

# **Terms of Reference (ToR) for conducting End line Evaluation of Community-Based Family Strengthening Program - Sunsari**

## **1. INTRODUCTION:**

This Terms of Reference serves as a formal request for proposals from Research organizations and/or Consultancy Firms, who are interested in conducting an evaluation of Community Based Family Strengthening Program (CB-FSP). Details regarding content of proposals and submission procedures are explained herein.

SOS Children's Villages International is a child-centered development organization, that has been active in the field of child care and children's rights and committed to children's needs and concerns without religious and political affiliations. The mission of SOS Children's Villages International (SOS CVI) is to build families for children in need, help them shape their own futures and share in the development of their communities. As the largest, non-political, non-denominational child welfare organization in the world, SOS CV offers an effective alternative care through its services in the Family like Care (FLC) program and Family Strengthening Program (FSP) in 135 countries. It is working towards the provision of family like alternative care and strengthening families for the children who are deprived of parental care or at the risk of losing parental care and living in vulnerable circumstances. SOS Children's Villages International's 2030 Strategy, primarily focuses on seven broad key areas to ensure innovative and creative approaches in order to achieve sustainable goals through practical measures such as:

1. Innovative Alternative Child Care
2. Strengthen Families
3. Empower Young People
4. Advocate for Children
5. Create a movement by mobilizing people for quality childcare
6. Simplify SOS
7. Invest for Funding Growth

The strategy initiative 2 of Strategy 2030 "Strengthen Families" provides guidance on how to increase our impact in family strengthening, by ensuring that we have the right focus in our work and the quality of our work in family strengthening. FSP empowers families to strengthen their capacity to protect and care for their children.

SOS Children's Villages International had celebrated the UN International Year of the Family- 1994, by supporting five homeless needy families in building their houses. This initiation can be considered as milestone in the beginning of Family Strengthening Program (FSP). In the Strategy 2003-2008, family strengthening was recognized as a part of the core work of SOS Children's Villages International. Then after, SOS Children's Villages Nepal started Family Strengthening Program from 2003. By October

2018, more than 15,000 children and caregivers are individually getting benefit from Family Strengthening Program in SOS Children's Villages Nepal. Family Strengthening Program includes Day Care Centers, Skill Development Centers, Family support programs etc.

### **1.1 Overview of Community Based Family Strengthening Program**

Apart from regular support to individual families for strengthening towards promoting family like care for children, SOS Nepal also initiated different approach of strengthening target families through community based interventions which ultimately contributes to the families of children who have lost their parent/s and are living under their kin's care or are at risk of losing parental care due to various reasons. With the formal name of Community Based Family Strengthening Program (CBFSP), the new intervention focuses on different components of empowering communities that ultimately strengthens families to ensure quality care to their children.

The purpose of CBFSP is to contribute to an economic empowerment of the family particularly those having risk of separation, so that they can contribute in bringing up their children by supporting the family income, strengthening their skill in quality care. The program intends to deliver the purpose through different by interrelated specific objectives, especially in the sectors of economic empowerment, child safeguarding and participation, quality education and good health.

Community driven interventions towards quality care of children in sustainable approach is the mission of this program. In this context of work with families of origin, sustainability means, "Children at risk of losing the care of their families continue to be supported to grow and realize their rights within a caring family environment, after SOS Children's Villages departs from the community". This continued support is anchored in strong social support systems, through Key Implementing Partner (KIP) where the community fulfils its responsibilities towards the protection and care of its children as well as providing support from its capacities through available resources securing support from duty bearers and other major stakeholders.

#### **Community Based Family Strengthening Program in Sunsari**

SOS Children's Villages Nepal, through SOS CV Itahari has been implementing Community Based Family Strengthening Program (CBFSP) since January 2015. The strategic goal of the program is to contribute 736 vulnerable children to grow up in a caring, protective and supportive family and community environment in Itahari Sub-Metropolis ward no 1 and 17 by 2020.

The program intends to deliver the purpose through four interrelated specific objectives:

- Specific objective 1: Children are cared for and protected by community established mechanisms
- Specific objective 2: Families have resilient livelihood to assure child and youth wellbeing.
- Specific objective 3: Children are educated and skilled for independent life
- Specific objective 4: Children are healthy.

