



## Terms of Reference

# Consultancy to conduct the End Evaluation of Prevent and Respond to Online Child Sexual Exploitation in Cambodia project

### 1. Background of Terre des Hommes Netherlands

Terre des Hommes Netherlands (TdH-NL) is a development organisation dedicated to the protection of children from abuse and exploitation. TdH-NL's work on child exploitation and abuse covers The Worst Forms Child Labour; Child Trafficking and Migration; Commercial Sexual Exploitation of Children; and Child Abuse. TdH-NL strives to prevent child abuse and exploitation, remove children from exploitative situations and ensure that they can develop in a secure, healthy and supportive environment.

TdH-NL works with an integrated approach to combat child exploitation, which is reflected in the organisation's Theory of Change. We first analyse the long-term causes of exploitation, the barriers to change, as well as the potential to bring about change. Within this context, we identify key actors that can play a constructive role in this process.

In each of the countries in which we operate, the intervention strategies are applied by local CSOs (partners), and in some cases, we are also involved in self implementation. We assume that a strong and united civil society, engaged in social change and capable of meaningful interaction with duty bearers and beneficiaries, can help us realise our vision. Terre des Hommes selects partner CSOs based on sound contextual analysis, provides technical and financial support for the implementation of chosen intervention strategies, and facilitates capacity building of CSOs to deliver quality action and sustain results after the end of our financial support. Strengthening civil society is thus an overall, underlying condition for the successful implementation of our Theory of Change. The TdH Cambodia office has been operational since 2007 to support the development and implementation of a number of projects, with a focus on child sexual exploitation and abuse, and trafficking.

### 2. Background to the OCSE Project

The OCSE project is a three-year project designed to prevent and respond to emerging forms of online child sexual exploitation in Cambodia. The project focuses on two main strategies: a Promotion strategy which consists in engaging with and building capacity and ownership of relevant government stakeholders to address this issue; a Prevention strategy which aims to change the knowledge, attitudes and behaviours of a broad range of stakeholders (children, teachers, NGOs, etc.) to strengthen prevention and reporting mechanisms. The project is aligned with the national Action Plan to Prevent and Respond to Violence Against Children 2017-2021.

### **3. Consultancy Purpose and Use**

The consultant will design research methodology and data collection tools using mixed methods to measure the outcomes of the project. The evaluation findings will be raised with project stakeholders and beneficiaries and used to inform future project design.

### **4. Specific Objectives of the Consultancy**

1. Conduct an endline evaluation to determine the relevance, efficiency, effectiveness, lessons learned, sustainability and impact of the project, based on the initial project design
2. Identify and document best practices created by the project
3. Identify positive and negative unintended outcomes of the project
4. Provide recommendations for further planning and designing of similar projects

### **5. Time period and Geographical area:**

The consultancy should not exceed a maximum of 20 days and should be completed by 15th January 2021.

Fieldwork will be conducted in Phnom Penh area and Siem Reap.

**6. Cross Cutting Issues:** The research should be designed to allow for an understanding of the following cross-cutting issues: Gender: the specific threats, vulnerabilities, and resilience experienced by boys and girls. Children with disabilities: how their inclusion has been addressed by the project. Child participation: the capacity of the project to engage with children in a meaningful way.

### **7. Intellectual Property**

All information pertaining to this project (documentary, audio, digital, cyber, project documents, etc) belonging to the client, which the service provider may come into contact with in the performance of his/her, duties under this consultancy shall remain the property of TdH-NL who shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever form without written permission of TdH-NL.

### **8. Ethics and Child Safeguarding Policy**

The consultant shall sign and abide by Terre des Hommes Netherlands (TdH-NL) Child Safeguarding Policy, Code of Conduct against corruption, bribery and fraud and its related procedures.

### **9. Output /Deliverables**

1. Conduct an inception workshop to build a draft evaluation plan
2. Design a detailed evaluation plan including data collection tools on the basis of the framework described in [Annex 1](#)

3. Pilot data collection tools with the support of TdH-NL and its partners
4. Conduct primary and secondary collection with the support of TdH-NL and partner project teams
5. Submit an evaluation report providing responses to the questions listed in [Annex 1](#)
6. Conduct a dissemination workshop with TdH-NL and partner project teams and integrate feedback in final evaluation report

## 10. Payment Amount and Procedure

Payment shall be made according to the following schedule and based on the submission of the agreed deliverables:

Upon signature of the Service agreement	30%
Submission of detailed Evaluation plan	30%
Submission of final end evaluation report	40%

## 11. Profile of the Consultant:

Required:

- Deep understanding of Advocacy projects and policy development processes in Cambodia
- Solid experience engaging with senior government officials
- Outstanding facilitation skills to implement a participatory evaluation with project and partner teams
- Expertise on the development and implementation of mixed methods
- Strong understanding of behaviour change mechanisms
- Minimum 8 years of work experience of conducting projects evaluations Cambodia
- Excellent communication skills in both Khmer and English - written and spoken

Desirable

- Good understanding of the field of Child Protection
- Understanding of child sexual exploitation
- Understanding of online awareness raising strategies

## 12. Supervision / Management of the Assignment

The consultant will be supervised by the TdHNL Project Manager in Cambodia.

