
REQUEST FOR PROPOSALS – EXTERNAL EVALUATION

1. BACKGROUND

Hope and Homes for Children

Hope and Homes for Children (HHC) is a UK-registered INGO working internationally to be the catalyst for the elimination of institutional care. Since its establishment in 1994, it has worked on the prevention of family separation, care reform and deinstitutionalization, in over 30 countries. HHC has a regional director based in Hong Kong and works in Nepal through partnership with Forget Me Not (see www.hopeandhomes.org).

Forget Me Not

Forget Me Not (FMN) is an Australia-registered charity working with partner organizations in Nepal, Uganda and India in child protection. FMN was established as an INGO in Nepal on 22 November 2011 in Kathmandu. FMN works in Nepal alongside Nepal Government to remove children from orphanages, both legal and illegal, and return them to their families in a supported manner through its implementing partner NGO, The Himalayan Innovative Society (see www.fmn.org.au).

The Himalayan Innovative Society

The Himalayan Innovative Society (THIS) is a Nepali NGO registered at District Administration Office, Kathmandu in 2003, affiliated to Social Welfare Council and NGO Federation and works in collaboration with Nepal Government to prevent family separation and orphanage trafficking in Nepal (see www.thisngonepal.org).

2. THE PROJECT

Unequivocal evidence shows that institutionalisation of children is a harmful practice that undermines development, exposes children to unacceptable safeguarding risks and results in the intergenerational transmission of poverty and social exclusion. Both a source and destination point for child trafficking (US Trafficking in Persons Report 2017), institutions in Nepal are a widely recognised vehicle for the enslavement of children; acting as ‘lucrative businesses’ (UNICEF 2011).

As institutions proliferate in response to crises and with 16,536 children confined to institutions across the country (State of Children Report 2017), this project was initiated to demonstrate the reintegration of 260 children from institutions in Nepal and support the development of family strengthening, gatekeeping and alternative care linked into local child protection systems.

This project aims to leverage the political will and appetite for deinstitutionalisation in Nepal. By building on substantive gains made by the Government of Nepal the project aims to create a model for the transition of children into family care and a model for the development of family strengthening, gatekeeping and suitable alternative care for social welfare actors, donors and communities to reduce the use of institutions and prevent modern day slavery of children.

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This pilot project is funded by a grant from the UBS Optimus Foundation (UBSOF) with the three-year project starting from January 2019. In 2020, given the impact of the COVID-19 pandemic as well as a fundamental change in operating context in one working area, revisions were made to the project strategy and activities for the final year of the project.

Project Overview

Project Name:

From Orphanages to Family Based Care: Child Protection and Care Reform in Nepal

Impact:

The most vulnerable and marginalised children in Nepal thrive in safe family care as a result of improved community-based mechanisms which respond to specific risks in Nepal

Outcomes:

1. Strengthened political will for childcare reform in Nepal
2. Established know-how and evidence in deinstitutionalisation and alternative care
3. Strengthened capacity of government and NGO social workforce for Prevention and Deinstitutionalisation
4. Targeted Child Care Homes and Donors promote Deinstitutionalisation and redirect funding to Family Based Care and Alternative Care

Outputs:

- 1.1 Annual dissemination of available evidence on CCHs
- 1.2 Establishment of CSO Alternative Care Working Group

- 2.1 Working partnership with Government and CSOs for transitions and closures
- 2.2 90% of children from transitions, closures and rescues reintegrated into family-based care
- 2.3 Foster care pilot completed
- 3.1 Capacity-building of relevant government and NGO staff
- 3.2 Awareness-Raising and Prevention Interventions delivered in 9 Municipalities (Kathmandu Valley and Chitwan district)
- 4.1 Alliance of NGOs convened to advocate for DI and Family Based Care among FBOs
- 4.2 Donors supporting CCHs in Nepal are made aware of issues of orphanage trafficking and the harms of institutionalisation
- 4.3 Potential CCH volunteers and supporters are provided with information on the harms of institutionalisation and the impact of orphanage tourism

3. PURPOSE OF EVALUATION

These terms of reference outline the key purpose and objectives, expected methodology and deliverables of the evaluation.

The purpose of the evaluation is to assess the extent to which the project purpose and objectives were achieved (results, impact, sustainability and the processes which led to these); identify key lessons learnt and generate learning about the strategies developed so far in Nepal; and provide strategic information on how the project can strengthen approaches to facilitate future growth and effectiveness. The evaluation will also be used as a reference tool for both the organisation and government in progressing childcare reform in the country.

4. SCOPE OF EVALUATION

This evaluation is of a pilot-project initiated to support catalytic change in care reform in Nepal, conducted against a backdrop of changing governance in Nepal as part of process of devolution and the COVID-19 pandemic, resulting in significant adaptations to the originally envisaged project strategy, which were mutually agreed with UBSOF.

While also presenting a clear summary of project progress against agreed plans, the evaluation should predominantly focus on identifying the contribution of the project to supporting care reform in Nepal. This should include consideration of direct and indirect contributions. The evaluation should identify: key learnings from the project; challenges faced and how/if they were overcome; successful elements or practices and what made them so; and, what elements were less successful any why.

5. TIMELINE

The evaluation will be undertaken between July and September 2021.