The Community Based Family Strengthening Program in Sunsari is implemented in erstwhile Hansposa VDC, currently known as Itahari Sub Metropolis Ward No- 1 & 17 after delimitation. While the impact of first

phase CBFSP is clearly visible in the community, yet the project evaluation report reflects that 3 years project period is too little to achieve sustainability because of communities' extremely vulnerable social and economic situation and existing discrimination. The first phase project has made significant impact in providing access to education and meeting care and development needs of the extremely vulnerable children. Despite substantial increase in the level of awareness and sensitization related to child rights and child protection, the project could not establish a strong community based mechanism due to change in guidelines of the Social Welfare Council.

With continuous engagement with the community, the first phase CBFSP recorded a key learning about some unaddressed social issues, which continue to remain as threat to the health & development of children. Such widespread issues include excess use of alcohol and drug abuse which resulted in domestic violence and gender-based violence. Where there is domestic violence, children tend to be neglected even though their parents may be present. These children are more at risk of ending up on the streets as they flee from their households in search of freedom and happiness. Ultimately, these children are at risk of child trafficking, substance abuse, child labour and engaging in illicit activities like drug peddling.

Another social issue that remains unaddressed is the issue of radical behavior with Muslim caregivers, where they are not sending their children to mainstream education. Rather, the children are sent to religious schools (Madrassa) in the community. These madrassas alienate the children from mixing up with children from other communities, which in many cases, give raise to radical thinking and contribute to radicalization. Similarly, the Madrassa in this project community is running under poor condition without the approval of Ministry of Education. If the Muslim children have access to the mainstream education then they can continue their further education after graduation from Madrassa. Madrassa graduate is equivalent to grade five. Ultimately linking with formal education will contribute to the employment opportunities in future for Muslim community.

In addition to this, the extension of the project further provides opportunity to continue strengthen care and development through resilient livelihood options for the caregivers and the youths. The continuation of the project also helps to focus on health and nutrition aspect of the child and their families. Thus, the project has focus on the following factors within the project period:

- Continue working with the minority Muslim religious group and schedule caste Mushar group.
- Start working with alcoholic parents to reduce the incidence of domestic violence, which is one of the reasons for deprivation of quality care of their children.
- Start working on drug de-addiction (marijuana) among young people/caregivers.
- Continue working with Muslim population in the project community so that their children have access to the mainstream education.
- Start working with women and adolescent girls to reduce the issues related to reproductive health (mensuration hygiene).
- Continue working on livelihood diversification in order to promote alternative income sources, still a significant number of caregivers have unsustainable source of income.

The CBFSP program is implemented by the Key Implementing Partner (KIP) in collaboration with other key stakeholders at the district and community level. The program is regularly being steered, monitored and evaluated by the project management team (PMT). The brief information of the program is given below.

Project Name	Empowering Families and Communities for Care and Support of Vulnerable Children in Itahari Sub Metropolitan City, Ward No. 1 & 17
Project Location	Itahari Sub Metropolitan City, Ward No. 1 & 17
Project Goal	736 children and young people grow up in a caring family environment in Itahari Sub Metropolitan City, ward No. 1 & 17 by 2020.
Project Outcomes	<ol style="list-style-type: none"> <li>1. Children are cared for and protected by community established mechanisms</li> <li>2. Families have resilient livelihood to assure child and youth wellbeing.</li> <li>3. Children are educated and skilled for independent life</li> <li>4. Children are healthy</li> </ol>
Project beneficiaries	150 families
Project Start Date	January 2018
Project End Date	March 2021

## 1.2 Timing of the evaluation

The evaluation will take place in April and May 2021.

## 2. OBJECTIVES OF THE EVALUATION:

### 2.1. Overall objective

The overall objective of the End-Line evaluation is to assess the level of progress/changes made by the program and capture project achievements, challenges and best practices to inform future similar programming.

### 2.2. Specific objectives

- To assess the project's outcome and effectiveness of the implemented activities
- To review the changes and impacts that brought by program intervention among the beneficiaries, target groups and the community
- To explore the possibilities of sustainability of the program achievements and outcomes in the target community
- To make recommendations for future similar programming.