## 13. Expressions of Interest

Interested applicants are required to submit a technical proposal and a financial proposal. The following components must be included:

1. A cover letter, which includes information about the applying consultant(s), outlining their interest and motivation for applying for the consultancy.
2. Up to date CVs relating to the applying consultant(s) experience and skills to carry out this work, including contact details for two references, from previous organisations that have used the consultant's services, or two former employer references.
3. Full details of proposed consultancy team members, including CVs which relate to their

experience and skills to carry out this work.

4. A technical proposal (no longer than six pages) which should include the following:
  - a. the consultant's understanding of the terms of reference
  - b. a clear and detailed work plan including timeline
  - c. a description of the proposed methodology(ies) to be used to fulfill the requirements of the ToR and how they will address cross cutting issues in the context of OCSE
5. A Financial Proposal (one page) which should include the number of working days and the professional rates per day. It should also include a separate itemised logistic budget, broken down to identify accommodation, transport, stationary, communication, etc. where appropriate.
6. Up to three examples of similar reports and/or previous work where possible.

The full proposal and supporting documents should be submitted to [asia@tdh.nl](mailto:asia@tdh.nl)

The subject heading for the Email is '*Consultancy - End evaluation OCSE - Cambodia*' and should include any required attachments or annexes.

**Deadline: All proposals should be received by Terre des Hommes Netherlands no later than 5 PM on 3rd November 2020.**

Selected applications will be invited to the next round of the process.



## TERMS OF REFERENCE

### *‘Prevent and Respond to Online Child Sexual Exploitation in Cambodia’*

#### End Evaluation

#### 1. Intervention Details:

<b>Title</b>	Prevent and tackle Online Child Sexual Exploitation (OCSE) in Cambodia
<b>Goal</b>	To prevent and tackle Online Child Sexual Exploitation (OCSE) in Cambodia.
<b>Outcomes</b>	<p><b>Outcome 1:</b> Government protects children by developing and adequately implementing a National Action Plan on OCSE to protect children from OCSE.</p> <p><b>Outcome 2:</b> Children at risk of OCSE are less vulnerable to OCSE</p> <p><b>Outcome 3:</b> Communities are better prepared to keep children safe from OCSE</p>
<b>Location</b>	<i>Cambodia</i>
<b>Period</b>	01 Jan 2018 to 31 Dec 2020
<b>Total Budget</b>	<b>695,305 EUR</b>
<b>Beneficiaries</b>	<p>The following beneficiaries and actors will be reached throughout the project period:</p> <ul style="list-style-type: none"> <li>- Government officials (relevant ministry staff): 25 officials</li> <li>- Children at risk of OCSE: 8,000 children (Aim to address approximately 50% female/male)</li> <li>- Communities: 3,000 people (Aim to address approximately 50% female/male)</li> </ul>
<b>Implementing partner (s)</b>	<i>Action Pour Les Enfants (APLE) Cambodia</i>

#### 2. Background

The OCSE project has been implemented by TdH NL/APLE Cambodia in coordination and collaboration with relevant ministries. The **overall objective** is to prevent and tackle Online Child Sexual Exploitation (OCSE) in Cambodia.

To contribute to the achievement of the overall objective, there are 3 outcomes with associated Intermediate Outcomes (IO) and activities which are described under each actor. For greater details,

please refer to the project result framework (to be provided to the successful applicant).

During the third year of the project, activities have been slightly amended to integrate a response to the COVID-19 outbreak.

## **GOVERNMENT**

Before the launch of this project, there was no national-level research related to any form of sexual exploitation, including OCSE and consequently little understanding of online threats. A National Action Plan (NAP) to address Violence Against Children (2017-2021), launched in December 2017, references the need for OCSE related interventions in virtually all domains, including policy and governance. However, the lack of accurate information on OCSE, is likely to hamper progress and the NAP acknowledges the need to assess the scale and specific nature of online sexual exploitation against children in Cambodia', to inform developments (RGC, 2017).