6. DELIVERABLES

In line with the purpose and methodology of the evaluation, the evaluator will deliver the following outputs:

1. Inception report with detailed methodology, tools and work plan;
2. Meetings/Calls with stakeholders debriefing (as a note or a presentation remotely);
3. Draft evaluation report;
4. Final evaluation report that incorporates evidence, learning, case studies, feedback received from the project and partners and meets agreed quality standards. The report should be precise, must answer each evaluation objective and question and should contain the following (this can be discussed within the inception phase):
 - Cover page (title of the evaluation report, date, name of evaluator).
 - Contents table
 - Executive summary (of no more than 2 pages outlining the key purpose of the evaluation, main points of analysis, key findings, conclusions and recommendations).
 - Introduction (outlining the background to the organisation and project; purpose and objectives of the evaluation; logic and assumptions of the evaluation; overview project activities).
 - Evaluation Methodology (evaluation plan; strengths and weaknesses of selected design and research methods; summary of problems and issues encountered and limitations of the evaluation).
 - Findings (overall results; assessment of accuracy of reported results; relevance; effectiveness; efficiency; sustainability; and impact).
 - Conclusions (summary of achievements against evaluation questions; overall impact and value for money of activities)
 - Lessons learnt (project level - management, design, implementation; policy level; sector level).
 - Recommendations.
 - Annexes (such as independent final evaluation terms of reference; evaluation research schedule; evaluation framework; data/information collection tools; list of people consulted; list of supporting documentary information; The project's management response* to report findings and recommendations).
 - Draft summary report (summarising key findings and recommendations, up to 4 pages) that can be used to disseminate findings, written in English, in clear and plain language and style suitable for all stakeholders.

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- The raw data (all transcripts, quantitative data) must be handed over to HHC/FMN/THIS together with the evaluation report.

The report should not exceed 10 pages, without annexes.

7. DESIGN

The exact methodology of the evaluation will be designed and agreed with the evaluator(s), once they are recruited. However, the evaluation should be conducted with the active participation of key stakeholders and the overall evaluation process should include:

- *Desk Review:* Review of project documents, monitoring framework, and reports
- *Analysis of Existing Data:* Comprehensively analyse data provided by the project from surveys and project data.
- *Consultations:* Visits to project sites; interviews and interactions with HHC, FMN, THIS; interviews and interactions with beneficiaries, key informants and local stakeholders; interviews with government agencies (e.g., National Child Rights Council, Child Protection Working Group).

The inception phase will include an introductory briefing with the project team and a literature review of existing project and contextual documents. The evaluator will be granted access to any relevant project documentation – grant proposal, quarterly/annual reports, prior research done through the project - as well as to any relevant data sets collected by the project through the project implementation. If additional data is required this should be agreed in consultation with relevant project staff.

In line with the purpose of the evaluation, the evaluator will deliver the following:

- Inception report with detailed methodology, tools and work plan, by 15th July 2021
- Field debriefing (as a note or a presentation remotely), by 30th August 2021
- Draft evaluation report, by 15th September 2021
- Final evaluation report that incorporates evidence, learning, case studies, recommendations, feedback received from the project and partners (government and civil society) and meets agreed quality standards, by 30th September 2021.

8. QUALIFICATIONS AND EXPERIENCE OF EVALUATOR(S)

The project is looking for an independent evaluator or team with a strong record in conducting evaluations as well as direct programme interventions. The lead evaluator will need to carry respect and credibility within the development field and have an excellent knowledge of evaluation and monitoring in theory and in practice.

The evaluator must be aware of the current trends of the child protection sector, and knowledgeable of the current child protection and safeguarding strategies. He/she must have wide experience in social research; good communication and negotiation, analytical and report writing skills. The evaluator will lead and manage the exercise and she/he will ultimately be responsible for drafting and presenting the final Report.

- The evaluator should be a suitably-qualified and experienced consultant. The consultant profile should include:
- An evaluation specialist with a minimum of 5 years' experience in project evaluation in social field;
- Experience of results-based monitoring and evaluation;
- Ability to design and plan the evaluation approaches and research methodologies, including quantitative and qualitative research methods;

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- Understanding of family and community strengthening strategies, deinstitutionalisation, child protection system reform;
 - Substantial experience conducting qualitative research and data analysis;
 - Understanding of and commitment to ethical issues in research/evaluations;
 - Experience in managing and coordinating evaluation/research exercises, including with or through country-based partners, delivering agreed outputs on time and on budget;
 - Ability to write high quality, clear, concise reports in English;
 - Appropriate country knowledge/experience. This includes language proficiency to conduct the research required or that resources be made available (e.g. translator or social gatekeeper) to enable the research to proceed smoothly;
 - No conflict of interest with the on-going activities of HHC/FMN and partners;
 - Experience in programme/project evaluation in an international development context will be considered an advantage;
 - A financial proposal that offers good value for money and that maximises potential efficiencies to deliver the outputs within budget. The selected evaluator will be expected to sign and abide by HHC/FMN key policies.

If the evaluator has limited knowledge and experience of child protection in Nepal, s/he should be prepared to engage an experienced national consultant as part of the evaluation team.

9. APPLICATION PROCESS

The interested applicants should submit their proposals in one pdf document to Tessa.Boudrie@hopeandhomes.org no later than 15th May 2021.

Interested consultants should develop and submit their proposal including:

- 1) Letter of interest with confirmation of their availability for the proposed timeline
- 2) General information with (i) name, (ii) phone, (iii) email, (iv) address, (v) affiliation, (vi) prospective role in this consultancy
- 3) Technical proposal with the following sections: proposed consultancy design and methodology, workplan (Main activities and duration)
- 4) Details of past performance: consultancies that are relevant to this assignment including details of at least 2 client references
- 5) Tentative budget proposal including proposed team composition and rate per day
- 6) Curriculum Vitae

The proposal/expression of interest will be evaluated against the following criteria: (1) relevance, efficiency and effectiveness of proposed methodology and technical approach; (2) organisational and technical capacity of the applicant; (3) relevant experience in similar type of research; and (4) budget. The evaluation of submitted proposals/expression of interests against these criteria will be used as a basis for selection of the contractor.

Only shortlisted applicants will be contacted