# Terms of reference

## Final external evaluation

<table>
<thead>
<tr>
<th><strong>Project name</strong></th>
<th>&quot;Strengthening the local governance system with a child rights approach in the municipalities of Legazpi and Manito, Bicol Region, Philippines&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project code</strong></td>
<td>2017/PRYC/00927</td>
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<tr>
<td><strong>Duration</strong></td>
<td>11 April 2018 to 10 September 2020</td>
</tr>
<tr>
<td><strong>Partner organization</strong></td>
<td>Bicol Center for Community Development (BCCD)</td>
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</table>
INTRODUCTION

Educo is a global development NGO with more than 25 years of experience in favour of children and in defence of their rights, especially the right to an equitable and quality education. We work with children and their communities to promote just and equitable societies that guarantee their rights and well-being. Educo has been a member of the ChildFund Alliance since November 2014 and of the Keeping Children Safe network since April 2016.

Educo has been in the Philippines for more than 10 years and so far has reached 150,000 children in 192 schools in 184 barangays and municipalities in Camarines Sur, Sorsogon and Albay provinces.

Currently, Educo Philippines has programmes and services for children in the areas of education, protection, disaster risk reduction management, child participation and child-friendly local governance in nine municipalities in the provinces of Albay, Camarines Sur, Sorsogon and Catanduanes and one in Zamboanga City. The projects are implemented in close collaboration with local organizations and local government units, national government agencies and civil society organizations operating in the communities with which EDUCO works.

In this project entitled "Strengthening the system of local governance with a child rights approach in the municipalities of Legazpi and Manito. Bicol Region. Philippines", Educo works with a local partner for the implementation of this project - the Bicol Center for Community Development (BCCD). BCCD is a local non-governmental organization with 26 years of experience in providing services and assistance to out-of-school children and youth, 7 years of experience in implementing self-help approach projects for poor women and at least 3 years of experience in implementing child-friendly local governance in 6 municipalities and 68 barangays, reaching about 200 children, 1,412 women/mothers beneficiaries and 2,557 families.

The duration of the project is 2 years and 5 months (initial project of 24 months plus 5 months of extension). It began on 11 April 2018 and ends on 10 September 2020 and aims to strengthen child protection policies and mechanisms in Legazpi and Manito through a strategy of child participation, community involvement and accountability in order to guarantee the rights of the child.

OBJECTIVE OF THE EVALUATION AND BACKGROUND
The general objective of the project is to **contribute to the well-being of children in the municipalities of Legazpi and Manito**, contributing to the development of local public policies and legal protection mechanisms through a strategy of child and community participation to guarantee the rights of children in the Bicol region, Philippines.

The specific objective of the project is to **strengthen the local governance system for children’s rights**. By strengthening child policies in the municipalities of Legazpi and Manito by developing governance structures based on child participation and accountability. Mechanisms for citizen participation based mainly on child participation are established and the capacities of the Members of the 02 Municipal Councils and the 47 Barangays Children's Councils are strengthened, proposals and strategies and 01 children's code are generated for the development of local government mechanisms that guarantee the design, execution and monitoring of public policies focused on children and with a gender approach in the municipalities of **Legazpi and Manito, Bicol Region**.

The three results of the project refer to:

- **Outcome 1: The advocacy capacities of civil society groups strengthened**: citizen participation mechanisms based on child participation have been established in the two municipalities (Legazpi and Manitos) for the design, evaluation, follow-up and monitoring of local public policies with a gender perspective that guarantee children's rights.

- **Outcome 2: Capacities of women’s groups strengthened**: Capacities of women's groups strengthened, in order to promote their socio-economic empowerment and social participation in the defence of children's rights. To this end, women's support groups (SHGs) are established and training activities are carried out to strengthen women's capacities to participate in local government bodies.

- **Outcome 3: Capacities of local government systems and entities strengthened**: Local councils for the protection of children are strengthened through training of council members. The children's code and rules and regulations are promoted with the councils.

The purpose of the evaluation is to determine the impact of the project in promoting and institutionalizing child and adolescent participation and ensuring their well-being and purpose, as well as to learn from the results obtained by the project for further improvement in future similar interventions and other projects.

**Specifically, it aims to:**

- Evaluate the degree of progress in achieving their objectives;
- Evaluate the achievements of the project in terms of project outputs and outcomes;
- Documenting lessons to improve the planning, project formulation and implementation phases;
- Review the degree of integration of the gender, environment, child participation and child protection approach;
- Ensure accountability for results to funders, local stakeholders and the achievement of objectives.
Evaluation coverage

The coverage of the evaluation refers to the two municipalities of Legazpi and Manito and 47 Barangays (38 in Legazpy and 9 in Manito) where the actions of the project are located.