It is notable that during the implementation of the project, a number of initiatives have emerged to address Violence Against Children in general and Online Child Sexual Exploitation specifically: Cambodia has joined the Pathfinding countries global partnership in September 2019; UNICEF Innocenti implemented "Disrupting Harm", a 14-country research project (including Cambodia) conducted in partnership with ECPAT International and INTERPOL, funded by the Global Partnership to End Violence against Children.

## **CHILDREN**

OCSE at risk of increasing in Cambodia, in a context of rapid economic growth that comes with a drastic increase in the access of children to IT devices and Internet connection. This access remains largely unsupervised and the lack of awareness of risks in guardians, gatekeepers, duty bearers and children themselves is a concern. Law Enforcement/service providers report increased identification of perpetrators using the internet to contact/groom and extort victims (linked to using sexual images to blackmail children). Research also identifies availability of, and easy access by children to (online) pornography (FSC, 2017).

## **COMMUNITIES**

All children with access to the internet face risks, while poverty (amongst other factors) increases vulnerability to online solicitation due to economic pressure, and associated risks they and their families are facing. When these challenges are combined with the expansion of technology, lack of awareness of specific threats and insufficient social safety nets (especially in relation to OCSE), exploitation is likely to become more prevalent.

### **3. Objectives for end evaluation**

The purpose of the end line evaluation is to determine the relevance, efficiency, effectiveness, lessons learned, sustainability and impact of the project. The evaluation will also help to draw key achievements and the best practices to the project stakeholders. This will ultimately contribute to further planning and designing similar / subsequent projects. A formal baseline has not been conducted for this project, therefore the evaluation will focus on identifying the level of achievement of the project's outcomes and targets.

The end evaluation will take into account the different components of the project: while the evaluation of advocacy outcomes shall provide an assessment of the level of ownership developed within government stakeholders and potential for sustainability, the evaluation of preventative activities shall embed a strong mixed methods approach in order to assess the potential of the project for changing behaviours in children, communities and child protection practitioners.

#### **4. Evaluation Scope**

Intervention Logic:

The OCSE project overall goal is children being prevented from commercial sexual exploitation, to contribute to the achievement of the overall objective, there are 3 outcomes with associated Intermediate Outcomes (IO) described in the table below:

<b><u>Actor</u></b>	<b><u>Project Outcome</u></b>	<b><u>Project Intermediate Outcome</u></b>
Government	Outcome 1: Government protects children by developing and adequately implementing a National Action Plan on OCSE to protect children from OCSE.	IO 1.1: Government plays a lead role to conduct a National Situational Analysis (NSA) of OCSE risk and response. 1.2: Government develops a National Action Plan on OCSE using the findings and recommendations from NSA of OCSE risk and response. 1.3.: CNCC coordinates the joint efforts of relevant ministries for the implementation of the National Action Plan on OCSE.
Children	Outcome 2: Children at risk of OCSE are less vulnerable to OCSE	2.1: Children at risk of OCSE have a good understanding of online safety and how to mitigate risks.
Communities	Outcome 3: Communities are better prepared to keep children safe from OCSE	3.1: Young adults, teachers, duty bearers, and the general public have a good understanding of online safety and how to mitigate risks.

Progress has been monitored throughout the project at the output level (comparing targets with actuals) using standard indicators on a quarterly basis.

#### **Timeline:**

This period of time to be considered for this evaluation is October to December 2020. The estimated duration of the assignment is 20 days of work.

#### **Geographic scope:**

The project is implemented in 2 main locations: Phnom Penh and Siem Reap.

### **6. Evaluation criteria**

The evaluation will be carried out as per the Organisation for Economic Co-operation and Development (OECD) / Development Assistance Committee (DAC) criteria. The criteria includes Relevance; Effectiveness; Efficiency; Sustainability and Impact.

### **7. Evaluation questions**

#### Outcome 1

- A. To assess to what extent the project has created ownership of the issue of OCSE among government partners - Cambodian National Council for Children and across Ministry representatives involved.
- B. To assess the effectiveness and efficiency of the collaboration between TDH, government stakeholders and NGO partners in the process of conducting the situational analysis and developing the National Action Plan.
- C. To understand the interactions between this project and other research projects and advocacy processes during the implementation period.
- D. To assess to what extent the National Action Plan developed through the project is
  - a. In line with international and regional frameworks
  - b. Relevant to and embedded in the Cambodian context
  - c. Integrating the main findings and recommendations from the situational analysis conducted prior to the development of the plan
  - d. Realistic in terms of planned implementation for the period 2021-2025
- E. To draw lessons and recommendation for TDH future role in the field of OCSE in Cambodia

#### Outcomes 2 and 3

- A. To assess the quality, accessibility and reach of the online resource centre developed by APLE
- B. To assess the quality and impact of awareness raising activities implemented by APLE with Children, Caregivers and Professionals.

