



TERMS OF REFERENCE (TOR):

Evaluation Consultant(s)

***EMBRACE – Enhance Mother/NewBorn/Child
Health in Remote Areas through Health Care &
Community Engagement***

Funded by: Global Affairs Canada (GAC, formerly CIDA/DFATD)
ADRA Canada

Creation Date: 10/31/2019

Country(ies): Philippines, Cambodia, Rwanda, Myanmar

Summary

The scope of this consultancy is to conduct a Final Evaluation for the EMBRACE project in the Philippines, Cambodia, Rwanda, and Myanmar. The major deliverables are two evaluation reports; one General Evaluation Report, and a Gender Evaluation Report. Each report will include country-by-country findings, as well as summative/consolidated findings for all countries. These reports will be organized around CIDA Evaluation Guide produced by Global Affairs Canada's (GAC) in 2004.

Timeframe: Jan 8 to May 19, 2020 with travel to the country(ies) as per the below schedule

Total # of consultancy days: 116 days

Total # of consultants: 2 (two)

Consultant #1 (lead): MNCH specialty

Consultant #2: Gender specialty

Daily rate: \$450/day

Max total consultancy: \$52,200 CAD (HST inclusive)

Travel costs: Reimbursed with receipts

Language of report: English

Language(s) of target area(s): Philippines – Filipino, Myanmar – Burmese/Karen, Rwanda – Kinyarwanda, Cambodia - Khmer

Application submission: By email to Jakub Nemeč (nemec@salanga.org), before Dec 15, 2019

Project Background

The EMBRACE (Enhance Mother/Newborn/Child Health in Remote Areas through Health Care and Community Engagement) Project aims to reduce preventable stunting and maternal-child mortality in Cambodia, Myanmar, Philippines and Rwanda. The Project's expected intermediate outcomes are: (1) improved coverage and utilization of gender-equitable and environment-sensitive essential health services by mothers, pregnant women, newborns and children under five years of age; (2) increased gender-equitable consumption of nutritious foods and supplements by mothers, pregnant women and children under five years of age; and (3) increased awareness among Canadian women and men, including youth, of global maternal, newborn and child health and nutrition. Key project gender equality issues identified include: high maternal mortality ratio and insufficient access to health care by women; misconceptions regarding health; low levels of women's participation in household and public decision making and in the labour market; disparity between men and women's role in their households, and lack of involvement of men in the care of children, gender based/family violence; mothers & children with disabilities. The EMBRACE Project, funded by Global Affairs Canada (GAC) and ADRA Canada at around \$26 mil targets over 102,000 direct beneficiaries (of which 58% are women and girls) in Cambodia, Myanmar, Philippines, Rwanda, and Canada. This Project is implemented through a consortium led by ADRA Canada and includes the Hincks-Dellcrest Institute (HDI), and Youth Challenge International (YCI). Additionally, technical partners including Salanga (monitoring and evaluation), Sick Kids Hospital, and Chalkboard Education, provide technical support to the project.

Purpose of Consultancy

1. Conduct an evaluation of the project, based on the CIDA Evaluation Guide, to measure and report on performance to date, allowing for adjustments and refinements during continuing implementation through the following factors:
 - a. Gender Equality and Empowerment of women and girls (the consultant will provide answers to key questions related to the Gender aspect of the EMBRACE Project through the FIAP lens).
 - b. Achievement of Results
 - c. Cost–Effectiveness of Results
 - d. Relevance of Results
 - e. Sustainability of Results
 - f. Governance, Human Rights and Environment
2. Share preliminary findings & recommendations with the in-country project teams through hands-on sessions and share findings & recommendations with Project Management including through interactive online or in person session (e.g. webinar).
3. Incorporate feedback, finalize, and submit the Evaluation Report(s) to ADRA Canada and Other Parties as requested.

Consultant Competencies

The evaluation consultant shall have the following competencies:

Essential Requirements

- *Consultant #1 (lead)* - Substantial experience in a professional field that has had *significant exposure* to **Maternal, Newborn and Child Health (MNCH)**
- *Consultant #2* – Substantial experience in a professional field that has had *significant exposure* to **Gender Programming**
- Substantial professional experience in the field of project evaluations, especially participatory evaluations.
- Exposure to implementing humanitarian and/or development interventions.
- Gender equality expertise.
- Excellent spoken and written English.
- Proven research, analytical, organizational and communication skills, knowledge of management practices of development organizations, team management and cultural sensitivity, organization development and linkages.

Secondary Requirements

- Familiarity with GAC’s established policies, principles, practices, mandate, and priorities
- Experience in implementing humanitarian and/or development interventions.
- Significant experience in monitoring and evaluation of large-scale projects.
- Proven working experience in Project Cycle Management, ideally in Results-Based Management (RBM).

- Experience with the culture/context in the target country(ies).

*Alternatively, the evaluation can be carried out by a team. However, in such a case, the indicative budget is still applicable as a maximum amount for the team.

