Terms of Reference for Programme Grant Evaluation

Introduction

Children in Crossfire are partners in the 5-Year Irish Aid Programme Grant II (PGII) funding mechanism. As a condition of the grant we are required to conduct an external evaluation in 2020 (Year 4 of the programme). This document sets out the criteria and process for the evaluation. Children in Crossfire will provide all supporting documentation in good time and support logistical arrangements in Tanzania and Ireland as required to ensure the evaluation can be carried out effectively.

Background

Children in Crossfire was founded in 1996 with a broad mission to address the injustices of poverty affecting the most vulnerable children in the world. As the organisation evolved, this work expanded to a two-pronged approach that also includes educating people in Ireland and Northern Ireland on the injustices of poverty such that they can be activists for change too. The current organisational strategic plan lays out this two-pronged approach in more detail and is available via our website.

Programme Grant Context

Children in Crossfire’s Programme Grant with Irish Aid reflects the organisations strategic plan. Overseas, we work with others to reduce poverty for the most vulnerable in our target countries of Tanzania and Ethiopia, and in Ireland and Northern Ireland, our Development Education and Public Engagement programme increases public knowledge of development issues and increases the skills and values needed for global citizenship.

The primary country for PGII funding overseas is Tanzania, although a small amount of funds are also allocated to Ethiopia. The niche programme focus is Early Childhood Development (ECD), and specifically the School Readiness of young children. The PGII programme couples direct programming in 2 target regions of Morogoro and Mwanza, where we work with our local partners to improve the quality of early years experiences in relation to early stimulation and early years education. This work is leveraged at the national level with the ambition that quality and coverage of ECD/ECE in Tanzania is taken to scale.

In Ireland the Development Education Programme increases cultivation of Global Citizenship within the formal education sector by engaging with educators and ensuring that children aged 8 - 15 years actively engage in acquiring the knowledge, skills and values needed for global citizenship through a development education learning process. This is complemented by the Public Engagement component of the programme, which increases understanding of the importance of supporting International Development amongst the wider Irish Public.

All components of the programme have a strong logic model and results framework to support and track implementation. These and all other supporting documentation will be provided in advance of the evaluation and form part of the desk review.
Purpose of the Evaluation

This is a results-focused evaluation to determine the extent to which the programme has had a positive impact on the lives of poor and vulnerable people, in line with the programme assumptions and targets laid out in the Theory of Change, Logic Model and Results Framework. It will address 3 core areas for evaluation with a number of supplementary areas.

Core evaluation criteria:

Relevance: To what extent did the programme respond to the needs of participants/beneficiaries in the evolving context?
- Was the programme and its associated implementation strategies appropriate in the circumstances?
- Did the Theory of Change/Logic of Intervention hold true and were the assumptions valid?
- Did the organisation adapt appropriately in response to changes in the context and lessons learned from implementation of the intervention?

Effectiveness: Is there evidence that anticipated results are being achieved at the current stage of the programme?
- Did the programme achieve what it set out to do?
- To what extent can the emerging results be attributed to Programme Grant/HPP funding?
- Relevance of the programme outcome throughout the cycle given any changes in context.
- If the final programme outcome was not achieved or more work remains, will activities continue?
- Assess if the programme partners added value and delivered value for money.

Sustainability: To what extent did the organisation build institutional capacity of local partners?
- Did the programme enhance local ownership and capacity to influence policy?
- Which, if any, aspects of the programme that will continue once programme cycle ends and how?
- What if any, features of the programme may be replicable elsewhere?
- Identify major factors which influenced the achievement or non-achievement of the programme’s sustainability.
- What has worked well/not worked well and why?

Supplementary Areas for evaluation:

Emerging Impact and Results
- The overall impact of the programme in relation to its outcome/purpose and how this compares with what was expected on an annual basis.
- The key results against the outputs and how this compares against the targets set out in the results framework.
- Effectiveness of the programme’s logic of intervention.
- The ways in which the programme improved practice by providing greater access to quality services for targeted beneficiaries.

Intended Beneficiaries
- Who were the direct and indirect beneficiaries? Have they been disaggregated by: location, gender, ethnicity, age, disability, HIV/AIDS status?
- Evidence that the programme reached the intended target group(s).
- Evidence that the programme made a difference to the target group(s).

Realisation of Risks and Risk Management
- How is risk managed and monitored within the programme?
Assess if risks identified in the original proposal and annual reports materialised. If so, how did the programme manage them in order to reduce any negative impact on results? If the risks did not materialise, was this as a result of measures put into place by the programme?

Safeguarding
- What policies exist at organisation, country office and partner level in relation to Safeguarding and how are they applied?
- How do these policies and practice respond to a victim centred approach?
- How is safeguarding manifesting within the programme target areas?

