

## Project Evaluation Terms of Reference

<b>Partner Name</b>	World Concern Laos (WCL)	<b>Project to be evaluated</b>	Integrated Development Project for Community Health Promotions [Migration Risk Reduction through Community Development-MRRCD]
<b>Lead Evaluator details</b>	TBD	<b>Key partner contact details</b>	JUDE RYAN B. SEARES Country Program Representative - Lao PDR O: +85631500233
<b>Project Budget for 4 years (July 1, 2018 to June 30, 2022)</b>	Tearfund: USD 430,860 Entrust: USD 114,955 World Concern: USD 37,555 <b>TOTAL: USD 583,370</b>	<b>Evaluation budget</b>	USD 3,000
<b>Project location</b>	Phonthong district, Champasak Province, Lao PDR		

### A. BACKGROUND

#### 1. Overview of WCL's program and brief description of MRRCD project

Tearfund Australia (TFAU) has partnered with WCL since the late 1990s and supported WCL's three integrated development projects in Southern Laos. The one in Salavan province concluded in December 2011. The one in Sekong province finished in June 2018. The MRRCD project in Champasak province started from January 2012 and is ongoing. TFAU contribute approx. 57% of the project budget of Phase 3 (July 2018 to June 2021 and one-year extension to June 2022). The remainder comes from World Concern (27%) and EnTrust (16%). Details in the table below.

<i>Funding contributions</i>	<i>2018-19</i>	<i>2019-20</i>	<i>2020-21</i>	<i>2021-22</i>	<i>TOTAL (USD)</i>	<i>% share</i>
Tearfund Australia	80,715	80,715	80,715	188,715	430,860	57%
World Concern	206,000			37,555	206,000	27%
Entrust	26,000	29,000	29,000	30,955	114,955	16%
<b>TOTAL all funders</b>					<b>751,815</b>	

Built on experiences from implementation of the first 2 phases (Jan 2012 - June 2018), Phase 3 seeks to strengthen governance and capacity of village leaders and community-based groups so that they can actively protect their youth from the risks of unsafe cross-border migration and the related risks of HIV/AIDS and other physical, economic and social detriments. The project aims to respond in 3 core approaches, to:

- build widespread, effective, responsive community awareness
- promote and strengthen protective and resiliency factors across the community, especially for those who are most vulnerable and at-risk, and

- enable the community to actively reduce the push and pull factors for unsafe migration at the material, vocational and social levels.

Main project activities are:

- Awareness-raising on unsafe migration and protection<sup>1</sup> to families and youth groups.
- Building capacity of Village Development Committees (VDCs) on cross-border migration surveillance and protection<sup>2</sup>.
- Facilitating training to pregnant mothers on improving child's nutrition in the first 1000 days of life.
- Supporting agricultural livelihoods through improved irrigation, provision of and training on rice seed varieties, and facilitating vaccination of livestock with support of district veterinary.
- Supporting youth to attend vocational training courses through the Lao technical vocational education and training (TVET) system, and business start-up for youth who successfully completed training.

The project works in 5 villages (Boungkae, Kengyao, Nonkoug, Phonyai, Nasawang) in Phontong district, Champasak province, and expects to reach about 3,914 direct project participants in Phase 3.

Due to a prolonged process for the government approval of the Memorandum of Understanding (MOU) for project implementation, the MOU was signed between the Ministry of Foreign Affairs Laos and WCL in mid-October 2019. The MOU is due to expire by 30 June 2022.

Consequently, Phase 3 activities were officially started from late October 2019, which is about 16 months after the initially planned starting date of 1 July 2018. The project has been extended for one year (July 2021-June 2022) to allow extra time for WCL to complete planned project activities that had been delayed due to the late approval of the MoU.

The COVID-19 pandemic from 2020 led to a significant reduction in World Concern's donation income, and in potential funding contributions from INGOs partnering with World Concern worldwide. Therefore, World Concern had to wind down their directly funded projects in Laos<sup>3</sup>. A new staff structure for World Concern Laos was put in place to save costs, reducing from 16 positions (for 2 projects in Phonthong and Soukhuma districts in Champasak) to 5 (including three Lao staff and two expatriates for MRRC project in Phonthong), effective from July 2020.

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<sup>1</sup> In the project context, "protection" includes protection of youths and adults from the risks of unsafe migration, and protection of children from neglect, violence, abuse and exploitation.

