TERMS OF REFERENCE FOR MID-TERM EVALUATION

DELEGATION: - Tdh Foundation, India Delegation Office

PROJECT: - Transforming reintegration practices of service providers to support survivors of trafficking and exploitation return to safe, protective and resilient communities in West Bengal and Jharkhand.

PROGRAM: - Child Protection

1. PRESENTATION OF TERRE DES HOMMES

Terre des hommes (Tdh), the leading Swiss child relief non-profit organization, is active in more than 40 countries with its programs in mother and child health, child protection, WASH and humanitarian emergencies. In India Tdh implements projects in India through local partners in the states of West Bengal, Jharkhand, and Assam. Tdh India Delegation Office (IDO)’s areas of expertise lie in Child Protection, Mother & Child Health, WASH and Emergency Response with Disaster Risk Reduction (DRR). Besides financial support, Tdh IDO supports its partners with technical support and is involved in all stages of the project- from designing to monitoring and evaluation.

Our Child Protection Programmes’ core intervention area include West Bengal, Jharkhand, Assam, Andhra Pradesh, Telangana, Kerala and Assam. We work at a systemic level, engaging with formal and non-formal actors, Government structures, service providers, civil society organisations, communities, families and children themselves to ensure the care and protection of vulnerable children on the long-term.

We provide technical support and capacity building to our partners, we strengthen case management and coordination mechanisms, influence policy making, and co-implement programmes, with our local partners. We promote a multi-stakeholder, integrated and participatory approach aiming at improving their wellbeing, development and empowerment of children and youth and their access to quality services and schemes. Innovation is an important component of our programmes and enhance their efficiency and sustainability.

2. BACKGROUND AND RATIONALE

From November 2013 to May 2016, Tdh in India has implemented a Learning Grant supported by Oak Foundation in West Bengal and Jharkhand. The goal of the Grant was to develop the capacity of 24 NGO partners to have a shared understanding and improved planning practices on economic reintegration of survivors of sexual exploitation and trafficking.

Following the successful outcomes of the intervention, a second phase of the Project was granted for 4 years (November 2016-Oct 2020), however the initiation for the second phase was delayed, and so the grant cycle is now from Nov 2016 to May 2021.

The four key objectives of the project are:
- To enhance capacities of NGOs in West Bengal and Jharkhand to work with Children and Young People\(^1\) in ensuring their well-being and sustainable reintegration.
- To support advocacy and sensitization actions of NGO partners at the Government and community level to create protective environments for Children and Young People.
- To strengthen NGO partners to better monitor, learn and document what is effective in promoting and maintaining the wellbeing of children and young people, their families and communities.
- Communities are better prepared to facilitate the reintegration of children and young people.

The mid-term evaluation will be positioned within the above-mentioned Project that is being implemented by Terre des hommes Foundation in partnership with 37 civil society organisations.

The Project envisages bringing about positive changes in the lives of children who have experienced trafficking, abuse and exploitation or who are living in vulnerable situations that threaten their protection and well-being. The Project will do so by improving the practices of caseworkers and caregivers delivering supportive services for survivors and vulnerable children, their families and communities in the reintegration process. Moreover, the project will focus on empowering the communities to build protective and enabling environment conducive to the psychological and psychosocial well-being of children. It aspires to vulnerable children feeling safer, more resilient, more nurtured and cared for within their immediate settings, and having access to livelihood options which will help them in their reintegration within their families, building better futures for themselves and their communities. In 2018 a M&E Plan including a Logical framework and timeline of deliverables was developed to support tracking and progress of the project with the support and consultation with the partners.

The major accomplishments of the project so far are:

- Training Needs Assessment Workshops were conducted for 37 NGO partners
- Trainings on Basic Counselling Skills are completed both in West Bengal and Jharkhand.
- Three phase Advanced counselling trainings conducted for the participants who have received Basic Counselling Skill Training in the previous phase.
- Counselling workbook developed in three languages - English, Hindi and Bengali.
- Training on child safeguarding policy provided to the partner organizations who didn’t have any CSP.
- A study is being conducted in West Bengal and Jharkhand to understand the existing gaps in schemes and services at different levels (local, district, state,) creating barriers in reintegration of trafficked survivors in West Bengal and Jharkhand.
- The Advocacy Planning meetings for West Bengal and Jharkhand partners were held to formulate common advocacy plan.
- Partners’ meet was organised at Ranchi comprising of both the old and the new partners of the project to promote a spirit of cross learning among the partners and provided a platform for sharing of their innovations and work.
- A training on Child Protection in Emergencies was provided to Jharkhand partners. Jharkhand being a disaster-prone area, this training was useful as majority of the partners were working in disaster prone areas and as a result developed their own district specific plans.
- A training on Project Cycle Management was conducted for all 37 partners to build their knowledge and skills on M&E.
- Workshop on Reintegration Guidelines (Rise Learning Network) conducted for the West Bengal Partners.