• ACTORS INVOLVED

Evaluation team - responsible for validating and monitoring the quality of the process, developing the terms of reference, hiring the external evaluation/consulting team, reviewing the draft and final report, and disseminating the evaluation results They will be composed of

• Educo Spain Central Office: Technical staff, financial staff
• Educo Philippines (CO): programme manager, monitoring, evaluation, accountability and learning (MEAL), project coordinator, people and culture staff, quality assurance and compliance officer, director of administration and finance, and project finance officer
• BCCD: Program Manager, Project Supervisor, Finance Officer

Evaluation Support Team - together with the External Consultant/Team as leader of this evaluation, the Support Team will be responsible for organizing the timing, mobilizing participants and coordinating with the beneficiaries and local actors targeted by this evaluation:

• BCCD: Program Manager, Project Supervisor and Project Officers
• Educo CO: Project coordinator, food manager and food officer

The headlines involved in the intervention to be evaluated are:

• LCPC members - mayor and M/CCPC members at the municipal level and Barangay president and BCPC members
• MCPC Contact persons
• Self-help groups
• Barangay children's organizations
• Community Facilitators
• The Department of the Interior and Local Government through the Municipal Local Government Operations Officer

<table>
<thead>
<tr>
<th>Actors</th>
<th>Actors and entity</th>
<th>The expectations of participation</th>
<th>Relevance in the process</th>
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<tbody>
<tr>
<td>Local Partner</td>
<td>BCCD Team: Program Manager and Project Supervisor</td>
<td>Facilitate the mobilization of participants in the evaluation process; validate and review the draft and final report; produce and disseminate evaluation results; provide secondary data sources and additional information to validate the outcome of the primary data</td>
<td>Acting as a support team for project evaluation</td>
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<td></td>
<td>Educo CO: Program Manager, Project Coordinator, Food Manager and Food Officer</td>
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</table>
| The holders of the intervention | LCPC members - Mayor and M/CCPC members at the municipal level and Barangay President and BCPC members  
- MCPC Contact persons  
- Self-help groups  
- Barangay Children's Organization  
- Community Facilitators  
- The Department of the Interior and Local Government through the Municipal Local Government Operations Officer | Participants will be evaluated | Primary source of evaluation data |

| Educo Team | Educo Spain: Technical staff, financial staff  
- Educo Philippines: Program Manager, Project Coordinator, People and Culture Staff, Quality Assurance and Compliance Officer, Administration and Finance Manager and Project Finance Officer | Acting as the Evaluation Management Team | responsible for validating and monitoring the quality of the process, the development of the terms of reference, the hiring of the external evaluation/consultancy team, the review of the project and the final report and the dissemination of the evaluation results. |

**SCOPE OF ASSESSMENT**

Within the time frame, the evaluation will cover the entire duration of the project. The areas of intervention are: 38 barangays covered in the city of Legazpi and 9 barangays covered in the municipality of Manito.

The scope of the evaluation will be:

- **Outputs and results/outcomes** - progress in the timely achievement of project outputs based on the project's Logical Framework, and the corresponding delivery of inputs and activities;
- **Identification of critical issues** - Examine any critical issues related to the achievement of results and objectives;
- **Documentation of practices and lessons learned** - Identify and document practices and lessons learned, from the point of view of the main stakeholders; determine the qualitative effects of the project on the beneficiary population in the short, medium and long term
The final evaluation, which will be carried out by an external consultant, should show the achievement of project results, in the project areas, using both quantitative and qualitative methodology. The consultant will apply instruments to obtain the requested and relevant information.

**QUESTIONS AND EVALUATION CRITERIA**

The key questions for each of the evaluation criteria are as follows:

<table>
<thead>
<tr>
<th>Evaluation criteria</th>
<th>Subject/Key Questions</th>
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<tbody>
<tr>
<td><strong>Project relevance</strong></td>
<td>To what extent do the objectives of the project correspond to the needs of the beneficiaries involved and the interest of the institutions and local communities?</td>
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</table>
| **Efficiency**       | How the project was implemented, what were the strengths and weaknesses of the project implementation process, what would be needed for the sustainability of the activities.

  How effective was the process in delivering the intended results and determining which interventions have worked well and which have not, and why?

  How has the project contributed to improving the social responsibility of duty bearers and also of local government, parents and children?

  How well the project framework has worked in the three major areas of:

  Empowering children as citizens

  Child-focused IGL plan and budget

  Civil society's commitment to children’s rights and how they have been affected by the project |
| **Impact**           | What are the changes in the development, participation and protection of children in local areas that the project has brought about?

  To what extent has the project strengthened the functionality and responsiveness of civil society and the government structure to child rights issues?

