



Terms of Reference

Consultancy to conduct the End Evaluation of the Early Child Marriage project (Mondulkiri)

1. Background of Terre des Hommes Netherlands

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

TdH-NL works with a holistic approach to combat child exploitation, which is reflected in the organisation's Theory of Change. To bring about the desired change and create an environment in which children are protected, we first analyse the long-term causes and medium-term barriers for 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 change 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 final vision. Terre des Hommes selects partner CSOs based on sound contextual analysis, provides technical and financial support for the implementation of the intervention strategies, and facilitates capacity building of the CSO 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. Objectives of the Assignment

Overall objective

The overall objective of the service to be provided is to design and lead the end evaluation of the Contribute to reduction of prevalence of Early Child Marriage in Mondulkiri.

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

- 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. Specific tasks for the Service Provider

- 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

6. Time period and Geographical area:

The estimated duration of the assignment is 20 days maximum.

Data collection / fieldwork will be conducted in Phnom Penh and Mondulhiri.

The consultancy should not exceed a maximum of 25 days and should be completed by 15th January 2021.

7. 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.

8. 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.

9. 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.

10. Expected Output/Deliverables and Reporting Requirements

- 1) Evaluation plan describing the adopted research methodology, including data collection tools (guidelines and questionnaires) prior to pilot implementation
- 2) End evaluation report based on the standardized format requested by TdH-NL

11. 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%

12. Profile of the Consultant:

Required:

- Expertise on the development and implementation of mixed methods
- Proven ability of implementing Most Significant Change methodologies
- Strong experience of evaluating behaviour change projects and identifying best practices
- Outstanding facilitation skills to implement developmental evaluation with project stakeholders
- Minimum 8 years of work experience of conducting projects evaluations in Cambodia
- Excellent communication skills in both Khmer and English - written and spoken

Desirable:

- Good understanding of the drivers of Early Child Marriage in the Cambodian context
- Experience engaging with indigenous communities in Cambodia

13. Supervision / Management of the Assignment

The service provider will report to the Head of Region or his delegate (Cambodia Project Manager.)

14. 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 Early Child Marriage.
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

The subject heading for the Email is '*Consultancy - End evaluation ECM - 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

End evaluation framework for the Contribute to reduction in prevalence of child marriage in Mondulkiri project

Overall project budget April 2018 - December 2020 :
 ⇒ Total 596,783 EUR

1. Intervention Details:

Title	Contribute to reduction in prevalence of child marriage in Mondulkiri project (ECM)
Goal	To contribute to reduction in prevalence of child marriage in Mondulkiri
Outcomes	<p>Outcome 1: District Women's and Children's Consultative Committees (DWCCC) and Commune Council of Women and Children (CCWC) promote the Sexual and Reproductive Health Rights of children in their respective districts and communes</p> <p>Outcome 2: Gatekeepers and community members protect children in their communities from getting married before the age of 18.</p> <p>Outcome 3: Children vulnerable to and child victims of early marriage claim their Sexual and Reproductive Health Rights</p>
Location	Cambodia
Period	01 April 2018 to 31 Dec 2020
Beneficiaries	<ul style="list-style-type: none"> - Government: 40 government officials from DWCCC and CCWC - Families and Communities: 10,000 members (revised for 2020 - 3500) - Children: A total of 1,400 children <ul style="list-style-type: none"> - Early married children: 400 children - Children vulnerable to early marriage issue: 1,000 children (revised for 2020 - 460)
Implementing partner (s)	Media for Education and Development in Action (Media One)

2. Background

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, both project result frameworks will be provided to the selected consultant.

Through the project, an initial situational analysis on OCSE in Cambodia was carried out ([link](#)). The study's findings provide crucial background information in the context of absence of hard evidence on this emerging issue.

GOVERNMENT

The 2014 Cambodian Demographic and Health Survey (CDHS) highlights that child marriage is still a significant issue in Cambodia with 1 in 4 (23%) females and 1 in 15 (6.5%) males (aged 18-49) report being married before age 18.¹ Mondulkiri has some of the highest rates of child marriage in the country with the median age for marriage being 3 years younger than the age of 18; 34% of adolescent girls have their first child by ages 15-19 compared with the national average of 12%. In response to the issue, the project prioritises Mondulkiri Province and will work closely with District Women's and Children's Consultative Committees (DWCCC) and the Commune Council of Women and Children (CCWC) who are asked to prevent and respond to child marriage.

