

Mid-term evaluation Consultant

Terms of reference (ToR)

Date: 20.04.2018

From: Tdh Kenya Country Representative – Marie Joron

TERMS OF REFERENCE

Country: Kenya

Location : Korogocho slums, Nairobi outskirts

Starting date: 28.05.2018

Duration of the field mission: 15 days

Time dedicated to the desk review and to the writing of the report: to be defined with the consultant

Under responsibility of: Marie Joron, Country Representative

HQ follow-up: Rolland Gueneau, Desk Manager and Marion Prats Estingoy, CPIE Expert

Funding Sources for the evaluation: Tdh

PRESENTATION OF TERRE DES HOMMES (Tdh)

- In general

Tdh is the leading Swiss NGO focusing on child rights. It is active in more than 30 countries with development and emergency projects. Tdh focuses its action on the two following areas of intervention: health and protection of particularly vulnerable children. Modern management and communication tools ensure the quality of Tdh's projects. The Foundation constantly aims to improve its services.

- Brief presentation of Tdh in Kenya

Tdh started operations in Kenya in September 2011, as part of the response to the Horn of Africa famine. Since 2012, Tdh has provided direct aid to refugees in Dadaab's Kambioos (closed in March 2017) and Hagadera refugee camps, through psychosocial support, recreational activities, case management, community mobilization and awareness

In addition, Tdh implements Maternal and Child Health Nutrition and Child Protection projects in partnership with the Ministry of Health in Garissa district. In 2015, Tdh has initiated a child protection project in Korogocho, a low income community in the outskirts of Nairobi. With the support of the Peter Cundill Foundation, and other various private foundations, the project reaches out to extremely vulnerable children and their families by providing support to children who have dropped out of school and are experiencing on-going violence and violations of their rights.

Tdh's national coordination office is located in Nairobi, with one field office in Korogocho slum. The team in Korogocho includes 10 operational staffers.

PRESENTATION OF THE PROJECT TO BE EVALUATED

- Title: Korogocho Comprehensive Child Protection and Education Initiative (KOCHPEI)

- Start: 1st June 2016
- Duration: 3 years
- Total budget: USD 500,000
- Donors : Peter Cundill Foundation
- Project beneficiaries : Korogocho slums' vulnerable children and families
- General objective: to provide immediate and sustained relief for children experiencing violence, and facilitate the establishment of a sustainable community support structure, which leads to prevention and reduction of abuse, exploitation and neglect of children.
- Specific Objectives:
 1. **Prevention** and response to violence against children
 2. **Education** for vulnerable, deprived and mostly excluded children
 3. **Livelihood support** to poor families so to reduce children's exposure to harm and violence.
- Target population of the project: 61,500 children and adults
- System of monitoring evaluation forecasted in the project documents: bi-annual reports and monthly update of the internal monitoring tool.

GENERAL OBJECTIVE OF THE EVALUATION

Objective: To make an assessment, as systematic and objective as possible, of the above mentioned project, its design, implementation and results.

The aim is to determine the relevance and fulfillment of objectives, developmental efficiency, effectiveness, impact and sustainability. The evaluation should provide information that is credible and useful, enabling the incorporation of lessons learned into the decision-making process of Tdh.

Principles underpinning the approach to the evaluation are:

- Impartiality and independence of the evaluation process from the programming and implementation functions;
- Credibility of the evaluation, through use of appropriately skilled and independent expert and the transparency of the evaluation process, including wide dissemination of results;
- Usefulness of the evaluation findings and recommendations, through timely presentation of relevant, clear and concise information.

SPECIFIC OBJECTIVES OF THE EVALUATION

- ✓ Result 1: The project activities are evaluated through the following criteria **relevance, effectiveness, efficiency, sustainability and impact.**
- ✓ Result 2: Recommendations for improving each of the criteria are shared (especially for the next phase of the project)
- ✓ Result 3: A suggested action plan corresponding to each recommendation is included in the evaluation report

The evaluation report should then provide conclusions and recommendations on the following questions:

- Effectiveness: To which degree did the activities meet the objectives and results set out in the project (as outlined in the logical framework)?
- Matching needs: Did the project/activities meet relevant needs of the beneficiaries?
- Relevance: Was the project designed in a way that is relevant to reach its goals?

- Alignment: to which extend the project is in line (and using) with international relevant standards (such as the CPMS)
- Efficiency: Was the project run in an efficient way?
- Sustainability: Are the results achieved so far sustainable?
- Internal coherence: Were the result indicators and their means of verification adequate? What possible adjustments would the consultant recommend?
- Gender mainstreaming: To which extent did the project succeed in including a gender perspective?
- Impact: Where there any unforeseen positive/negative effects of the activities?
- Synergies: to which extent were synergies achieved with other activities implemented by other NGOs, as well as with local initiatives?
- Which unmet needs did the evaluator identify that would be relevant for Tdh to look into in an eventual continuation of the project?
- Identify lessons learned and provide recommendations.

METHODOLOGY

Overall evaluation approach and data collection methods proposed:

- ✓ Preparation phase: Secondary data review, briefing with Tdh personnel at headquarter and at Nairobi, writing an inception report for evaluation stating the sources of information, tools for collection. The methodological proposition of evaluation must allow a mutual understanding between the Tdh teams and the consultant, regarding the objectives, scope, time and expected results of the evaluation.
- ✓ Field phase (Korogocho): Meeting key stakeholders, especially local authorities, beneficiaries and other relevant people (from Department of Children Services DCS, local organizations and NGOs) using individual questionnaire and Focus Group Discussions (FGD).
- ✓ Analysis and debriefing phase: The results and preliminary conclusions will be presented to the Tdh teams and partners at field level. A debriefing in the capital and headquarter will be organized (if necessary via Skype) to discuss the results and the recommendations.