- To assess the level of achievements on performance indicators that are defined in the project logical framework and Monitoring Plan (comparing baseline, mid-term and current level of achievements on the set targets)
- To assess the occurrence of assumptions/risks and their management at program level
- To explore the coordination/collaboration between SOS Children's Village Itahari and the concerned line agencies and stakeholders in the program locations.

### 2.3. Desired results

- Analyze the overall program design, results chain, and strategy and methodology used
- Critically examine the logical framework and indicators found in the program plan and provide current indicator values along with a narrative explaining the reasons for under/over performance
- Draw conclusions, make recommendations, and areas of improvements in implementation of the program on the following five aspects:
  - A. Effectiveness:** (achievement status of CBFSP objectives and targets, status of children's continuation in families and quality of life, successful exit of the families from the program, achievement status of program outcome).
  - B. Relevance:** (program focus on target group, addressing the need of program beneficiaries, addressing the need of other stakeholders or wider policy, program's focus on addressing underlying causes of problems)
  - C. Efficiency:** (relationship between inputs and results and its relevance, cost- benefit ratio, economic use of individual resources, use of alternatives for reaching the result, availability of competent human resources)
  - D. Sustainability:** (How likely is it that outputs supported by program intervention will be sustained? If SOS CV has to stop funding now, what will happen? What support is needed from the program to Key Implementing Partner (KIP) and Tole Bikash Samittees (TBS) to ensure that program interventions are sustained? To what extent KIP and TBS developed capacity to address the Target Group of children after exit of SOS from the community? What is required to improve this? Status of local government partnership for resource sharing, participation level of stakeholders in the program initiatives, local level advocacy initiatives in the program to take responsibility of addressing need of Target group of children of the project community after exit of SOS, Capacity building of community/stakeholder based child safeguarding mechanism (WCPC)
  - E. Impact:** (positive and negative changes produced by program intervention, real difference produced by the program intervention to the beneficiaries)

### **3. WORK PLAN:**

The work plan / methodology shall be formulated by the selected consulting research organization, incorporating suggested stages mentioned below.

#### *Stage 1: Prepare*

Undertake a desk study analyzing all documents related to the program, context, and partners involved in implementation. Discuss and finalize preparations for the field evaluation: identify key informants; mobilize resources; and finalize ToR and field visit schedule.

#### *Stage 2: Conduct*

The consultant holds preliminary discussions and interviews with key informants from SOS CV Nepal national office staff and key program implementers. The fieldwork consists of 2-4 workshops with key SOS personnel, beneficiaries, and partners that encourage open exchange of views about the program. The consultant gathers values for the indicators identified in the log frame and Monitoring tools and other key statistics. The consultant drafts the report based on the discussions and data.

#### *Stage 3: Submit findings*

The consultant submits the first draft report(s) in accordance with the given report format to SOS CV Nepal no later than seven calendar days after the consultant's return from the field. SOS CV Nepal provides comments and the consultant submits the final draft to SOS CV Nepal no later than seven calendar days after the receipt of comments. Following the evaluation, a one-day workshop should be convened to discuss observations and findings of the evaluation with relevant key informants.

### **4. REPORTING CRITERIA:**

The evaluation will result in the concise End line evaluation report, in English including an Executive Summary. All confidential information should be kept in a separate annex to protect participants. The final report should be provided in the form of both electronic copy and hard copy.

The report format below must be strictly adhered to:

- The cover page
- The title of evaluation report
- Country, program date and evaluation
- Name of consultant
- Executive summary (maximum 2 pages: *cross-reference pages or paragraphs in the main body*)
- Evaluated action
- Purpose and methodology (incl. limitations and challenges)
- Main conclusions, recommendations, lessons learned and success stories
- Main body - The structure of the main body is determined by the desired results (See 2.3)
- For each key conclusion, there should be a corresponding recommendation that is realistic, pragmatic, and operational
- Annexes

- List of persons interviewed and sites visited
- List of documents consulted and secondary data used
- Data collection instruments
- Evaluation matrix
- Power point presentation of the main findings and recommendations (both in Nepali and English languages)
- Pictures of the evaluation process

## **5. REQUIRED SKILLS FOR THE RESEARCH ORGANIZATION/ CONSULTING FIRM:**

- A well-established Research Organization/Consulting Firm of the country with excellent knowledge and robust experience in the areas of evaluation of Programs related to child safeguarding, livelihood improvement and project management.
- Competent in personnel management and field management skills to organize large scale assessment of development sector
- Well-versed in data analysis and report writing skills
- The team leader along with field researchers must have proven proficiency in English, Nepali and local dialect, and a thorough understanding of the cultural values.
- Able to respect the mutually agreed time line at each stage and all through the processes as per mutually agreed work plan
- Ability to handle issues of sensitivity while dealing with children, youth and all other beneficiaries in the fields
- Research Organization/Consulting Firm has to ensure dedicated time period (from commissioning tthe final report submission) with committed team members, who will be fully engaged and always be available through the assignment period.