CHILDREN

Social pressure related to cultural expectations, insecurity and poverty are the major underpinning factors encouraging early marriage. Young girls are considered to be an economic burden by their families when they become teenagers. This practice is associated with short and long term physical and emotional damage, including increased risk of maternal mortality and less investment in children's education. Unwanted pregnancy is strongly linked with the health risks of unsafe abortion. Creating alternate life options for girls provides them with an enabling solution, allowing them to explore alternative life choices to early marriage. All children need to be informed and empowered through awareness raising and through access to comprehensive sexuality education, enabling them to make informed and healthy decisions on SRHR issues.

FAMILY AND COMMUNITY

Low level of education and access to information, disparities and discrimination are key factors for child abuse and violation of SRHR with specific reference of child marriage. The influence of community social and cultural norms (Related to gender, tradition, family honor, beliefs about children's sexual desire, and peer pressure) play strong roles in determining the age of marriage for girls and boys in Mondulkiri. Gatekeepers such as fathers, brothers, older women in the family, and religious and community leaders, etc., usually have a significant influence on a child's life choices. Evidence shows that most cases of positive change involve a gatekeeper enabling the children to delay her marriage.

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

¹ NIS and MoH, *Cambodian Demographic and Health Survey*, 2014.

achievements and the best practices to the project stakeholders. This will ultimately contribute to further planning and designing similar projects.

The implementing partner has collected data that can be referred to as a baseline for some of the questions raised for this evaluation. For other questions, the evaluation will focus on identifying the level of achievement of the project's outcomes and targets.

In addition, the end evaluation will include a strong qualitative component in order to identify the unintended outcomes of the project, measure additional indicators that may not have been part of the initial project design a participatory approach that will require a high level of engagement with project stakeholders at the field level (project staff and target groups).

4. Evaluation Scope

Intervention Logic:

The overall goal of the ECM project is to contribute to reduction in prevalence of child marriage in Mondulkiri. The intervention logic is articulated around 3 outcomes with associated Intermediate Outcomes (IO) described in the table below:

<u>Actor</u>	<u>Project Outcome</u>	<u>Project Intermediate Outcome</u>
Government	District Women's and Children's Consultative Committees (DWCCC) and Commune Council of Women and Children (CCWC) promote the Sexual and Reproductive Health Rights of children in their respective districts and communes	District Women's and Children's Consultative Committees (DWCCC) and Commune Council of Women and Children (CCWC) mobilises efforts of stakeholders to address the early marriage issue
Communities	Gatekeepers and community members protect children in their communities from getting married before the age of 18.	Gatekeepers and community people promote the Sexual and Reproductive Health Rights of Children in their communities
Children	Children vulnerable to and child victims of early marriage claim their Sexual and Reproductive Health Rights	Children vulnerable to getting married early are empowered to make informed and healthy decisions on their marriage Early married children are empowered to exercise their Sexual and Reproductive Health Rights

Progress is monitored at the output and outcome level as below:

- 1) Output level (comparing targets with actuals) using standard indicators on a quarterly basis
- 2) Outcomes are monitored through a qualitative approach through the use of self-assessment tools and in-depth interviews

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:

All project activities are implemented in 3 districts of the Mondulkiri province. The evaluation shall cover all targeted districts.

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

The key overall research question this endline evaluation aims to answer relates to what extent the project activities, outputs and outcomes have contributed to the project goal.

In order to support learning of the project and management teams and to inform future project design, the evaluation shall focus on the following objectives:

1. To assess the level of achievement against the project results framework and provide in-depth analysis of the challenges faced whenever relevant;
2. To assess the evaluation parameters such as relevance, efficiency, effectiveness, lessons learned and sustainability of the project interventions as described in the table in section 7;
3. To assess the results from the pilot implementation of the child club model and the Communications for Development approach;
4. To identify key achievements, best practices, challenges and mitigation strategies throughout implementation by resorting to qualitative methodologies (MSC);
5. To measure the change brought by the project in terms of Knowledge, Attitude and Practices through the program interventions;
6. To assess to what extent the project managed to build and implement an action learning and development approach to adapt and implement activities in a challenging environment;
7. To measure the skills and capacities of TDH team and its implementing partner and how they were adapted to project needs;
8. To provide clear and actionable recommendations for implementing organizations, donors and external audiences that will support a sustainability strategy and the design of similar projects in the future.

