



## TERMS OF REFERENCE

### **NORAD project Evaluation in Kilifi, Kwale and Nairobi Program Units**

<b>Project Name</b>	<b>Strengthening of child protection systems</b>
<b>Start date of the Action</b>	2011
<b>End date of the Action</b>	2015
<b>Contracting Authority</b>	Programme Department, Plan International Kenya

#### **1.0 Background and rationale**

Plan International is a non-religious, non-political and non-governmental development organization established in 1937 working for the last 78 years to bring lasting improvements in children's lives. Plan's vision is of a world in which all children realize their full potential in societies that respect people's rights and dignity. Plan International's offices cover sixty-six countries worldwide working for the betterment of children and their families, the world over.

Plan International Kenya is a child-centered community development organization without political, religious or governmental affiliation having started its work in Kenya in 1982. Plan is currently working in 7 programme units in the rural areas of Bondo, Homabay, Kilifi, Kisumu, Kwale, Machakos and Tharaka, and the Nairobi Urban Programme Unit.

The NORAD project is currently implemented in Kilifi, Kwale and Nairobi Programme Units. The project has been targeting beneficiaries by delivering key intervention with focus on Child marriages, sexual abuse, physical abuse, emotional abuse, poor reporting trend of child abuse, inclusion of children with disability; weak policy frameworks for child protection. The programme has been striving towards enhancing capacities of parents, duty bearers and civil society organizations to prevent and appropriately respond to abuse and violence against children.

The purpose of the End-Term survey is to describe the post-interventional situation as compared to the mid-term and the Endline in regards to specific areas of programme focus as represented in the log frame, against which changes both direct and indirect that can be due to programme interventions to be evaluated based on the DAC criteria i.e. **Relevance, Effectiveness, Efficiency, Impact and Sustainability**. Given the nature of this programme (and the log frame) it is expected that the End-term Survey will include both quantitative and qualitative aspects.

#### **1.1 The NORAD Project**

In line with Plan's human rights based, Child Centered Community Development Approach to development, this project targeted the household, community, district and national level actors to ensure sustainable change. Specifically, children, children with disabilities and parents were targeted at the household level, children were also be targeted at the school level as well as teachers and school administrators. Other community level actors such as local civil society groups and actors were also targeted. Duty bearers at the district level such as local administrators, and relevant government departments such as the children's department were also targeted. Decision makers in government were targeted at national level. The programme targeted to reach 10,000 children (60% girls and 40% boys) in Kwale, Kilifi and Nairobi, over the 5 year period. An approximate 60,000 people are to be reached indirectly by the interventions of the programme at community, district and national levels.