  How the project improved the scope and quality of children's participation in local governance and enhanced the recognition of children's rights

  - Changing the capacity of children and the community to engage
  - Change in the capacity of civil society organizations |
to facilitate child and community participation in public decision-making
  • Change in the capacity of children and the community

### Project efficiency
Was the project efficient in achieving the project objectives and is the value for money justified?

### Sustainability and viability
What evidence indicates that local communities and groups of duty-bearers will be able to maintain project benefits (if any) without the assistance of funders?
What impact outcomes are owned by the communities?

### Generate lessons and recommendations for new interventions on child development and participation
What were the main lessons learned from the process and the results of each of the interventions?
What are the good practices, success stories, most significant changes, lessons identified as a result of the project and those that could be scaled up by the communities or replicated in other communities?
How has the empowerment of children been seen and how are they evident?

### EVALUATION METHODOLOGY AND WORK PLAN

The whole process of final external evaluation will be based on the theory of change and will proceed within the principle of evidence-based analysis to ensure the level of quality of data and analysis in the five areas of evaluation (relevance, effectiveness, efficiency, feasibility/sustainability/contribution to learning).

Educo will select an independent, external consultant to conduct the evaluation and ensure objectivity and impartiality. The consultant shall also prepare an evaluation plan, methodologies and instruments that conform to the participatory approach and the theory of change as specified in the TOR. All results will be reviewed by Educo and BCCD in order to reach consensus agreements for their completion.

The assessment shall use a mixture of quantitative and qualitative methods including
  • Focus group discussions,
  • Interviews with key informants Interviews with key partners, children and key government staff/groups
  • Quantitative study

The combination of data collection methods and data sources will allow for triangulation of the results obtained and provide a more objective analysis of the information collected.
The evaluation will be divided into three phases: 1.) planning, 2.) data collection and analysis, and 3.) writing and reporting.

<table>
<thead>
<tr>
<th>Evaluation phase</th>
<th>Paper</th>
<th>Main task</th>
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<tbody>
<tr>
<td><strong>1.) Planning</strong></td>
<td>Project Team Educo (Project Manager/ P&amp;C Assistant/ PCs/POs/ Operations Manager/ Drivers) BCCD: Program and Team Manager</td>
<td>• Prepare the TOR, organize the hiring of the consultant • Conduct project presentation meetings with the consultants and between the consultants and the respondents • Prepare/collection of available secondary data • Give an introduction on PC policy and procedures to the external team</td>
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<tr>
<td></td>
<td>Consultant/ Project team (support)</td>
<td>• Prepare the evaluation plan, methodologies and instruments in accordance with the participatory approach and the theory of change, as specified in the TOR. • Trained field data collectors / interviewers • Develop the FGD /Survey /KII questionnaire • Provide technical input to improve the evaluation methodology/questionnaire</td>
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<tr>
<td><strong>2.) Data collection and analysis</strong></td>
<td>Consultant</td>
<td>• Facilitating / directing KII, Survey and FGDs and the entire field of data collection • Facilitate validation discussion workshops • Writing and analyzing the results • Prepare the draft reports and present the report to the project team • Responsible for data quality assurance</td>
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<tr>
<td>• Phase 1: Desktop Review</td>
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<td>• Phase 2: Field data collection</td>
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<td>• Phase 3: Write</td>
<td>Project Team/Technical Specialist - Child Protection The BCCD program director and his team</td>
<td>• Assist in the organization of evaluation workshops • Production of reports / project documents • Review and provide feedback/comments on the evaluation process and technical product</td>
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<tr>
<td><strong>3.) Reporting and monitoring</strong></td>
<td>Consultant</td>
<td>• Completion and submission of evaluation report reflecting feedback from validation workshops and project team reviews/comments</td>
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</table>
• Presentation of the final report

CD/Project Team/MEAL/Technical Specialist - Child Protection

Educo Spain

• Final feedback and review and approval of the final draft

• Provide feedback on the evaluation report

• DOCUMENTS AND INFORMATION SOURCES

<table>
<thead>
<tr>
<th>Document</th>
<th>Entity</th>
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<tbody>
<tr>
<td>Framework of the AECID 2017 project</td>
<td>BCCD/EDUCO</td>
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<td>AECID’s approved budget</td>
<td>BCCD/EDUCO</td>
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<tr>
<td>Memorandum of Understanding/Convention and addenda</td>
<td>BCCD/EDUCO</td>
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<tr>
<td>Planning documents (MEL Plan, Annual Plan, DIP, monthly plan), activity/proposal design</td>
<td>BCCD</td>
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<tr>
<td>Baseline related to intervention</td>
<td>BCCD</td>
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<tr>
<td>Scope of intervention</td>
<td>BCCD</td>
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<tr>
<td>Sources of project verification:</td>
<td>BCCD</td>
</tr>
<tr>
<td>Training report, training modules, program flow, service contracts</td>
<td>BCCD</td>
</tr>
<tr>
<td>Annual participatory project review and mid-term review</td>
<td>BCCD/EDUCO</td>
</tr>
<tr>
<td>Minutes of LCPC meetings, inter-BCPC meetings and CSO Alliance meetings</td>
<td>BCCD</td>
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<tr>
<td>Monthly performance reports</td>
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<tr>
<td>Quarterly technical and financial monitoring reports (including sources of verification) for both Year 1 and Year 2</td>
<td>BCCD</td>
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<tr>
<td>Annual technical and financial report for year 1</td>
<td>BCCD/EDUCO</td>
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<tr>
<td>Final technical and financial report</td>
<td>BCCD/EDUCO</td>
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<tr>
<td>Sustainability plan with 2 LGU</td>
<td>BCCD</td>
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• STRUCTURE AND PRESENTATION OF THE EVALUATION REPORT

