**Terms Of Reference for a final project evaluation**

**CARE International in Cambodia**

**Know and Grow education project in Ratanak Kiri Province, Cambodia**

**Overview**

CARE is an international development organisation fighting global poverty with a special focus on working with women and girls to bring sustainable changes to their communities. CARE aims to tackle the underlying causes of poverty and social injustice and to bring lasting change to the lives of poor and vulnerable people. Founded in 1945, today CARE works in 100 countries around the globe. CARE has been working with Cambodians since 1973, with an office in Phnom Penh since 1991.

Today, CARE focuses on empowering particularly marginalised and vulnerable women in Cambodia, including urban women who are marginalised by occupation, rural women who are denied multiple rights, and women and girls from ethnic minorities.

CARE has implemented the Know and Grow (K&G) Project since 2015. The overall purpose of the project is to empower marginalized ethnic minority adolescents, especially girls residing in Ratanak Kiri Province in Cambodia’s Northeast, so that they have expanded life choices. The project includes three supporting objectives: 1) improving the social status of ethnic minority adolescents; 2) increasing efficiencies in learning and the acquisition of 21st Century skills through appropriate use of technology; and 3) healthier life options as a result of improved knowledge of sexual reproductive health and human sexuality. K&G will help this target population to better respond to a rapidly changing world that will see Cambodia integrated much more closely into ASEAN and with a competitive 21st Century work force.

CARE is seeking to identify a consultancy team who will undertake this evaluation within the agreed terms of reference.

**Purpose of the consultancy**

An external evaluation is planned at the final stage of the K&G project. The objective will be to make an independent assessment of the project performance. Particular attention will be paid to: the impact of the project actions against its objectives, identifying key lessons, intended and unintended outcomes, best practices for educating marginalized ethnic minority adolescent girls and boys; and strategies used to address challenges arising during project implementation. The conclusions should rely on data collected from the target areas and compared against the baseline that was conducted in early 2017 and the midline completed in mid-2019. The scope of this consultancy will focus on the following areas:

Change outcomes as a result of Information Communication and Technology (ICT) implementation into classroom teaching and learning

Change outcomes in teaching approaches based on Science, Technology, Engineering and Maths (STEM)

Change outcomes as a result of career counselling to improve understanding of options and actions towards career goals among students

Changes in power relations in gender and ethnicity

* Improved leadership skills amongst ethnic minority youth, especially girls

Increased understanding of sexual reproduction health (SRH) (including Early Marriage and Pregnancy), Gender Based Violence and sexual harassment.

Assessment of impact from Life Skills education

Impact and effectiveness of the classroom observation and coaching approach

The evaluation will include five key evaluation criteria such as relevant, effectiveness, efficiency, impact and sustainability.

In addition, the consultant is requested to address the following project learning agenda

To what extent has the information students received in Life Skills about the impacts of early marriage and pregnancy on adolescent development, influenced or changed their perceptions and decisions (of early marriage and pregnancy).

With the introduction of ICT in rural schools, what are the motivations or changes in learning outcomes because of its introduction? Does ICT increase teacher and/or student motivation in teaching and learning?

What mechanisms does K&G use to reduce inequalities between boys, girls, ethnic and Khmer students, and with what degree of effectiveness?

**Activities**

The following describes the tasks to be completed for the final evaluation study. These will be undertaken by the consultancy team in close and regular liaison with the Deputy Country Director - Programs, Deputy Director – Programs, K&G Program Manager and team, and relevant advisers (M&E and Education):

Desk Review

* Review project documents, including but not limited to, the project design document, project log frame, M&E framework, baseline report, midline report, project progress reports, school monitoring reports, classroom observations, coordination and meeting minutes, training materials, ICT and IEC material and secondary data sources, such as government documents and other studies conducted in-country and at the regional level. While the document review focus will be on internal documents, an understanding and integration of the external context with reference to appropriate literature is expected in the final report.
* Data and report from classroom observations, available cohort students tracking scores and test results of grade 9 standard exam will be provided to the consultant for analysis and reporting.