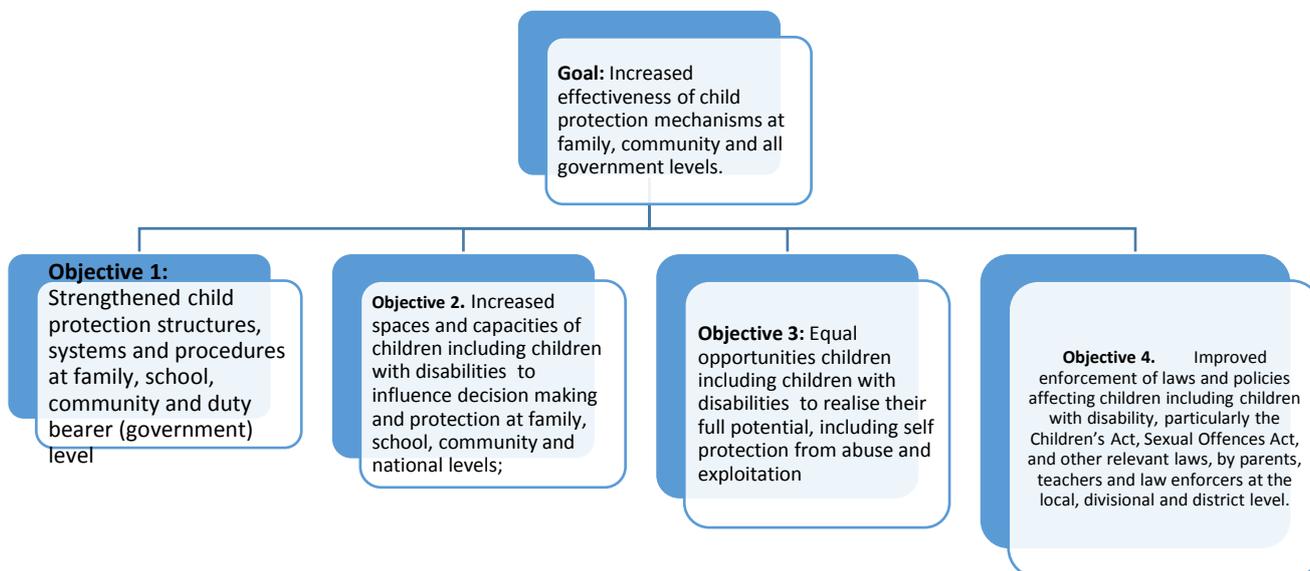
The terms of reference covers key aspects of what is expected in implementing the Endline survey and how the survey is aimed at strengthening future interventions with the key focus on aspects under the NORAD Project and capacity in order to learn from the interventions and enhance aspects for delivering services targeting the affected populations in Kenya.

During the implementation of the End-line, the findings is expected to describe the post-interventional situation in regards to specific areas of programme focus as represented in the logframe, against which changes due to programme

interventions will be assessed based on the DAC criteria for evaluating interventions by including both quantitative and qualitative aspects.

Through the end-line survey, the findings will be reported and presented to inform the approaches and learn on the key aspects of the projects to also inform on how it performed in reference to the Planned, Outcome, Outputs and Impacts by so doing, the Plan international Staff will be able to learn from the intervention and further improve in current and future interventions in order to improve the lives of the most vulnerable children in the Kenyan community.

The pre-planned impact, outcome, outputs as at 2011 are shown below.



## 2.0 Methodology

The consultant is expected to lead and coordinate this exercise in close collaboration with Plan International staff and partners involved in the implementation of the project. The adopted methodology chosen by the consultant must use processes and methodologies of good technical quality, and systematically use reliable information from multiple, rigorous methods of data collection and analysis as well as sources that support relevant analysis and correspond to the stated goals and objectives of the programs and the type of evaluation. Information and data should be collected and processed in a systematic way, disaggregated appropriately by gender and by county.

To this end the consultant is expected to use gender responsive participatory evaluation techniques to gather both quantitative and qualitative data, and primary and secondary data and information that would adequately capture the end line information for the indicators in the annex and as explained in the project log frame to be availed later. The information gathered must be relevant to the context and be that which facilitates local processes of reflection, capacity building and accountability.

While implementing the evaluation, it is pertinent that the evaluation methodology conforms to a sound study design and impeccable sampling techniques. Where appropriate sample size estimation should clearly indicate confidence interval and level. The methodology proposed by the consultant will be discussed and approved by Plan Kenya before carrying out the evaluation. In carrying out the evaluation, the consultant is expected to familiarize him/herself/themselves with all up-to-date secondary data relevant to this project from Plan International, her partners, communities and other stakeholders. The end-term findings whenever possible should be cross validated by secondary sources from authentic government and non-governmental organizations and international bodies on child protection such as UNICEF among others. The consultant should include a proposed data analysis matrix in the technical report. The successful consultant would also be requested to present their plan for data analysis by way of dummy tables in the inception report. Guidance on variables to consider will be provided in the project log frame and the indicator tracking table.

### 3.0 Purpose and objectives of the evaluation

#### 1.0 Purpose and Objectives of the End Term Evaluation

The end of project evaluation is aimed at assessing the progress made towards the achievement of the overall and specific objectives based on project proposal/targets as well as provides the project achievements at community level, gaps, and lessons learnt and provide recommendations and best practices that focus on key components for future projects.