<sup>2</sup> Protection training to the VDCs focuses on protection from the risks of unsafe migration, and protection of children from neglect, violence, abuse and exploitation.

<sup>3</sup> World Concern directly funded 2 projects in Laos, covering 5 villages in Phonthong district and other villages in Soukhuma district in Champasak province, improving access to clean water and sanitation, child education and health, training for farmers regarding crops and irrigation systems, prevention of unsafe migration and reduction in trafficking and drug abuse.

## **2. Summary findings of previous reports and evaluations**

An evaluation of the Project's Phase 2 was carried out in May 2018 by Dr Ounkham Souksavanh – an external consultant. Phase 2 focused on raising awareness of unsafe migration risks and consequences, improving livelihoods and providing vocational training opportunities to youth. Phase 2 was implemented in 6 villages in Phonthong District, which are different from the 5 villages covered in Phase 3. The executive summary of the May 2018 evaluation is included in Annex 2.

## **B. PURPOSE OF THE EVALUATION**

This is an external lead evaluation, being carried out at the end of the project's Phase 3. The evaluation will focus on the community impact and experience of the project to date and identify key areas for learning and improvement in management and implementation which the organization can apply in future project phases.

The evaluation is being undertaken primarily for the learning of community members, the project's implementing organisation (World Concern Laos), government partners, and the project's funders (including TFAU and Entrust). Key learning and recommendations from the evaluation will inform WCL's future work, specifically for the period from 1 July 2022 to 30 June 2025.

## **C. SPECIFIC OBJECTIVES AND ASSOCIATED KEY QUESTIONS**

### **Impact**

When evaluating the impact of a programme or a project, it is useful to consider the following questions:

- What changes in the lives of the target beneficiaries were brought about as a result of the project?
- How is the project contributing to addressing unsafe migration and trafficking based on the situation and project goals identified?
- What are the emerging best practices?

### **Effectiveness**

In evaluating the effectiveness of a programme or a project, it is useful to consider the following questions:

- To what extent were the objectives achieved / are likely to be achieved?
- What were the major factors influencing the achievement or non-achievement of the objectives?
- Is the project logic sound/correct? Did the planned outputs contribute towards the achievement of project objectives? Why or why not?
- What major challenges affected the project? Were appropriate adjustments made in the project design and/or implementation in a timely fashion? Why or why not?

### **Sustainability**

When evaluating the sustainability of a programme or a project, it is useful to consider the following questions:

- To what extent will or did the benefits of a programme or project continue after the program or project is finished?
- What are/were the major factors which influence/d the achievement or non-achievement of sustainability of the programme or project?
- How much of the impact will continue beyond the life of the project and what is being done to ensure that this occurs?

### Relevance

In evaluating the relevance of a programme or a project, it is useful to consider the following questions:

- Were the needs of the communities/project participants assessed well?
- Were the objectives of the program or project relevant to the needs?
- Are the activities and outputs of the programme consistent with the intended impacts and effects?

### Efficiency

When evaluating the efficiency of a programme or a project, it is useful to consider the following questions:

- Were activities cost-effective and considered “good value”?
- Were objectives achieved within the intended timeframe, or a in timeframe reasonably adjusted to the demands of the evolving context?
- Was the programme or project implemented in the most efficient way compared to feasible alternatives in the context?

### Coherence

When evaluating the programme or project, it is useful to consider the compatibility of the intervention with other interventions in a country, region or sector:

- What are the interlinkages between the programme and the other relevant local interventions?
- Is the programme complementary and coordinated with other interventions?
- Is the intervention adding value without duplicating effort within the context?

## D. TEARFUND SPECIFIC EVALUATION QUESTIONS

### 1. Partnership

- a. How well has Tearfund Australia supported World Concern Laos to become a more capable and effective organisation? Evaluator: \_\_\_/ 10 Stakeholder: \_\_\_/10
- b. What has been the most significant way that TFAU has supported World Concern Laos?

### 2. Linkages

- a. To what extent are the communities involved in the project able to link with, and access resources from, other agencies and actors in their area? Evaluator: \_\_\_/ 10 Stakeholder: \_\_\_/10
- b. What are some examples of how this is occurring?