Executive Summary
• Introduction
• Background and summary of Educo, and the project and context of the project under evaluation
• Background and objectives of the evaluation, including stakeholders
• Evaluation framework (analysis)
• Main issues and value criteria: definition
• Relevance and coherence with local development plans/ ordinances/objectives
• Principles and guidelines, including gender sensitivity
• Methodology
  • Methodology and techniques applied
  • Conditions and limitations of the study carried out
• Findings and analysis with reference to the project’s logical framework and evaluation criteria
  • Achievement of key outputs by specific objectives
  • Achievements in relation to evaluation criteria
  • Discussion of evidence collected, presentation of graphs and tables
• Lessons learned/good practices in relation to project objectives
• Evaluation conclusions in relation to the established evaluation criteria

Annexes
• The TDR
• The work plan, composition and description of the evaluation team
• Evaluation tools
• Means of verification (Attendance sheets/ completed questionnaires/ workshop documentation)

• ASSESSMENT TEAM PROFILE

Qualifications:
• Experience in conducting end-of-project evaluations
• Experience in gender-sensitive, child-related evaluations and similar studies
• Experience with child development NGOs; at least 5 years of progressive experience in education, governance and protection work
• With excellent written and verbal skills in English and Filipino; mastery of the Bicol language is a plus.

X. PREMISES OF EVALUATION, AUTHORSHIP AND PUBLICATION

• Anonymity and confidentiality: The evaluation must respect the right of individuals to provide information by ensuring their anonymity and confidentiality. Therefore, the Consultant will inform the participants in the evaluation of the scope and limitations of this principle of anonymity and confidentiality.
• Accountability: Disagreements or differences of opinion that may arise between the members of the evaluation team or between them and the Project will be considered.
• **Integrity:** The consultant will be responsible for highlighting issues not specifically mentioned in the TOR, if necessary to obtain a more complete analysis of the intervention.

• **Independence:** The consultant must guarantee his independence and objectivity in the analysis of the data and information collected.

• **Incidents:** If problems arise during the field work or during any other phase of the evaluation, they should be reported immediately to Educo, specifying their nature. Otherwise, the existence of such problems may not be used in any way to justify not obtaining the results established by Educo and BCCD in these TOR.

• **Validation of the information:** It is the responsibility of the consultant to ensure the accuracy of the information collected for the reports and ultimately the consultant will be responsible for the information presented in the final report.

• **Submission of reports:** In the event of late submission of reports or if the quality of the reports submitted is manifestly inferior to that agreed, the penalties provided for in the contract signed will be applied.

• **Copyright and disclosure:** All copyright belongs to the entity commissioning the evaluation. However, the AECID has the right to reproduce, distribute or publicly communicate the final report without prior agreement with Educo when the correct development of the administrative procedures so requires. It will do so with the organization’s prior authorization if necessary for other reasons. In any case, Educo reserves the right to make a decision on the different aspects of the evaluation together with the donor.

• **Child Protection:** The consultant must approve the Protection and Good Treatment of Educo policy after signing the contract.

• **TIME FRAME FOR THE COMPLETION OF THE EVALUATION**

The evaluation must be carried out within 45 days from the date of signing the contract with the consultant.

• **PRESENTATION OF THE TECHNICAL AND ECONOMIC OFFER EVALUATION CRITERIA OF THE INTERESTED PARTIES:**

Proposals must contain the following:

- Curriculum vitae of consultant addressing the above specifications
- Technical proposal
- Draft budget to carry out the allocation
- Sample work
The **valuation criteria are as follows**: 

The tenders received will be evaluated according to the following criteria and scales:

**Criterion 1**: Technical quality of the proposal (maximum 5 out of 10 points for the whole proposal).

**Criterion 2**: Professional profile, CV of the consultant team (maximum 2 out of 10 points in the whole proposal).

**Criterion 3**: Economic proposal (Feasibility): (maximum 3 out of 10 points in the whole proposal)