##### The specific objectives of the end-term evaluation are:

- i. Establish the status of the key project indicators (progress markers) as outlined in Annex 2.
- ii. Establish the achievements made in regard to project efficiency, effectiveness, relevance and sustainability
- iii. Determine the extent to which the project met the child centred community development approach
- iv. Cross reference and validate the findings on the end line with existing government and NGO organizational reports and other authentic sources.
- v. Make a suggestion/recommendation on strategies for future projects to be implemented.

The consultant will be expected to examine the following aspects in regards to relevance, efficiency, effectiveness, sustainability and lessons learnt.

##### i. Assess project relevance

The consultant(s) will review whether the project is addressing the key problems as set out in the project approved contract document. Within this objective, the project activities that were implemented shall be examined to ascertain:-

- ✓ Is the activity relevant in relation to the goals and strategies of Norwegian development cooperation policy?
- ✓ Is the activity relevant in relation to the needs and priorities of the project target beneficiaries?
- ✓ Is it relevant to the development issue it is investigating?
- ✓ Is it consistent with key aspects of Plan's Child Centred Community Development (CCCD) approach and in line with Plan Kenya CSP 2016-2020
- ✓ Relevance of the project with respect to the needs and expectations of the targeted beneficiaries.
- ✓ Relevance of the original project design for achieving the results that were originally expected.

##### ii. Assess project efficiency

The consultant(s) shall review the extent to which the project has used resources in a cost effective way to achieve its outcomes. The key areas of focus under this objective are to:-

- ✓ Can the investments and operating costs be justified?
- ✓ Could the same results have been achieved at less expense?
- ✓ Is the use of resources commensurate with the results that are achieved?
- ✓ Determine whether the objectives were achieved on time
- ✓ Determine whether the project was implemented in the most efficient way compared to alternatives
- ✓ Determine how much the project has cost to date.

##### iii. Assess project effectiveness

The consultant(s) shall assess and analyse the effectiveness guided by the following:

- ✓ To evaluate the achievement of goals and results in relation to the original plans
- ✓ Have the primary goals of the activity been achieved?
- ✓ Have the planned results been achieved?
- ✓ How the project has effectively delivered on set targets as outlined in the approved project document, log frame and project outline;
- ✓ How the project has adhered to Plan Program principles of child centeredness, learning, integration, gender equity, empowerment, environmental sustainability and cooperation and Plan's CCCD approach.
- ✓ Review the intended beneficiary groups and identify how far planned benefits have been delivered and received by all key stakeholders, and how unplanned results may have affected the intended project benefits.
- ✓ Determine whether the assumptions/risks affected the project

##### iv. Assess project outcomes and emerging impact

The consultant(s) shall undertake a systematic analysis of changes brought in the lives of the children and the capacity of community groups involved in the project. Specific issues to be examined include:

- ✓ Changes in the lives of boys and girls in terms of their rights to protection.
- ✓ Changes in the capacity of partner organizations/civil society and community groups involved in the project
- ✓ Determine the extent to which these changes can be attributed to project implementation at the level of the target groups, the level of partner organizations/civil society and at any other levels
- ✓ Determine approximately the number of people reached by the project
- ✓ Determine any unintended negative and positive outcomes of the project

**v. Assess project sustainability**

The consultant(s) shall assess the extent to which the project has established and built institutional capacity that ensures the continuation and maintenance of the project outcomes. Specific issues to be examined under this objective are:

- ✓ What is the long-term effect of the activity?
- ✓ Will it be possible to continue the activity after aid financing is no longer provided?
- ✓ Is there local ownership for the project initiatives?
- ✓ How the project has been able to support and build capacity of the various categories of people participating in the project;
- ✓ How has the project has been able to work with existing government, community and other stakeholder structures in building their capacity to be able to sustain the project;
- ✓ Determine what systems or processes, if any, have been put in place to ensure the long-term viability of the projects post-funding.
- ✓ Identify the various challenges that may affect the sustainability of the project.