### 3. Rights

- a. How aware are the communities of their rights? Evaluator: \_\_\_/ 10 Stakeholder: \_\_\_/10
- b. How successful are they in turning their awareness of their rights into advocating for, and accessing what they are entitled to? Evaluator: \_\_\_/ 10 Stakeholder: \_\_\_/10

### 4. Long term problem solving

- a. To what extent are communities able to solve their own development problems in creative ways? Evaluator: \_\_\_/ 10 Stakeholder: \_\_\_/10
- b. What examples are there of communities taking initiative to solve their own problems in diverse and relevant ways?

## E. METHODOLOGY

In order to achieve the objectives outlined, data collection and analysis will be guided by but not limited to the following methodologies:

1. Desk review of relevant documents (approved proposal, logical framework updates, compilation of semi-annual /annual accomplishment reports, documentation of project quarterly and annual meetings with the government partners.
2. Focused Group Discussions (FGDs) with project stakeholders (village development committees, farmer’s group, women savings group, youth group, district implementation management committee)
3. Key Informant Interviews (cluster, district and provincial coordinators, etc.)
4. Actual area visits
5. Interview with project participants (random and pre-determined)
6. Interview with project team and World Concern Laos.

## F. SCHEDULING

The study team/ consultant will be required to undertake the exercise within 35 working days (at the maximum) after signing the agreement. The timetable is as follows:

Task	Number of working days needed	Start date	End date
Develop an inception report that corresponds to the research objectives, the scope of work, methodologies, and detailed work plan.	2	Mar 1	Mar 2
Start-up meeting with WCL (either face-to-face or online or hybrid)	1	Mar 3	Mar 3
Conduct secondary data review (reviewing reports, accomplishments, etc.)	5	Mar 3	Mar 10
Conduct primary data collection in targeted key informants (KII, FGD) at the village, district and provincial levels	6	Mar 11	Mar 18
Write, consolidate and draft report in English, including a clear set of recommendations.	5	Mar 21	Mar 25
Progress update meeting with WCL and TFAU	1	Mar 28	Mar 28
Validation meeting with government partners (face-to-face or hybrid)	2	Mar 29	Mar 30
Write the final study report (submitted in Lao and English) incorporating feedback from World Concern and TFAU.	5	Mar 31	Apr 6
Develop 1-pager info-graphic leaflet of the study results lay-outed in Lao and English.	2	Apr 7	Apr 8

Develop a Powerpoint presentation presenting the salient results of the study in Lao and English.			
Final meeting with WCL and TFAU (online/face-to-face/hybrid)	1	Apr 11	Apr 11

## G. MANAGEMENT OF THE VISIT

The Country Program Representative will be the main point of contact of World Concern Laos when it comes the updates of the evaluation to TFAU. The programs and operations team will work together in managing the community field visits, to include coordination and mobilization of evaluation participants, and logistics, among others.

## H. EXPECTED OUTPUTS

In accordance with the timetable, the consultant will produce:

1. A final study report in English and in Lao which contains the following:
  - Executive Summary
  - Narrative based on Objectives and Key questions in the Terms of Reference
  - Case studies and stories from project participants where appropriate
  - Lessons learnt from working with villages in Phase 1 and 2
  - Appendices explaining the methodology, a copy of the Terms of Reference, any surveys used and any other relevant material that adds further understanding to the evaluation process and results.
  - The report should also contain a short paragraph outlining that informed consent was obtained and how (written/verbal).
2. 1-pager info-graphic leaflet of the study results lay-outed in English and Lao.
3. Powerpoint presentation presenting the salient results of the study in English and Lao.

At the completion of the evaluation the partner will be expected to complete an action table for how it will respond to the recommendations and brief feedback on the evaluation itself. TFAU will provide a separate template “*Evaluation Recommendation: Responses and Process Feedback*” to WCL after the completion of the evaluation.

## I. INDEPENDENCE

The independence of the contracted evaluator is respected. Any conflicts of interest should be declared prior to the evaluator being contracted. In the event that WCL believes the TOR is being/has been contravened, WCL shall immediately inform TFAU and negotiations between all three parties will take place.

The “*Evaluation Recommendation: Responses and Process Feedback*” gives room for WCL to accept, partially accept or not accept recommendations – with justification given.

## J. OTHER INFORMATION

**Exclusionary clause:** Payment is made for services rendered as an individual contractor. No employment or other benefits are included with nor implied by this contract.