### **7. Evaluation Methodology and Approach**

#### **General framework**

The end evaluation will be designed, led and implemented by the consultant(s) with the support from TDH-Netherlands Cambodia office and partner teams.

The evaluation shall be highly participatory and shall endeavor to gain feedback and insights of project partners and beneficiaries.

#### **SECONDARY DATA COLLECTION:**

The consultant is expected to analyze the following secondary data:



- Literature review;
- Project monitoring data from quarterly reviews on achieved targets and expenditures per project output. This data will be made available by TDH-NL.
- Partner Capacity assessment conducted with project partner

**PRIMARY DATA COLLECTION:**

The following tools are suggested for data collection:

- Stakeholder mapping
- SWOT analysis
- Knowledge, Attitude, Practice (KAP surveys)
- Focus Group Discussion (FGD);
- In-depth Interviews (IDI);
- Key Informant Interviews (KII);
- Self assessment tools with project teams and partners: river of life, development cafes, ARLP, etc.

The consultant is expected to submit a coherent data collection plan with a mixed methodology using some of these tools. The data collection plan should include direct inputs from project beneficiaries on their level of satisfaction and perspective on change brought by the project.

**ANALYSIS PROCESS AND WRITE-UP**

Evidence maps will be prepared to ensure that all findings collected will be linked to the evaluation questions and criteria. This will help establish validity of results through triangulation of findings from project data, KAP survey, KIIs, and FGDs.

A project analysis of the strengths, weaknesses, opportunities/ areas of improvement and risks, including lessons learned and good practices will be done and connected to the findings in order to come up with clear conclusions and recommendations. Strategic analysis, looking at the evaluation questions and criteria, will be made and linked to the findings and to the conclusions and recommendations.

**METHODOLOGY MATRIX**

*Notes: All questions should be answered taking into account three cross-cutting issues : Gender mainstreaming, Children with Disabilities and Child Participation.*

CRITERIA	SPECIFIC QUESTIONS
A. <b>Relevance</b>	<ul style="list-style-type: none"> <li>● <i>To what extent were the outcomes, outputs and activities of the project relevant to the target groups?</i> <ul style="list-style-type: none"> <li>○ <i>Were they well articulated?</i></li> </ul> </li> <li>● <i>How relevant was the project strategy to engage with government stakeholders?</i> <ul style="list-style-type: none"> <li>○ <i>Were the right stakeholders involved?</i></li> <li>○ <i>Was the strategy adapted to their needs and expectations?</i></li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>● <i>How relevant were the awareness raising activities to the project target groups?</i> <ul style="list-style-type: none"> <li>○ <i>Is the online resource center created by APLE user-friendly?</i></li> <li>○ <i>Is it child-friendly?</i></li> <li>○ <i>Is it easily accessible?</i></li> </ul> </li> <li>● <i>How did the project strategy adapt to the challenges brought by COVID-19 outbreak and prevention measures, and was it successful?</i></li> </ul>
<p><b>B. Effectiveness</b></p>	<ul style="list-style-type: none"> <li>● <i>To what extent did the project effectively achieve the outputs and targets as defined in the indicators in the results framework?</i></li> <li>● <i>What progress has been made towards achieving the overall project outcomes?</i> <ul style="list-style-type: none"> <li>○ <i>To what extent has the resource centre been accessed by the intended target groups, both online and offline?</i></li> </ul> </li> <li>● <i>What are the major internal and external factors influencing the achievement or non-achievement of the objectives?</i> <ul style="list-style-type: none"> <li>○ <i>Did the project staff have the sufficient capacity to achieve the expected outcomes?</i></li> <li>○ <i>How did other national level projects (such as Disrupting Harm and Cambodia becoming a GPEVAC Pathfinder country) influence the achievement, adjustment or non-achievement of this project?</i></li> <li>○ <i>To what extent were working and learning processes efficient?</i></li> </ul> </li> </ul>
<p><b>C. Efficiency</b></p>	<ul style="list-style-type: none"> <li>● <i>How efficient is the project in terms of achieving the intended result with the money and resources available?</i> <ul style="list-style-type: none"> <li>○ <i>How efficient was the collaboration between TDH and its government and NGO partners?</i></li> </ul> </li> <li>● <i>How adequate were the reporting and monitoring systems of the project?</i></li> </ul>
<p><b>D. Sustainability</b></p>	<ul style="list-style-type: none"> <li>● <i>How sustainable are the outcomes brought by the project?</i> <ul style="list-style-type: none"> <li>○ <i>Does APLE intend to continue using and developing the resource centre beyond the duration of the project? Is this plan realistic?</i></li> <li>○ <i>How autonomous and capacitated has the government partner become to build on the outcomes brought by the project?</i></li> </ul> </li> <li>● <i>What can be done for future project design to build on these outcomes?</i> <ul style="list-style-type: none"> <li>○ <i>What should be TDH strategy towards government officials within the current context of work around Online Child Exploitation in Cambodia?</i></li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ <i>What should be TDH strategy towards other NGOs within the current context of work around Online Child Exploitation in Cambodia?</i></li> </ul>
<b>E. Lessons Learned</b>	<ul style="list-style-type: none"> <li>● <i>What are the areas of improvement of the project?</i> <ul style="list-style-type: none"> <li>○ <i>What resources are needed to improve on these areas in the future?</i></li> <li>○ <i>What capacity building is needed to improve on these areas in the future</i></li> </ul> </li> <li>● <i>What are the replicable practices and those that should be avoided regarding online awareness raising?</i></li> <li>● <i>What are the replicable practices and those that should be avoided regarding stakeholder engagement to implement an advocacy strategy?</i></li> </ul>
<b>F. Impact</b>	<ul style="list-style-type: none"> <li>● <i>How far did the project contribute to the change in knowledge, attitude and practice?</i></li> <li>● <i>How likely is it that the government partner will continue building on the outcomes brought by the project?</i></li> </ul>