Evaluation process

* Review the proposed methodology plan and suggest any revised approaches. The proposed evaluation is expected to employ a mixed methodology (qualitative and quantitative) for collecting data. The student and teacher survey sample size will need to be sufficient to allow statistical analysis of observed changes between the baseline, midline and endline assessment. For the student survey, it is planned to re-contact the same cohort that was sampled at the baseline. This will include searching for students no longer in school through telephone calls and networking. For context, 576 students were sampled at midline, with n=45 out of school. For the teacher survey, teachers will be recruited from project schools with approximately 150 expected. The qualitative methods will be conducted through FGD with teacher and students and KII with school directors, and focal teachers (ICT, STEM, SRH) with about 50 interviews.
* The evaluation plan is to be documented in an inception report that details the project context and program being evaluated, methodology; tools; work plan; analysis plan; enumerator training plan; quality control plan; and ethical conduct plan (initial concepts for many of these elements will be provided by CARE Cambodia). The final proposed methods, sample size and tools and workplan will need to be approved by CARE prior to confirming any fieldwork dates.
* Upload and pilot the relevant survey tools into an electronic data collection platform (Kobo ToolBox or another software) for use with mobile phones or tablets
* Recruit qualified enumerators and supervisors for data collection, preferably those with qualitative experience and provide comprehensive training prior to fieldwork.
* A new cross sectional student sample will be selected from among 9th grade students in the 11 target schools with a sample size of 400.
* Pilot the draft tools and finalise the tools for collecting data (changes to be approved by CARE),
* Recruit qualified enumerators and supervisors for data collection, preferably those with qualitative experience and provide comprehensive training prior to fieldwork.
* Carry out the data collection with the electronic Kobo tool for the two survey groups and qualitative methods to include audio recordings and full transcripts, with strong data quality control mechanisms to ensure accuracy, consistency and completeness checks in electronic data and qualitative data.
* Undertake student assessment of ICT knowledge and its application through classroom testing with computers and tablets.

Data analysis and reporting

* Provide a fortnightly update to the CARE evaluation team of the activities implemented as part of the evaluation process
* Provide regular reports on data collection results to the project team (frequency of reporting to be agreed with the CARE evaluation team)
* Clean the endline dataset and merge baseline, midline and endline datasets to ensure data related to the cohort and additional student sample are consolidated for analysis
* Arrange full transcription of qualitative data into English
* Analyze qualitative data using thematic analysis in line with the analysis plan
* Analysis should include CARE gender equality framework (agency, relation and structure)
* Analyse quantitative and qualitative data following the project M&E framework. Ensure data is:

(a) triangulated at multiple levels (e.g. between respondent groups, between qualitative and quantitative data, between evaluation time points)

(b) disaggregated by gender, ethnicity and students with a disability where relevant

using statistical tests. This includes cross-referencing data from different respondent groups or time points to identify variables that may act as predictors of positive and negative outcomes and triangulating statistical results with qualitative data.

(c) using statistical tests to compare baseline – midline – endline indicators for changes over time.

* Prepare a draft report of the findings, inclusive of recommendations for programming strategies
* Present preliminary findings to CARE evaluation and K&G project teams for feedback
* Incorporate the feedback received into a final report
* Prepare a two-page summary of key findings in English and Khmer for dissemination to project stakeholders.

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| --- | --- | --- | --- |
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**Outputs & Outcomes**

The outputs of this consultancy are as follows:

1. Prepare an inception report in English that includes: summary of context; program summary; evaluation plan, methodological approach, work plan, evaluation tools to be used, analysis plan, quality control mechanisms, enumerator training plan and ethical considerations. This will be reviewed and approved by CARE.
2. Provide a fortnightly updates of the activities implemented as a part of the evaluation process
3. Review and finalise quantitative and qualitative study tools (inclusive of electronic versions)
4. Pilot and update evaluation tools
5. Train enumerators in both quantitative and qualitative data collection
6. Prepare field trip report/data collection report
7. Complete and clean qualitative and quantitative datasets with voice recordings and hard and electronic copies of data.
8. Merged datasets will be required for student data and teacher data, prepare analysis files, including qualitative coding framework, output and syntax files
9. A complete draft evaluation report including clean qualitative and quantitative data.
10. A final evaluation report that compares baseline, midline and endline data and incorporates feedback provided on the draft report.
11. Provide a powerpoint presentation that shares findings with key stakeholders, highlighting lessons learnt, areas for improvements and recommendations
12. Two-page summary of key findings for dissemination to project stakeholders and donors.

**Schedule or Itinerary**

A detailed timeline is to be presented in the inception report by the evaluator. However, an initial estimate by the evaluation manager is outlined in this ToR.

Commencement Date: 15 March 2020

Completion Date: 14 August 2020

The evaluation team/consultant will be engaged for 42 working days between March and August 2020 with data collection expected in the second week of June 2020. The following work breakdown shows how the days will be distributed as 40 days of work and 2 days for travel. It summarizes the timing of key evaluation events [note that the number of days allocated for each phase is only indicative]:

| **Estimated Days** | **Key Activities** | **Key date** |
| --- | --- | --- |
| 1 day | Start contract; orientation on project and consultancy; introduction to key staff; meeting with the CARE evaluation team and orientation on CARE tools | Mid March |
| 3 day | Desk review of relevant documentation |  |
| 3 days | Develop inception report including tools | First week of May |
|  | Provide feedback on inception report and tools (CARE) |  |
| 1 days | Update inception report and tools based on feedback |  |
| 1 day | Upload approved translated survey into digital platform; test digital platform |  |
| 4 days | Train enumerators and qualitative facilitators (test tools, obtain feedback and update tools) (1 day travel) | 2nd week of June |
| 10 days | Conduct data collection (1 day travel) | 3rd week of June |
| 4 days | Qualitative data transcription/translation |  |
| 5 days | Data cleaning/analysis |  |
| 6 days | Draft report (send a complete draft version to CARE) | 2 week of July |
|  | Review and provide feedback on draft report |  |
| 1 day | Draft and present results |  |
| 2 day | Incorporate all feedback and submit final report |  |
| 1 day | Develop two page summary of project funding for communication with stakeholders. |  |
|  | **Total 42 days** |  |