**Indemnification:** To the fullest extent permitted by law, WC and Contractor agree to indemnify and hold harmless each other from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the activities contemplated by this Agreement, but only to the extent caused in whole or in part by negligent acts or omissions of the responsible party and except to the extent caused by the negligent act or omission or breach or default of the other party, its employees or agents. Where such claims result from the concurrent negligence of the parties, the indemnity provisions provided herein shall be valid and enforceable only to the extent of each party's negligence.

**Copyright:** Contractor understands and intends that WC owns the full copyrights and subsidiary rights in the work produced for WC. The work is produced as a "work-made-for-hire" for WC under Section 101 of the U.S. Copyright Code and in the event that the work does not technically qualify as such, then Contractor hereby irrevocably assigns to WC the full and exclusive, worldwide copyrights and subsidiary rights in the work for the full legal term of such rights and all renewals and extensions thereof. It is understood and agreed that,

in exchange for the fee set forth herein, WC will be the exclusive owner of the work and will control any and all rights to use the work (in whole or in part) in any form or manner, for any purpose whatsoever, (including but not limited to film, video, television, radio and print uses). Contractor will not be receiving any additional compensation, royalties or residuals. Contractor understands that WC will have no obligation to actually proceed with the project or to actually use the work submitted.

**Payment conditions:** Gross Payment (less any required taxes) will be made via check or bank transfer in agreed currency after work has been completed and verified by WCL in receiving the completed and approved final report. Payment is subject to approval and acceptance of the final report, in WCL's sole discretion, which will not be unreasonably withheld. Various tax implications apply depending on tax withholding laws in host country and based on the nationality of the Consultant.

## K. OWNERSHIP AND CONFIDENTIALITY

The final evaluation report will become the property of WCL and its key funders such as TFAU. Where Australian Government funding is involved reports will be available for public access. The Evaluator agrees that the information obtained remains confidential and any publication or citing needs prior approval of WCL and TFAU.

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## J. SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

World Concern Laos and Tearfund Australia are both dedicated to ensuring the safety of children and vulnerable adults involved in and connected with our projects. Both organisations consider all forms of abuse and exploitation to children and vulnerable (including Sexual Exploitation, Abuse and Harassment - SEAH) to be unacceptable in all circumstances. We are therefore committed to ensuring that all steps are taken to ensure the safety of children and vulnerable adults that we work with.

For that reason the consultant engaged by World Concern Laos and Tearfund Australia for the evaluations is required to sign a Self-Disclosure Statement, which is included below as part of this Terms of Reference.

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### Self-Declaration and Agreement

Tearfund Australia is a Christian development, relief and advocacy organisation responding to global poverty and injustice. Our vision is for a just and compassionate world in which all people have the opportunity to achieve their God-given potential.

Tearfund Australia considers all forms of abuse and exploitation to children and vulnerable adults unacceptable in all circumstances and is committed to ensuring that all possible and necessary steps are taken to acknowledge the rights of and protect the well-being of all children (a person under the age of 18 years<sup>4</sup>) and vulnerable adults that we have contact with in the course of our work.

It is of utmost importance that abuse and exploitation is not perpetrated nor compounded by those that Tearfund Australia puts in contact with children and vulnerable adults and in whom they place their trust. It is therefore essential that anyone working for Tearfund Australia, or its partner organisations, in a professional or voluntary capacity understand their own role in protecting children and vulnerable adults, and that all practical and reasonable steps are taken to counteract the risk of harm to children and vulnerable adults.

This self-declaration and agreement form relates to all individuals who come in to contact with children and vulnerable adults (in Australia and overseas) due to their relationship with Tearfund Australia.

Please read World Concern's Safeguarding Policies. If necessary, seek clarification with management and thereafter sign on this page to show you have understood and agree to abide by the contents outlined in this document.

I (please write your full name) of (your current address) declare that:

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<sup>4</sup> As defined in the United Nations Convention on the Rights of the Child



- I have been given a copy of, read and understand World Concern’s Safeguarding Policies.<sup>5</sup>
- I agree to abide by the behaviour protocols and follow the reporting procedure set out in World Concern’s Protection Policies, including signing, where requested, World Concern’s Code of Conduct.
- I do not have a criminal record, and have not under gone disciplinary action, relating to forms of child abuse, neglect, or violence of any type.