## 8. Deliverables and Timeline

<b>Key Deliverable</b>	<b>Estimated number of working days</b>	<b>Deadline for submission</b>
Evaluation design	3	20th November
Piloting of data collection tools	2	25th November
Data collection	5	15th December
Submission of draft report	6	31st December
Dissemination workshop and documentation	1	10th January 2021
Submission of final report	3	15th January 2021

## 9. Evaluator (s) Competencies, Experience and Skill requirements

The evaluator engaged to undertake the assignment must fulfil the following requirements:

Required:

- Deep understanding of Advocacy projects and policy development processes in Cambodia
- Solid experience engaging with senior government officials
- Outstanding facilitation skills to implement a participatory evaluation with project and partner teams
- Expertise on the development and implementation of mixed methods
- Strong understanding of behaviour change mechanisms
- Minimum 8 years of work experience of conducting projects evaluations Cambodia
- Excellent communication skills in both Khmer and English - written and spoken

Desirable

- Good understanding of the field of Child Protection
- Understanding of child sexual exploitation
- Understanding of online awareness raising strategies

## **10. Budget**

Financial proposal has to be indicated all-inclusive costs for conducting the end evaluation.

## **11. Final report format (LINK)**

- Title page/ Table of Contents
- Acronyms
- Acknowledgments
- Executive Summary (not more than 2 pages) providing an overview of the evaluation, summary of main findings/lessons learned/promising practices, and three key recommendations
- Brief description of the history TdH-NL and the implementing partner and previous projects and achievements
- Background and Project Description, including analysis of the Cambodian context and other related projects
- Limitations to the research
- Evaluation Objectives and Methodology including justification of selected methodologies
- Findings – Includes all relevant issues stated under specific objectives of the assignment and gaps identified
- Conclusions
- Recommendations
- Annexes:
  - ToR
  - CVs of evaluation team members
  - Raw primary data collected for the evaluation
  - Key Summary of data

## **12. Management and supervision**

The evaluator (s) will work in close consultation with the Country Manager and Regional PM&E Coordinator for the coordination of the agreed activities.

Ms. Zoe de Melo

Country Manager

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Ms. Ratana Hourn

Regional M&E Coordinator

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### **13. Application process and timeline**

TdH *Cambodia* invites interested individuals and companies to submit the following application documents:

1. Technical proposal (max. 5 pages) outlining their motivation for the application, the methodological approach on how to conduct the assignment, and the resources required (documents, survey questions, FGD and KII checklists, etc).
2. A proposed activities schedule/ Work plan with time frame.
3. Copy of CV of the evaluator (s) who will undertake the study.
4. One recent example of a similar evaluation report written by the applicant.
5. Financial proposal detailing evaluators itemized fees, data collection and administrative costs.

Please address queries and applications to the Country Manager of TdH Cambodia at the following email address: [asia@tdh.nl](mailto:asia@tdh.nl) . The deadline for applying is 3rd November. The aim is to select the evaluator by 15th November and start the contract immediately.