\(^1\) survivors of trafficking and exploitation and those at-risk.
- The State consultation was organized in West Bengal to generate ideas and inputs for developing an internet-based application and generating a Resource Map for survivors of trafficking and sexual exploitation.
- Newsletter first edition was published to share good practices and encourage cross learning among partners.
- BECOME SCT Tool revision is continuing. Trail and field testing completed.

**3. Objective of the Mid-term Evaluation**

The objective of the mid-term evaluation is to assess the relevance, efficiency, impact, sustainability and effectiveness of the program so far, so that amendments and revisions can be considered based on the findings and recommendations. In addition, due some of the activities that have not yet been implemented, the consultant/agency will also be required to collect baseline figures for these activities and corresponding output/outcome indicators, which will be used when conducting the end of project Evaluation.

The project indicators (baseline and midterm indicators are defined):

**Outcome 1-** Enhanced capacities of NGOs in West Bengal and Jharkhand to work with children and young people in ensuring their well-being and sustainable reintegration.

- % of trained social workers who are able to develop realistic and participatory livelihoods planning with children and young people. (Baseline)
- % of social worker are trained are confident on adequate application of tools. (Baseline)
- Degree of satisfaction of the children, about how the process towards reintegration reflects their needs, abilities and aspirations. (Baseline)
- % Children and young people demonstrate an increase in confidence and self-esteem (Rise) (Baseline)
- % Children and young people demonstrate improved positive behaviors (respectful, responsible, hardworking, punctual, disciplined, etc.)  (Rise) (Baseline)

**Outcome 2 –** Advocacy and sensitization actions implemented by 35 NGO partners contribute to making government and community level stakeholders more aware about the importance of creating protective environments for children and young people.

- Stakeholders such as Panchayat members, Village level child protection committee (VLCPC) members, school teachers, religious leaders, youth club members having demonstrated engagement in creating protective environments for children and young people. (Baseline)
- % of children and young people [identified by the partners] who report feeling accepted, respected and supported within their families and communities after reintegration in West Bengal and Jharkhand by the end of the Project. (Baseline)
- % of families among the reintegrated children and young people [identified by the project] who have been linked to livelihoods and government support schemes and programs in West Bengal and Jharkhand by the end of the Project. (Baseline)

**Outcome 3-** Strengthened capacity of NGO partners to better monitor and document the progress in the well-being of children and young people, families and communities.

- Number of partners organizations that have improved their monitoring and documentation (proposal writing, fund raising) processes at the end of the Project period. (Mid line)
• Number of NGO partners who can better monitor and document the progress in well-being of children and young people, families and communities. (Midline)

OUTCOME 4- Communities in West Bengal and Jharkhand are better prepared to support and facilitate the reintegration of children and young people.

• % of children and young people benefited by seed initiatives received adequate support from the community in their reintegration process. (Baseline)
• Increased level of participation of community members in seed projects towards supporting reintegration of children and young people. (Baseline)

The consultant/agency should follow the Development Assistance Committee (DAC) criteria as listed below together with the key evaluation questions;

Relevance: Determine the extent to which the project is suited to the priorities and policies of the target group.
• Do all stakeholders, including grassroots level organizations, Children and Young People feel that the project and its interventions are still relevant for them?
• Are there any recommended changes and modifications to strengthen the impact of this project moving forward?
• How is the project addressing specific gender needs and roles?

Efficiency:
• Efficiency measures the outputs - qualitative and quantitative - in relation to the inputs. It is an economic term which signifies that the aid uses the least costly resources possible in order to achieve the desired results. This generally requires comparing alternative approaches to achieving the same outputs, to see whether the most efficient process has been adopted.

How well has the project used its resources to meet its target outputs?

Impact:
• Are there any wider positive and negative changes produced by the intervention, directly or indirectly, intended or unintended that would be already emerging? (This involves the main i effects resulting from the activities on the local social, economic, environmental and other development indicators. The examination should be concerned with both intended and unintended results and must also include the positive and negative impact of external factors, such as financial conditions. It should also include a Do no harm analysis.