### **The criteria for selection are:**

- *Method:* The proposed method for evaluating the program is suitable.
- *Timetable/work plan:* The timetable/work plan is realistic and meet the needs of the program.
- *Cost:* The cost of the proposal is reasonable and feasible, given the other aspects of the proposal
- *Experience:* The training and experience of the consultants in evaluations

## **6. TIME TABLE:**

The evaluation shall begin in April 2021 and the final report should be submitted as per agreement with SOS CV Nepal.

## **7. PROPOSAL SPECIFICATION:**

**7.1 The Technical Proposal** should demonstrate knowledge and understanding of the tasks set forth above as well as the candidate's capability and capacity to perform the assignment. The following information should be provided in the technical proposal:

- A complete description and explanation of the proposed methodology for the Assignment (work plan)
- Time-line (Estimated days for preparation and completion)
- Staffing, names and qualifications of allocated personnel (if required) along with team leader
- Any other resources that the consultant will make available to execute the assignment and achieve the objective.

**7.2 The financial proposal** should be submitted in electronic form in Nepalese Rupees (*NRs*) in the format normally used by the candidate. It must provide sufficient detail to allow cost comparison and assessment. The candidate must, at least, specify the cost of

- Consultant fees
- Per diem
- Travel/transportation
- Other direct costs

The total cost presented in the proposal should include all applicable government tax.

These are minimal specifications. Detailed budgets with clearly defined and descriptive cost notes are highly recommended. The financial proposal of the selected candidate will be reviewed during contract negotiations to determine the final contract price. The contract will be drawn up during the negotiation stage.

Apart from the technical and financial proposal, following documents should be submitted along with proposal.

- Registration Certificate
- Tax Clearance Certificate
- Firm Profile
- Bio-data of Key Consultant/s

## **8. TERMS OF PAYMENT:**

The Research Organization/Consulting Firm will have to submit a competitive and rational financial proposal along with technical proposal and the financial proposal is expected to include all relevant sections and detail unit cost/interview.

- First instalment of 30% will be paid after receiving Inception Report and detail work plan & schedule
- Second instalment of 40% will be paid after the submission of Draft Report

- The final instalment of 30% will only be paid after the submission of satisfactory final report, incorporating all comments along with all soft and hard copies of documents and reports collected from SOS, data-base sheet in all formats, audio-video records, transcripts, PPT on final report and the completion of dissemination workshop based on the key findings of the assessment.

All payments are linked to specific deliverable as per the existing policies of SOS Children's Villages Nepal and no payments will be made without satisfactory deliverable/s by the agency.

#### **9. CHILD SAFEGUARDING / PROTECTION POLICY:**

This assignment may require the agency to sign and adhere to SOS Children's Villages Nepal Child Safeguarding / Child Protection Policy and Code of Conduct, which are mandatory.

#### **10. APPLICATION PROCEDURE:**

Interested Research Organization/ Consulting Firm who meet the above requirements should apply by submitting:

- Cover Letter
- Technical and financial proposal as mentioned in the above section
- Curriculum Vitae of team members
- Legal document of company registration (applicable for research organization only)
- At least one abstract of similar previous work

It is expected that the consulting agency has read well and understood the objective of work, proposal evaluation criterion and requirements for proposal submission.

A decision for contract negotiations will be taken based on a technical and financial assessment of the proposals as outlined above. Detailed technical and financial proposals must be submitted in the English language. Proposal should be submitted in hard copy at the National Office of SOS Children's Villages Nepal, Sanothimi or the soft copy to [procurement.soscv@sosnepal.org.np](mailto:procurement.soscv@sosnepal.org.np) before 18 April 2021 (5:00 pm).