DELIVERABLES

All deliverables are to be submitted to Tdh Desk Manager and CPiE expert at HQ and Tdh Country Representative in Kenya in English. Deliverables include:

- An inception report, to be submitted one week after the beginning of the evaluation, explaining the methodology, work programme and timetable for the evaluation.
- A final report to be submitted at the end of the evaluation with a maximum extension of 30 pages excluding annexes. The final evaluation report will be structured as follows:

Table of contents

Acronyms

Executive summary (2-3 pages)

- Overview of the project
- Evaluation objectives and intended users
- Methodology

- Most important findings and conclusions
- Main recommendations

I. Introduction (1-2 pages)

- Scope and purpose of the evaluation, intended users, team composition and structure of the report
- Evaluation questions and criteria
- Eventual changes to the initial request (objectives and questions)

II. Methodology (2 pages)

- Description of methods used and rationale
- Description of project ToC if any
- Limitations and constraints, potential bias and mitigations measures
- International standards used as reference for the evaluation

III. Context : Analysis of the context (1,2- 1 pages)

IV. Core sections of the report (10-15 pages) by evaluation criteria and questions. Presentation of the evidence gathered , triangulation and findings

V. conclusions (2-3 pages) final appreciation (clear and defensible basis for value judgments. Provide insights pertinent to the intervention that has been evaluated and to the purpose of evaluation.

VI. Recommendations (2-3 pages) (clear, specific and relevant, implementable, linked with conclusions and reflect consultations with stakeholders, presented per priority level, with timeframe and suggestions of where responsibility for follow up should lie.

Annexes

- ToR
- List of groups people interviewed (anonymized), sites visited
- List of documents consulted and secondary data used (please provide the sources through wetransfer or dropbox)
- Data collection instruments
- Evaluation matrix
- Power point presentation of the main findings and recommendations

DURATION AND DATES

2 weeks, from 28th May 2018

PROFILE OF THE CONSULTANT

- Minimum 5 years proven experience in relief/development project evaluation
- Preferably he/she should have a broad working experience in urban settlements, in Kenya is

a plus

- Experience in collaborating with government officials, representatives of bilateral aid agencies, UN agencies, and other international institutions.
- Fluent English and good writing skills (the report should be in English)
- Swahili is an asset
- Previous experience working with a child protection organisation is compulsory, preferably with Tdh

He/she will conduct his or her duties in respect of the Charter of Terre des hommes and the Tdh

Child Safeguarding Policy.

Tdh expects that its contractors' professional conduct reflects proper behaviour in accordance with local culture and traditions. The incumbent assures the moral protection of the name of Tdh and defends in all circumstances the interests of the movement.

Tdh intervenes without any affiliation for politics, religion or financial profit. He/she will direct his or her activities and engagements without preoccupation of political, racial or religious affiliation.

APPLICATION

Interested candidates should submit:

- A technical offer including:
 - ✓ An understanding of the issues at stake of the study and the Terms of Reference (ToR): development of problems and formulation of questions which the offer will aim to answer
 - ✓ Methodology and proposed tools
 - ✓ The timetable showing the details for the completion of each of the evaluation phases. The proposed schedule should include time for briefing and debriefing on the mission and as much as possible at Tdh headquarter.
- A financial offer including of a detailed budget in columns (fees, other costs)
- An up to date CV
- Technical sample of an evaluation report done by the candidate
- 3 references

Only complete applications will be considered.

The applicants must send off requested documents electronically to mpr@tdh.ch, clearly indicating on the subject line "**KEN application for Evaluation Korogocho – your NAME**"

The deadline to apply is 5th May 2018

PROCEDURES AND LOGISTICS

The consultant shall commit to respect Tdh's Risk Management Policies including: Child Safeguarding Policy, Safety and Security Policy and Anti-Fraud/Corruption Policy, Whistle Blowing Policy. The consultant immediately agrees to respect all specific security instructions of Tdh and based on Tdh security analysis and knowledge of the zone and those involved there. The consultant shall commit to inform supervisors and to deal with any cases, allegations, or possibility of transgression, even potential, of the Tdh Risk Management Policies.

No data can be used by the consultant concerning this study without the written permission of Tdh for a duration of 5 years. The consultant acting as service provider will make sure to present

himself as such for all discussions held within the framework of the consultancy.

- **Working hours, holidays:** from 8am to 5pm, 5 days a week with a break of 1 hour for lunch
- **Conditions that may influence data collection:** if any demonstration or security incident happened, evaluation might be impacted as the consultant won't be able to access Hagadera camp
- **Availability and provision of services (local translators):** Tdh staff would support translation when needed (English/Swahili/Somali)
- **Availability and provision of office space, cars, laptops, tape recorders, and procedures for arranging; meetings, requirements for debriefings:** No computer or laptop provided to the evaluator, a desk will be available. Transport from Nairobi to Korogocho will be managed by Tdh. Based on the evaluator preliminary note, Tdh team will propose a meeting schedule that might evolve regarding constraints and availability of the people to be met.