**vi. Lessons learnt, conclusions and recommendations**

The consultant(s) shall review all data/information gathered and: -

- ✓ Outline all key lessons learnt, conclusions and recommendations;
- ✓ Outline any policy organizational (Plan International) and operational lessons specifically drawn from the project.

#### 4.0 Timeline <sup>1</sup>

The evaluation shall be conducted and concluded within a period of 30 working days. The final report should be submitted to Plan International by 29th December 2015 (see Annex 1 study plan for specific timelines).

#### 5.0 Ethics and child protection

The consultant and associates must sign and demonstrate commitment to strictly adhere to Plan’s Child Protection Policy. It is also the responsibility of the consultant to ensure that all persons hired or consulted by him/her are made familiar with the policy and agree to abide by it during the execution of this work.

#### 6.0 Selection criteria for /consultants

The consultancy should have an integrated team of experts in child rights, education, gender, social sciences and community development. The consultancy team should also comprise of experts with demonstrated, high level experience in conducting end-lines for development projects with a good working knowledge of gender equity and child participation.

**The Consultants must have the following competencies:**

- The lead consultant must have a background in child rights, education, gender, social sciences or related field (at a minimum of Master’s Degree Level) and have particular expertise in experience in conducting Endlines for specific projects.

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<sup>1</sup> This is an indicative timeline and the actual timelines may vary for successful consultants/individuals  
Terms of Reference: NORAD Program Evaluation 2015

- Team members should have a minimum qualification of degree in social sciences, education, social sciences and an extensive knowledge and understanding of the role of culture in development. In addition, the consultant must:
  - Have at least five years' experience in the area of child centred community development
  - Experience in the formulation, monitoring and evaluation of child rights projects
  - Demonstrate evidence of undertaking similar work in Kenya for child rights projects within the past 3 years (provide sample copies of completed project Endlines)
  - High level of professionalism and an ability to work independently and in high-pressure situations under tight deadlines.
  - Strong interpersonal and communication skills
  - He/she or a team member must be a qualified statistician
  - The consultant must have working experience in Kenya and be familiar with the cultural background of rural communities
  - Be well versed with rural child rights related issues.
  - Demonstrated experience with community development approaches; participatory methodologies, inclusion and participation of children.
  - Evidenced experience in conducting participatory qualitative and quantitative studies
  - Evidenced report writing (English language) and documentation skills
  - Demonstrates meeting all legal requirements.

## 7) Evaluation deliverables

- i. An **acceptable inception** report including indicator matrix.
- ii. An **acceptable draft report** after the analysis of data for staff and stakeholders' feedback.
- iii. A final acceptable report in English of no more than 40 pages (excluding references and annexes) utilizing the format below:
  - Front page with title of the evaluation, date and authors of the report
  - A table of basic document information on page (see annex 6)
  - Executive summary that presents the key points of the different sections.
  - Objectives and the intended use of the evaluation
  - Methodology and Limitations of the evaluation
  - Description of the project or programme
  - Findings
  - Conclusions and recommendations
  - Relevant annexes, which as minimum must include:
    - i. List of people/organizations interviewed or consulted
    - ii. All full versions of data collection tools
    - iii. Bibliography of the documents reviewed
    - iv. Evaluation work plan
    - v. These Terms of Reference for the evaluation
- iv. A summary of the findings (in MS PowerPoint) to be used for subsequent dissemination.
- v. The final cleaned dataset used for analysis and production of final report in an accessible electronic format (csv, excel, SPSS, STATA). All raw data (quantitative data files, transcripts of FGDs etc.) should also be submitted to Plan for reference and future use.