**I hereby agree to the conditions and guidelines set out by World Concern Laos with regard to any contact with children and vulnerable adults as a result of a Tearfund Australia’s arranged activity, or activity of Tearfund Australia’s partners. I understand that Tearfund Australia reserves the right to take legal action against me if I am to breach local or international relevant child and adult safeguarding laws.**

Name:

Designation:

Date:

Signature:

### **AGREEMENT for Terms of Reference**

Signed in agreement to the above Terms of Reference

Name:

Designation:

Date:

Signature: \_\_\_\_\_ (for Consultant)

Name:

Designation:

Date:

Signature \_\_\_\_\_(for World Concern Laos)

Name:

Designation:

Date:

Signature \_\_\_\_\_ (for Tearfund Australia)

<sup>5</sup> These include all policies and procedures that serve to protect children and vulnerable adults who participate in World Concern’s program/project from all forms of abuse and exploitation (including SEAH).

## Annex 1: DAC Criteria Definitions

### **Impact**

The positive and negative changes produced by a development intervention, directly or indirectly, intended or unintended. This involves the main impacts and effects resulting from the activity on the local social, economic, environmental and other development indicators. The examination should be concerned with both intended and unintended results and must also include the positive and negative impact of external factors, such as changes in terms of trade and financial conditions.

### **Effectiveness**

A measure of the extent to which an aid or development activity attains its objectives – taking into consideration the relationships involved, and how activities were carried out. If effectiveness is a criterion to be measured in an evaluation then relevance must also be included as a criterion.

### **Sustainability**

Sustainability is concerned with measuring whether the outcomes of an activity are likely to continue after the project has been completed. Projects need to be environmentally as well as financially sustainable.

### **Relevance**

The extent to which the aid or development activity is suited to the needs and priorities of the communities, implementing partners and donor.

### **Efficiency**

Efficiency measures the outputs -- qualitative and quantitative -- in relation to the inputs. It is an economic term, which signifies that the aid/development inputs use the most cost effective resources possible in order to achieve the desired results. Non-monetary costs can be included in such an analysis. Where possible and appropriate this could include comparing alternative approaches to achieving the same outputs, to see whether the most efficient process has been adopted.

## Annex 2: Executive Summary of May 2018 Evaluation Report



Executive Summary  
of May 2018 Evaluatic

## Annex 3: Expression of Interest and Consultant Qualification Requirements

The consultant should be an expert in research, baseline assessment, monitoring and evaluation (M&E) methodologies, with knowledge of sustainable community development. S/he should possess solid work experience in Laos and or have worked for regional/international organizations, preferably on education, maternal-child health and nutrition, water sanitation and hygiene (WaSH), protection and food security and livelihoods. Preference will be given to individuals or firms with proven relevant experience in undertaking a task of similar magnitude and shall have the following qualifications and experience:

- An advanced degree in social science, social work, community development, or international development.
- At least 7 years of professional experience, preferably in Laos, working on education, maternal-child health and nutrition, water sanitation and hygiene (WaSH), protection and food security and livelihoods programs, with adequate experience in monitoring and evaluation.
- Strong professional experience in conducting baseline/impact assessments in Laos.
- Deep understanding of trends in development issues challenges in the context of Laos.
- Excellent knowledge and understanding of research methodologies and processes.
- Experience in gathering and systematizing large amounts of data
- Fluency in Laos and English is required.
- Strong computer skills and analytical skills with ability to write and review technical reports required.
- Proven work record in a multi-cultural and multi-disciplinary environment is necessary.
- Valid permits (for firms).

The expression of interest must include the following:

- Letter of Intent
- Updated CV of the applicant/consultant/ team leader
- Company/business profile (for consulting groups)
- Technical Proposal outlining the proposed budget and methodologies of the study.
- Sample of research works on the subject of interest

**Deadline for submission is on 27 December 2021.** Proposals should be addressed to Mr. Jude Ryan B. Seares, Country Program Representative and emailed to [saythalat@worldconcern.org](mailto:saythalat@worldconcern.org), copy [joshuap@worldconcern.org](mailto:joshuap@worldconcern.org) and [juderyans@worldconcern.org](mailto:juderyans@worldconcern.org). The selected consultant/firm will be hired using a standard consulting agreement which complies with World Concern Laos policies and standards.