Resources Provided to Consultant

The following resources will be provided to the consultant:

1. All project related materials including:
 - a. Proposal
 - b. Logic model (LM)
 - c. Performance measurement framework (PMF)
 - d. Gender Equality Strategy (GES)
 - e. Annual reports
 - f. Annual Work Plans
 - g. The Mid-Term Evaluation
 - h. Other documents upon request.
2. Latest indicator results for the current project year. See below schedule for when the final data collection will be available for review for each country.

Schedule & Deliverables

Activity/Deliverable**	Duration in days (business days)		Timeframe		Location
	MNCH evaluator (lead)	Gender evaluator	Start	Finish	
<i>Initial meeting & security debrief (incl TA for Myanmar)</i>	0.5	0.5	08-Jan	09-Jan	Online - Skype/Zoom
<i>Documents review</i>	4	4	09-Jan	15-Jan	Office work
<i>Review indicator results from final data collection (Philippines, Myanmar, Rwanda only)</i>	1	1	20-Jan	20-Jan	Office work
<i>Draft evaluation framework**</i>	2	2	21-Jan	22-Jan	Office work
<i>Incorporate feedback, final framework**</i>	1	1	28-Jan	28-Jan	Office work
<i>Trip preparation (including logistics with field teams)</i>	3	3	29-Jan	31-Jan	Office work
<i>Conduct evaluation – Philippines</i>	7	7	11-Feb	19-Feb	Field
<i>First draft of evaluation reports** (separate gender report) - Philippines only</i>	3	3	25-Feb	27-Feb	Office work
<i>Incorporate feedback</i>	1	1	04-Mar	04-Mar	Office work
<i>Conduct evaluation – Myanmar</i>	7	7	10-Mar	18-Mar	Field
<i>Conduct evaluation – Rwanda</i>	7	7	20-Mar	30-Mar	Field
<i>Updated draft of evaluation report** (separate gender report) - with Myanmar & Rwanda</i>	5	5	06-Apr	10-Apr	Office work
<i>Incorporate feedback</i>	1	1	16-Apr	16-Apr	Office work
<i>Review indicator results from final data collection (Cambodia only)</i>	1	1	02-Mar	02-Mar	Office work

Conduct evaluation – Cambodia	7	7	22-Apr	30-Apr	Field
Updated draft of evaluation reports** (separate gender evaluation) - with Cambodia & other relevant sections	4	4	08-May	13-May	Office work
Incorporate feedback	3	3	14-May	18-May	Office work
Final debrief	0.5	0.5	19-May	19-May	Online - Skype/Zoom
TOTAL CONSULTANCY DAYS	58	58			

1. Deliverables

Each consultant will deliver the following:

1. An **evaluation framework**. See “Evaluation Framework” section below. A separate framework will be submitted by each consultant. The framework(s) will be proposed by the consultant(s) and agreement must be reached by all parties before proceeding with the evaluation.
2. An **evaluation report**. See “Evaluation Report” section below.

2. Schedule Restrictions

Consultant(s) can re-allocate days within the total consultancy as needed, with the following restrictions:

- # of days conducting the evaluation in each country is set as above and not flexible
- Travel dates for Philippines, Myanmar and Rwanda are set as above and not flexible

For travel to Myanmar, a Travel Authorization (TA) must be submitted to the Myanmar government for review at least 2 months prior to travel. (It is possible that the Myanmar government will deny access to the project site. The consultant(s) will be expected to have a contingency plan in place in case this occurs.)

Evaluation Framework

The evaluation, including reviewing impact achieved so far, will be guided by the CIDA Evaluation Guide (<https://www.dropbox.com/sh/pfm8z7dsqgvicyk/AABzPuDjpP71FDqh2DJgJ1d2a?dl=0>) which considers the following *evaluation criteria*:

Gender Equality and Empowerment of women and girls. Measures the extent to which the project has so far achieved or aims to achieve results related to GE related to Global Affairs Canada’s 3 corporate pillars (rights, decision-making, development benefits). Also focuses on the aspect of how project responded to findings from Gender Analysis and whether commitments to GE are effectively implemented or adopted by the implementation team.

Achievement of Results. Measures the extent to which the project has so far achieved its intended results and outcomes.

Cost Effectiveness. The aim is to identify and document practices where cost-effectiveness was either a significant issue or an inspiration (significantly positive or negative effects of costs effectiveness during implementation).

Relevance and Appropriateness. Focuses on how relevant the initiative is in the local and global context.

Sustainability and Partnership. The analysis of sustainability is twofold; whether the project results (already achieved) are likely to continue beyond the lifetime of the initiative or whether the implementation team has in place clear exit strategy for sustainability of results, especially building on partnerships and governance.

Governance, Human Rights and Environment. Governance focuses on integration of project design, implementation and results in governing bodies of national and local governments, associations, NGOs, Private sector as well as beneficiary groups. The Human rights aspect is focusing on whether all population groups or individuals (e.g. gender-women, men, boys/girls, persons with disabilities, ethnic, religious minorities, diverse age groups) have the same opportunity to participate in the project activities or to benefit from project results and whether the project doesn't violate human rights or dignity. Environmental aspect focuses on how project responds to environmental impact (positive or negative) identified in environmental assessment or preliminary screening.