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;
- Initial situational analysis on OCSE in Cambodia;
- Project monitoring data from quarterly reviews on achieved targets and expenditures per project output. This data will be made available by TDH-NL.
- Assessment of Partner capacity co-conducted by TdH-NL

PRIMARY DATA COLLECTION:

The following tools are suggested for data collection:

- Sample Survey: Youth volunteers, child club members, local authority representatives, Health center staff, community leaders (village chiefs), parents, early married couples.
- Knowledge, Attitude, Practice (KAP surveys)
- Focus Group Discussion (FGD);
- In-depth Interviews (IDI);
- Key Informant Interviews (KII);
- Most Significant Change (MSC) Stories;
- Self assessment tools : 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.

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:

1. *Considering that the project has undergone a revision in its 3rd year, all the questions below should take into account the changes in project design and their influence.*

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

CRITERIA	SPECIFIC QUESTIONS
A. <i>Relevance</i>	<ul style="list-style-type: none"> ● <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"> ○ <i>Were they well articulated?</i> ● <i>How relevant was the project strategy to engage with the target communities and other key stakeholders?</i> <ul style="list-style-type: none"> ○ <i>What were the activities and approaches implemented by the project that were the least / the most relevant to the target groups?</i> ○ <i>How relevant were project activities to generate child participation?</i> ● <i>How did the project strategy adapt to the challenges brought by COVID-19 outbreak and prevention measures, and was it successful?</i>
B. <i>Effectiveness</i>	<ul style="list-style-type: none"> ● <i>To what extent did the project effectively achieve the outputs and targets as defined in the indicators in the results framework?</i> <ul style="list-style-type: none"> ○ <i>To what extent was the project successful in raising awareness on issues related to Early Child Marriage?</i> ● <i>What progress has been made towards achieving the overall project outcomes?</i> <ul style="list-style-type: none"> ○ <i>Was the project effective in creating regular engagement of children and community members through community-based child clubs?</i> ● <i>Was the project effective to draw the attention of local authorities (CCWC DWCCC, Provincial Health Department) as it intended?</i> ● <i>What are the major factors influencing the achievement or non-achievement of the objectives?</i> <ul style="list-style-type: none"> ○ <i>Did the project staff have the sufficient capacity to achieve the expected outcomes?</i> ○ <i>To what extent were working and learning processes efficient?</i> ○ <i>To what extent were the initial objectives realistic?</i>
C. <i>Efficiency</i>	<ul style="list-style-type: none"> ● <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"> ○ <i>How efficient was the collaboration between TDH and its partner and within project teams?</i> ● <i>How adequate were the reporting and monitoring systems of the project?</i>
D. Sustainability	<ul style="list-style-type: none"> ● <i>How sustainable are the outcomes brought by the project?</i> <ul style="list-style-type: none"> ○ <i>Which of the outcomes are more sustainable and why?</i> ○ <i>What should be done to maintain these outcomes?</i> ○ <i>What can be done for future project design to build on these outcomes?</i> ● <i>What is the level of ownership of the community members and other relevant stakeholders of the project activities and outcomes?</i>
E. Lessons Learned	<ul style="list-style-type: none"> ● <i>What are the replicable practices and those that should be avoided?</i> ● <i>What are the areas of improvement of the project?</i> <ul style="list-style-type: none"> ○ <i>What resources are needed to improve on these areas in the future?</i> ○ <i>What capacity building is needed to improve on these areas in the future</i> ● <i>What are the key lessons generated during the life span of the project?</i>
F. Impact	<ul style="list-style-type: none"> ● <i>How far did the project contribute to the change in knowledge, attitude and practice?</i>

8. Deliverables and Timeline

Key Deliverable	Estimated number of working days	Deadline for completion
Evaluation design	4	20th November
Piloting of data collection tools	2	25th November
Data collection	5	15th December
Submission of draft report	6	31st December
Dissemination workshop	2	10th January 2021
Submission of final report	1	15th January 2021

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

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

Required:

- *Expertise on the development and implementation of mixed methods*

- *Proven ability of implementing Most Significant Change methodologies*
- *Strong experience of evaluating behaviour change projects and identifying best practices*
- *Outstanding facilitation skills to implement developmental evaluation with project stakeholders*
- *Minimum 8 years of work experience of conducting projects evaluations in Cambodia*
- *Excellent communication skills in both Khmer and English - written and spoken*

Desirable

- *Good understanding of the drivers of Early Child Marriage in the Cambodian context*
- *Experience engaging with indigenous communities in Cambodia*

10. Budget

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

11. Final report format

- Title pageTable 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.

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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 . The deadline for applying is 3rd November. The aim is to select the evaluator by 15th November and start the contract immediately.