Sustainability/ adaptability: Sustainability is concerned with measuring whether the benefits of an activity are likely to continue after donor funding has been withdrawn. Projects need to be environmentally as well as financially sustainable.
• Are the envisaged activities adapted to the local context?
• Assess participation of stakeholders in programme design, implementation and feedback loops,
• Is the project creating an environment that will enable sustainability and continuation of the activities beyond the project period?

Effectiveness: Effectiveness is a measure of the extent to which an ‘aid activity’ attains its objectives.
• To what extent is the program achieving the intended outcomes, in the short, medium and long term?
• Are project indicators and measurement methods appropriate in present context or is there a need to establish or improve these indicators and measurement methods?
• Are results materializing differently for boys and girls, women and men?

**Challenges, Lessons learnt and Good Practices:**
• What were the challenges faced during the implementation of the project?
• What were the overall lessons learned from the implementation of the project? What are the key learnings of Tdh Foundation and the Implementing Partners?
• What were the innovative & good practices used in the implementation of the project?

**4. METHODOLOGY**

The suggested methodology is as follows:
• Conduct Surveys with partner NGO using structured or semi structured interviews and observation (NGO staffs, counsellors, senior management and governing body would be involved).
• Conduct Focused Group Discussion (FGD) with children and young survivors of trafficking identified by the Partners (10 to 15 participants per FGD).
• Key Informant Interviews (KIIs) to capture the level of engagement of stakeholders in creating protective environments for children will be (carried out with Community heads, village-based institutions, Local Panchayati Raj System (Local Government), Women’s Groups, Village Level Child Protection Committees (VLPC), Ward Level Child Protection Committees (WLPC) School teachers, officials of Department of Labour, ASHA/Anganwadi workers, Officials at block or city level. Etc.
• Document verification will be carried with partner organizations (Participatory plan of survivors or case files of children which are reported outputs from the partners).

**5. KEY SOURCES – TARGET GROUPS AND PEOPLE TO BE CONSULTED**

The primary target group of the evaluation is 37 NGO partners across West Bengal and Jharkhand. The midline evaluation will involve the consented participation of children and young survivors of trafficking and their families, identified by the NGO Partners. The other stakeholders will be community members, Government and local authorities.

**6. ETHICAL CONSIDERATIONS**

The Study will be guided by the following ethical principles and considerations:
• Tdh has ‘no harm to children’ and ‘no harm to communities’ as its central theme of the evaluation. This is to be interwoven into all aspects of the evaluation.
• The outcomes and conclusions of the evaluation must be, trustworthy, cross checked and open to scrutiny without embarrassment to Tdh and the participants of the research;
• The consultant must sign the Terre des hommes Child Safeguarding Policy and Global Code of Conduct and be willing to adhere to its principles and expected practices. If a breach of the policy or code of conduct takes place the consultancy will be terminated immediately without any financial burden on Tdh.
- Informed consent should be given before participating in a study, and the participants should be able to withdraw at any moment. Respondents should be explained how the Study findings are likely to be used. They must then be asked, and must be free to choose, whether: they can be quoted in materials; photographs can be taken and used, name can be used in material. Their choices must be clearly recorded and always kept with their testimony and/or the relevant media.
- If it is agreed that all or any part of a participant’s testimony should be confidential then that commitment must be clearly recorded and respected. If the testimony is to be made anonymous, or used with a false name, make sure that any other identifying details are also changed.
- Data is sensitive when it refers to survivors of trafficking and sexual exploitation, so confidentiality of the data should be maintained strictly by the consultant.
- The consultant must maintain data security and provide a data security Plan.
- The consultant will be open to working with social workers and counsellors of partner NGOs
- The consultant will be open to working with social workers and counsellors of partner.
- No money should be given for participating in a survey, unless participants would have incurred direct financial cost for ensuring their participation.
- During the survey, any serious protection case identified should be reported or referred. Participants to the survey should be enabled to contact Tdh team or the supervisor of the survey to report any major issue.

## 7. TIME FRAME

The below given time line would be followed and agreed for Evaluation.

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Summary of Key Deliverables are:

1. Inception Report to include Evaluation methodology including: overall approach, Data collection methods and tools, risks and limitations, Logistic details (time line, field work detail) and Evaluation Matrix Plan (submitted to Tdh for validation prior to primary data collection work),
2. Draft report of the Evaluation,

Final Reporting Format for Evaluation.

