well broken down.
The full proposal documents should be addressed to “Selection committee” and submitted to: p.wolters@tdh.nl on Friday 21st of September 2018. Include all required attachments/annexes in the application; incomplete applications will not be processed.