1. **Budget**
2. **Fee for Service**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Item Cost** | **Quantity** | **Unit** | **Duration** | **Overall Cost** | **Currency** |
|  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |

1. **Additional expenses**

All costs related to field data collection, transportation, training etc are the responsibility of the consultant and need to be clearly reflected in the proposed budget.

**Method of Payment**

The Consultant will be paid fees on the following basis:

|  |  |
| --- | --- |
| Output & Date | Fee payable |
| 1st payment– 25%: submission of approved inception report, including data collection tools |  |
| 2nd payment– 25% completion of the data collection, submission of data collection report including a complete clean data both qualitative and quantitative. |  |
| Final payment – 50% upon approval of final report and receipt of all high-quality deliverables |  |

Bank transfer fees and foreign currency conversion fees will be the responsibility of the consultant.

**Report content, format & style**

The final evaluation report will be written in plain English and in accordance with CARE report templates. A two-page summary in Khmer and subsequent dissemination to project stakeholders is also required. Reviews of activities should be brief, clear and cogent. They should focus on balanced analysis of any issues facing the project and suggest ways in which problems may be overcome. The report will incorporate supporting documentation and photographic documentation where appropriate.

The report will be no more than 70 pages, plus appendices. Relevant statistical data on project implementation and performance should be included in the appendices. Appendices should be limited to those, which are essential for explaining the text.

Draft Template

* Front cover
* Table of contents
* Acronyms
* Executive Summary
* Introduction - Basic project data, map(s), background, purpose and methodologies used
* Findings against objectives, evaluation questions and the learning agenda
* Recommendations
* Conclusion
* Bibliography
* Appendices

**Desired qualifications and key competencies**

**Selection criteria**

**Required**

* At a minimum, master degree or equivalent in social sciences, ecucation or related fields.
* Previous experience in field research in education, adolescent behaviour and/or health.
* Proven track record in conducting mixed methods evaluations, including but not limited to:
* Evaluation design
* Development of Knowledge, Attitudes and Practices (KAP) surveys and quantitative monitoring tools
* Development of qualitative methodology justification and tools
* Training and supervision of research teams
* Data cleaning and quality control management
* Quantitative analysis (including advanced statistics)
* Qualitative analysis and triangulation (demonstrated ability in use of thematic analysis in particular)
* Excellent written English
* Capacity to deliver outputs in a timely manner

**Preferred:**

* Experience working in education, sociology, management, environmental sciences or development studies.
* Thorough understanding of South East Asian context
* Experience of working in education in Cambodia or similar contexts
* Experience in working with government officials
* Experience in working with ethnic minority communities in Cambodia or similar contexts

**Work arrangement and resources**

The Consultant is required to:

* Conduct field trips to Ratanak Kiri especially during data collection
* Meet at CARE’s office as required by CARE
* Commit to delivering the final products in line with the ToR and within the agreed timeline
* Use their own computer and digital devices for electronic data collection
* Recruit, manage and independently contract enumerators for the data collection
* Provide curriculum vitae of the lead investigator and three facilitators (one male and two females) to undertake the qualitative component of the evaluation. Facilitators should have at least two years of experience in moderating Focus Group Discussions (FGDs) and Key Informant Interviews (KII).

**Contact and further information**

Interested candidates are requested to send the following documents to CARE Cambodia via [khm.jobs@careint.org](mailto:khm.jobs@careint.org) by close of business (Cambodia time) on 24 January 2020

1. An expression of interest (maximum 2 pages)
2. Current Curriculum Vitae (maximum 3 pages)
3. List of previous relevant experience with at least two samples of similar mixed methodology evaluation work and two samples of full reports from previous assignments, highlighting individual contributions.
4. A proposed preliminary assessment plan including design and methodology that takes into consideration elements that will be required in the inception report.
5. A budget clearly identifying proposed costs for the assessment

The principal consultant and all members of the consultancy team must be screened according to CARE International’s policy on Child Protection and Protection against Sexual Exploitation, Harassment and Abuse. They must also sign a Code of Conduct and participate in an orientation, safety, and security briefing prior to undertaking any fieldwork.

Prepared by: Reviewed by: Approved by:

Name: …………… Name: ……………… Name: ……………

Title: …………… Title: Title: ……………

Signature:……… Signature:………… Signature:………

Date:…………… Date:…………… Date:……………