- Title page
- Acknowledgments.
- Contents page
- List of abbreviations and acronyms
- Executive Summary (maximum 2 pages, clearly summarising the assessment and key findings in accessible language)
- Background (on the context of the intervention and project objectives).
- Methodology (the Evaluation Design and Methodology which includes all the sections; objectives of the Evaluation, methodology, design, data collection, data analysis and findings).
- Findings and analysis (to provide the results of the study according to the objectives given in this ToR, combining qualitative and quantitative data, disaggregated by sex and age. The findings section should also include a summary table showing updated information).
- Recommendations (lessons and recommendations must be clearly related to the evidence given in the findings section of the report).
- Annexes: These might include: a. Itinerary/ schedule b. List of people and organisations consulted c. References / list of documents reviewed d. Examples of all data collection tools used (e.g. questionnaires, semi-structured interview questions) e. Additional methodological information if required (e.g. more detailed information on sampling) f. Full data tables of all quantitative results (if appropriate and if not all included in main report) g. Additional maps, photos or more detailed case studies if available h. Not in the actual report, but all raw data (quantitative data files, transcripts of FGDs, KIIIs etc.) should also be submitted to Tdh for reference and future use.

8. RESEARCH MANAGEMENT - ROLES AND RESPONSIBILITIES

Individual Consultant or Resource Agency

- The consultant will be the lead responsible for the midline evaluation.
- The consultant/resource agency will be required to provide credentials (name and designation) of the Study team
- Develop, submit and review the Inception Report: include work plan outlining the proposed methodology, study tools, process of data collection and analysis as well as final set of data-collection tools (Evaluation Matrix Plan-to be included in the inception report)
- Conduct in-depth desk review
- Develop data collection tools
- Translate the questionnaires/ tools into local language
- Engage qualified enumerators if needed
- Data entry, Data analysis and development of draft report, ensuring protection of data.
• Provide final Report (Final report should be submitted to Tdh as two hard copies and a soft copy on CD ROM) in English.

Tdh

• The Consultant will work closely with the Child Protection Programme Team of Tdh for overall support and coordination. Overall supervision from CP Programme Manager
• Functional Supervision and support with coordination from CP Project Manager and M&E officer
• Review and feedback on the inception report, methodology and data collection tools
• Feedback and validation on draft report.

9. PROFILE OF THE CONSULTANT (TEAM): QUALIFICATIONS AND EXPERIENCE

• The individual Candidate or Research agency should have a master’s degree in Psychology Social Work, Social Science, Sociology, or significant professional qualification in related field
• Experience of conducting evaluations on protection related issues of children and young people, including child trafficking
• Experience of conducting research on survivors or victims of trafficking, exploitation and abuse
• Expertise in monitoring & evaluation work in social development and protection projects
• Excellent communication skills with children and experience in appropriate techniques for collecting data from children
• Excellent writing and synthesis skills (in English)
• Demonstrated previous experience conducting research for NGOs/INGOs or govt agencies.

10. BUDGET

• Total budget for Evaluation Study is 375,000.00 INR.
• Deductions on tax will be made as per law of the country.
• The Payment would be released in 3 Phases: 25% would be paid during signing of the MOU, 25% after finalization of the Inception report and the remaining 50% would be on submission and validation of the Final Evaluation Report.

11. APPLICATION PROCEDURES

Please send the following document to tdhidorecruitment@gmail.com
• Expression of Interest (EOI)
• updated CV
• a financial proposal detailing consultant (s) itemised fees, data collection and administrative costs
• an example of similar studies carried out (if possible)
• contacts of 3 references (One most current or most recent employer)
• Last date for submission 24th March 2019
• Recruitment procedure follows the Terre des hommes Child Safeguarding Policy, including reference checks.
• Only short-listed candidates will be contacted for an interview.
Terre des hommes applies equal working conditions for men and women. Moreover, with equivalent qualifications, female applications are strongly encouraged. The recruitment and selection procedures at Terre des homes reflect our commitment to help and protect children.

12. REFERENCE DOCUMENTS AND ANNEXES (TO BE PROVIDED AT THE TIME OF SELECTION)

- Project Proposal
- M&E Documents of the project. (M&E Plan and LFA, Indicator matrix Plan etc.)
- Evaluation Matrix Plan Template