Innovation
- Description of any innovative approaches of the programme that have been identified during the programme cycle or evaluation.

Scope of the Evaluation and Methodology

The evaluation will review 3 components of the Programme Grant II.
1. The Overseas Development Programme in Tanzania
2. The Development Education programme in Northern Ireland and Ireland
3. The Public Engagement Programme in Northern Ireland

The evaluation will be a mixed methods approach:
- The Desk Literature Review: all relevant programme documentation will be provided in advance (Original proposal, Theory of Change, Logic Model, Results Frameworks and annual reports), as well as all relevant policy and management documents: Safeguarding Policy, Strategic Plans, Central Management Framework and others.
- Field Visits to Tanzania (Dar es Salaam and Morogoro/Mwanza) and Northern Ireland (Derry) for programme evaluations and key informant interviews.
- Key informant interviews will take place at all levels within Children in Crossfire management, field teams and in-country local partners.

The Evaluation Team

Children in Crossfire have established 2 levels of evaluation team for the process:

1. An Internal Reference Group: This group consists of 2 Senior Head Office Managers, Country Director for Tanzania and 2 board members with relevant experience. The group will manage the process for it’s duration and has a clear ToR.
2. External Reference Group: consisting of Programme staff, local and government partners and key stakeholders. This group will support implementation in the field, review draft reports and provide inputs and feedback throughout.

Evaluation Phases

Phase 1: Contracting a consultant for the evaluation
- In line with Children in Crossfire’s procurement policies, this consultant will be contracted through a transparent and clearly defined process managed by the Internal Reference Group.
- The ToR will be advertised externally and via the website. Closing date for applications is: XXXX
- Assessment of applications will be considered by the Internal Reference Group against agreed essential and preferred criteria (see below).
• Applicants may be invited for an interview to discuss their proposal in more detail. This will likely be by conference call with the Internal Reference Group.
• The preferred consultant will be contacted and agreement within the allocated budget will be finalised and contracted.

Phase 2: Inception and field work
• After contracting there will be an inception meeting in person with key members of the internal reference group.
• The consultant will submit an inception report within one month of this meeting (see Outputs)
• Format of the final report will be agreed.
• Dates for field visits and key informant interviews will be agreed.
• Details of logistics and arrangements for the field visits will be agreed
• Field work conducted and all key informant interviews held.

Phase 3: Draft Report to Final draft
• In line with agreed deadlines, an initial draft evaluation report will be submitted by the consultant and reviewed by the internal reference group.
• A final draft report will be submitted and reviewed by the external reference group.
• The final report will then be submitted to Irish Aid.

Outputs

• Within 1 month of contracting the consultant will submit an inception report to include a detailed assessment of the evaluation process, detailed timelines and schedule, and initial findings of document review.
• The inception report will be followed by a conference call with the Internal Reference Group for clarifications and sign off.
• Draft evaluation report submitted.
• Final Draft submitted
• Final report submitted
• Evaluations should specify at least 5 recommendations, or more if relevant.

Timeframe

Respondents should allocate time for the following:

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<tr>
<th>Component</th>
<th>When? (est)</th>
<th>No. of Days*</th>
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<tbody>
<tr>
<td>Desk Review</td>
<td>March-May 2020</td>
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<tr>
<td>Head Office visit</td>
<td>May-June 2020</td>
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<tr>
<td>Development Education Evaluation (Northern Ireland/Ireland)</td>
<td>May-June 2020</td>
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<tr>
<td>Public Engagement Evaluation (Northern Ireland)</td>
<td>May-June 2020</td>
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<tr>
<td>Tanzania Programme Evaluation (Tanzania – multiple locations)</td>
<td>September 2020</td>
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<tr>
<td>Draft report write up</td>
<td>End-September 2020</td>
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<tr>
<td>Final Report write up</td>
<td>End October 2020</td>
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*Please include travel days but state them as a separate line item. All travel expenses to Tanzania will be covered in addition to daily fees.
**Role profile and selection criteria for consultant**

The consultant for this position will need to demonstrate the following essential criteria:

- Knowledge and experience of conducting external evaluations for overseas development programmes in sub-Saharan countries
- Knowledge and experience of evaluating Development Education and Public Engagement programmes
- Knowledge of Irish Aid programming

**Preferred criteria**

- Experience of evaluating Early Childhood Development Programmes
- Knowledge of the Tanzanian development context.

**Application guidelines:**

- Applications should clearly lay out the experience of the consultant in terms of essential and preferred criteria where possible.
- The quotation for costs should align to days needed for each stage of the evaluation defined in the timeframe with daily charge rate clearly defined.
- The deadline for all applications is 5pm on 29th February 2020
- There is a criteria led assessment of applications and only the preferred supplier will be contacted by 15th March 2020.
- Applications should be submitted to matthew.banks@childrenincrossfire.org