Appropriateness of Resource Utilization. The aim is to identify if suitable human, financial and physical resources are used well.

Informed and Timely Action. Measures the extent to which changes in programming were applied as a respond to adequate and timely information.

NOTE: ADRA Canada is aware that the above referenced CIDA Evaluation Guide is no longer actively used by GAC.

Each Consultant will propose an adequate framework to respond to this evaluation based on the above. The framework will be oriented around the selected/proposed evaluation questions. For each evaluation question, the following information must be provided: data collection methodology, specific data collection questions, targeted groups/sample, plus a rating system. Each consultant will submit a proposed Evaluation Framework for review as per the schedule. ADRA Canada will review the framework and provide comments. The Consultant will review and respond to each comment. Once finalized, the framework will function as the working agreement between the Consultant(s) and ADRA Canada as to how the Evaluation will proceed.

If, after multiple revisions, the quality of the proposed framework is unsatisfactory, ADRA Canada may terminate the contract with the Consultant(s).

Consultant is required to propose at least preliminary methodology within the consultancy proposal. Consultant is required to utilize participatory methods that provides for the equal participation of female and male stakeholders (with attention to diverse factors, such as sex, age, group ethnicity, disability, socioeconomic group, etc.). As resources are constrained, consultant may propose innovative ways of data gathering and analysis.

(Note: All data collected and reported on must be sex and age disaggregated.)

Evaluation Report

The evaluation report(s) will be explicitly organized as per the CIDA Evaluation Guide, and the findings section will be explicitly organized around the agreed Evaluation Framework criteria. Findings must be backed up with evidence collected. The CIDA Evaluation Guide can be found at the following link - <https://www.dropbox.com/sh/pfm8z7dsqgvicyk/AABzPuDjpP71FDqh2DJgJ1d2a?dl=0>.

The findings for each framework criteria will be presented in the report on a country-by-country basis *as well as* a consolidated basis, not just consolidated.

Participation of Stakeholders in the Evaluation

- **Lead Evaluator** – the Consultant (individual or a team, detailed role described by this TOR) – responsible for the overall evaluation, leads the evaluation process, creates the evaluation framework and evaluation reports.
- **Gender Evaluator** – cooperates closely with the Lead evaluator, responsible for the gender evaluation, creates the gender evaluation framework and gender evaluation reports.
- **MEL Officer and/or EMBRACE Project Manager from ADRA Canada** - provides key project documents for preliminary review, will accompany the Evaluator(s) for the field trip(s), can be used as an information source.
- **Implementation team** in each country – will handle logistics in field and meetings with beneficiaries and key informants as previously agreed on within the framework submitted by the Evaluator(s).
- **Salanga** – will identify and rate potential evaluators for ADRA Canada’s review and selection, will provide initial briefing.

Remuneration

The daily consultancy rate is **\$450 CAD**, for **116 days**, totalling to **\$52,200 CAD**, inclusive of all taxes and fees.

The Consultant(s) will be reimbursed for the following travel costs: flight costs, local transportation, and accommodation. All reimbursable costs must be approved prior to purchase by ADRA Canada to ensure compliance with ADRA Canada’s policies. Reimbursable costs will only be reimbursed upon receipt of receipts. All other costs and logistical expenses (e.g. visas, vaccination, insurance, meals etc.) will not be reimbursed.

Policies & Standards Applicable to Consultant(s)

The Consultant(s) will be expected to abide by the applicable policies of ADRA Canada, as found at the following links. These include:

1. Privacy & Security - <https://www.adra.ca/about-adra-canada/privacy-security/>
2. Protection from Sexual Exploitation and Abuse (PSEA) Policy – <https://www.adra.ca/psea-policy/>
3. Policy on Violence and Sexual Harassment - <https://www.adra.ca/policy-on-violence-and-sexual-harassment/>

The Consultant(s) will be required to sign that they will abide by the above policies.

The Consultant(s) will carry out the evaluation in conformity with the “*OECD/DAC (2010) Quality Standards for Development Evaluation*” and best practices in evaluation.

Application Submission

Interested candidates should submit their application for this consultancy to **Jakub Nemec** (nemec@salanga.org) before the submission deadline **on Dec 15, 2019, 17:00 GMT**.

ADRA Canada reserves the rights to contact only selected or shortlisted candidate(s). The application package of interested candidates should include:

- Professional portfolio of previous work relevant to this TOR.
- CV of the Consultant or of all evaluation team members.
- Cover letter or proposal showing fulfilment of essential requirements listed above.
- Budget or a total consultancy fee (excluding the international flights, in-country accommodation and transportation for field trips).
- At least two current and relevant references for similar activities
- Sample of past evaluation report or visuals created

Ideal candidate may also submit a video or an audio recording providing the experience of the individual / team leader.

Appendix A – Logic Model

The project's Logic Model can be found at the following link:

<https://www.dropbox.com/s/cduhq2rsjtu0tm0/Appendix%20%20-%20EMBRACE%20Logic%20Model.pdf?dl=0>