## 8.0 Respondents are asked to provide:

1. A detailed technical proposal clearly outlining the proposed methods for the end-line study and examples of tools to be used
2. Curriculum Vitae(s) of proposed staff outlining relevant education, child protection, and gender study expertise and experience. Clear reference to child protection and gender equality experience should be made where applicable.
3. A table clearly stating the level of effort of each proposed team member
4. A financial proposal with a detailed breakdown of costs for planning and carrying out the Endline study

5. A proposed timeframe detailing activities and a schedule/work plan (including a Gantt chart), in line with the timeframe provided in this TOR
6. Names and contact information of three references who can be contacted regarding relevant experience
7. A Consulting Firm Profile (including all details of the firm)

**The detailed technical proposal should:**

- Show a thorough understanding of these terms of reference
- Include a description of the preferred methodology including proposed research and sampling designs
- Demonstrate previous experience in conducting quantitative and qualitative study approaches
- Be gender responsive
- Demonstrate approaches that will be used to ensure child protection and ethics and principles will be applied throughout the design and data collection phases of the project, and how marginalized or vulnerable people will be included.

**The financial proposal should contain:**

- Itemized consultancy fees/costs
- Itemized field data collection expenses, including lines for enumerator compensation and transportation
- Itemized administrative expenses
- Validity period of quotations

**The consulting team profile should contain:**

- References (Names, physical and email addresses and telephone numbers of three references for the consultancy organization which must relate to similar work done within the last three years, and the contact details (names, addresses and email and telephone numbers) of the persons who will be ultimately responsible and accountable for contracting the consultants for that work).
- The full names of all participating consultants and their roles, including technical expertise
- Physical address of the firm
- Telephone number(s) of the firm (if applicable) and participating consultants
- Full name and contact information of the contact person within the consulting team
- Date of registration and Registration Number
- Copy of registration or other certificate, VAT and PIN
- Full names of Directors/Proprietors
- Clear and detailed work plan including a Gantt chart.

All applications received by the submission date will be reviewed by a selection committee based on pre-determined objective criteria. Upon selection, the consultant(s)/ consulting firm would be invited for a discussion and requested to submit a detailed inception report and work plan prior to starting any data collection exercise. The Technical and Financial proposals must be submitted in separate envelopes:

Bidders should provide a technical and financial proposal in two separate envelopes clearly marked “**Technical Proposal**” and “**Financial Proposal**” and sealed in one plain envelope clearly marked “**Consultancy for Endline Survey: NORAD Project**” and addressed to:

The Tender Committee  
Plan International Inc.  
Kenya Country Office  
Oloitokitok Road, Lavington  
Methodist Ministries Centre, Block C, Ground Floor  
P.O. Box 25196, Lavington 00603, Nairobi, Kenya

*Closing date for submission of proposals: 9<sup>th</sup> November 2015 at 5.00PM*

**Annex 1: STUDY PLAN OCTOBER 19<sup>th</sup> 2015-NOVEMBER 29<sup>th</sup> 2015**

	NOVEMBER										DECEMBER																					
Key activity	16	17	18	19	20	23	24	25	26	27	30	1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25		
Signing of contracts with the consultant	1	1																														
Preliminary start up meeting with consultant and KCO		2																														
Consultant to work on the draft inception report			3	4	5																											
Consultant sends draft inception report for review					5																											
Review of the inception report including study tools by KCO and NORAD						6	6																									
Data collection by the consultants								7	8	9	10	11	12	13																		
Data analysis and report writing															14	15	16	17	18													
Presentation of first draft																				19												
Review of the first draft																				19	20	21										
Consultant to refine the report based on feedback from reviewers																								22	23	24						
Submission of final draft																											25					

## ANNEX 2: Project indicator<sup>2</sup>

- % of families that report child rights violations
- Number of schools that report inclusion and participation of children in decisions that affect them
- Number of families that report inclusion and participation of children in decisions that affect them
- Proportion of duty bearers effectively handling child abuse cases to completion
- % of duty bearers with positive attitudes towards supporting child protection cases
- Proportion of targeted community members effectively handling child rights issues
- Number of CBOs and CSO organizing and participating in advocacy initiatives for children protection
- Percentage of girls and boys retained in school
- Proportion of functional AACs and other child protection structures
- % of child abuse cases that are handled to completion within reasonable time
- % of parents and teachers, promoting participation of children in decision making
- % of parents and teachers with increased knowledge on reporting and referral of child abuse cases
- % of girls and boys reporting first sexual debut before age 18 years
- Percentage of families involving children in decision making processes that affect their lives
- % of children with disabilities engaged in community development processes.

## ANNEX 3: PROPOSED TEAM COMPOSITION TEMPLATE

Name of Team Member	Roles under this assignment	Highest Level of Qualification	Years of Experience related to the task

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## ANNEX 4: STANDARD EVALUATION QUESTIONS (MANDATORY)

It is the responsibility of evaluators to consider question, complete form and insert as annex in report

### Costs and reach of the programme evaluated:

Total expenditure on programme from start to date of evaluation (KES.)					
Total reach of programme from start to date evaluated (people directly affected by the programme )	Adults	Women		Men	
	Children <18)	Girls		Boys	

### Standard points to be considered and reported:

<i>Overall assessment to be filled in by evaluator ( scale 1 poor, 3 medium, 5 excellent)</i>	1	2	3	4	5
How consistent is the programme with Plan's Child Centred Community Development approach? (refer to Plan's Programme Guide and Operational Standards on CCCD)					
Comments:					
How consistent is the programme with the local Plan strategy (CSP/regional strategy)?	1	2	3	4	5
Comments:					
How appropriate was the original project/programme design for achieving the results that were originally expected?	1	2	3	4	5
Comments:					
How well has the internal monitoring system contributed to the evaluation and to ongoing programme implementation?	1	2	3	4	5
Comments:					

## ANNEX 5: BUDGET TEMPLATE

The consultant will be fully responsible for **all the end line related costs** as shall be indicated in the approved budget. Plan Kenya will only cater for the mobilization of respondents at no cost implication. The consultant will be required to make own transport arrangements to and from project areas (Kilifi, Kwale and Nairobi) including transportation of research assistants. The consultant should also make necessary arrangements of how and when the data entry will be done by providing the required resources. Please also include your proposed terms and schedule of payment in the Financial Proposal. Successful applicants will be expected to undertake the study fully before any claims are made. On production of an **acceptable draft report**<sup>3</sup> Plan shall pay 40% of the total cost and **60%** upon production of **final acceptable report**<sup>4</sup> Payment will be made once the final report is accepted.

Item Description	Unit	# of Units	Unit Cost	Total Cost (Ksh.)
Consultancy fees	Per day			
Data enumerators allowances (including accommodation)	Per day			
Training data enumerators (including accommodation)	Per day			
Office expenses (Printing, photocopy, communication costs, binding etc.	Lumpsum			
Data entry costs	Per day			
Other costs				
<b>Grand Total</b>				

<sup>3</sup> Drafts are considered acceptable only when they meet the threshold of good quality as underscored in this TOR and during subsequent inception meeting session with Plan team of reviewers. Drafts which are not accepted and fail to meet the threshold even after the consultant is given time to revise the report will be subject to termination as will be defined in the agreement. Under the circumstances Plan will not be obligated to meet any financial costs incurred during such period of preparing the “unaccepted draft report”

<sup>4</sup> A report is considered final acceptable after inclusion of all comments from Plan team of reviewers and upon certification that all the comments have been included. The consultant may be required to validate the findings before the final report is accepted. The final report will be accepted together with all its annexes as defined in this TOR

## ANNEX 6

- 1) Standard basic information table to be inserted on back of front page. Completed and inserted in the report by evaluators preparing the report.

Title								
Date of report								
Author								
Name of programme/project and GAD number, if any								
Start and End date of programme/project								
Plan Region:								
Country:								
Plan Impact Area	Health	SRH	Educ.	Water San.	Econ. Sec.	Protection	Participation	DRM
Abstract:								