

Terms of Reference for Final Project Evaluation on Generating Resilient Environments and Promotion Socio- Economic Development of the East Tonle Sap Lake Project (GREEN Project)

August - October 2024

1.PROJECT SUMMARY

Type of Study	Endline study; external
Name of the project	Generating Resilient Environments and Promotion Socio-Economic Development of the East Tonle Sap Lake Project (GREEN Project)
Project Start and End dates	01 Mar 2021 to 28 Feb 2025
Project duration	4 years
Project locations:	Kampong Chnang, Pursat, and Kampong Thom Provinces
Thematic areas	
Sub themes	Child Poverty
Beneficiaries	8,089 fishing households (40,445 individuals, 51% women and girls)
Overall objective of the project	To support the socio-economic development and resilience to climate change of vulnerable ETSL fishing communities.

2.INTRODUCTION

Save the Children (SC) is the world's largest independent child rights organization, working in more than 120 countries, including Cambodia. Save the Children in Cambodia implements its programmes in partnership with the Government, civil society and relevant research organizations. We work with communities, local NGO's and community-based organizations to deliver projects that help ensure children are protected, health and educated. We work with the Royal Government of Cambodia at National and Sub-National levels and also with civil society to ensure that our development efforts are sustainable. Save the Children in Cambodia work in the whole spectrum of child development through 5 programmes: Education, Child Protection, Child Right Government, Health & Nutrition, and Child Poverty. Save the Children works in both development and emergency contexts, ensuring that cross-cutting areas such as gender, disability, resiliency, and remoteness are key considerations to achieve immediate and lasting change for the most marginalized and most disadvantaged.

PROJECT BACKGROUND

Project Background

The GREEN project aims to improve vulnerable East Tonle Sap Lake (ETSL) fishing communities' socio-economic status and resilience to climate change, through increased access to water, sanitation, hygiene (WASH), waste management services and products, green economy and education. Three results will address needs and constraints of ETSL Fishing Communities.

Overall objective: To support the socio-economic development and resilience to climate change of vulnerable ETSL fishing communities.

Specific objective: Vulnerable East Tonle Sap fishing communities improve their socio economic status and resilience to climate change through better access to clean water supply, hygiene and sanitation (WASH), green economy initiatives and education.

- Outcome 1: Vulnerable East Tonle Sap fishing communities have improved positive WASH practices and increased access to market-based sanitation, clean water, and solid waste management solutions (WASH)
- Outcome 2: Vulnerable East Tonle Sap fishing communities have improved environmental awareness and have adopted green economy initiatives (Green economy)
- Outcome 3: Vulnerable East Tonle Sap fishing communities have improved awareness on the importance of education, and their boys and girls have better access to ECE, primary and lower secondary education (Access to education)

Geographical Coverage: Pursat, Kampong Chhnang and Kampong Thom provinces (113 villages, 58 communes, 10 districts). Green Economy: 25 villages, 6,612 families, 3,150 HHs, 15,750 individuals Education : 42 villages, 6,894 families, 4,450 children

Beneficiaries and Target Groups: 8,089 fishing households (40,443 individuals, 51% women and girls)

- Fishing households living inland and in floating communities in Pursat, Kampong Chhnang and Kampong Thom have improved their access to WASH and green economy initiatives.
- Boys and girls living in fishing households as well as youth are benefited from enhanced access to early childcare education (ECE) and primary education, environmental education and life skills development.
- Local Authorities including staff from Commune and Districts Councils, Commune Committee Women and Children (CCWC), District and Provincial Offices of Education (DoE and PoE), school management committees and student councils, are benefited from technical assistance and capacity building to market linkages, waste management.
- Fishing community members (in agriculture value chain and non-agriculture value chain), Private Businesses, Micro, Small, and Medium Enterprises (MSME) have received technical, financial and operational support, enabling them to sustainably reach more customers with valuable products and services and to increase local job opportunities, through women-headed households and youth-led initiatives for employability, as well as to integrate green economy initiatives into their everyday businesses.

Duration of Project: 4 years (01 Mar 2021 to 28 Feb 2025)

3.SCOPE OF ENDLINE

3.1 Objective and key study questions

The GREEN project will conduct an Endline study within the geographic jurisdiction through a neutral and external consult maintaining SC's Assessment Policy. OECD DAC evaluation criteria will be used in this evaluation to document best practices and lessons learnt from the project. It will be a 360-degree evaluation with participation from the co-applicants, contractors, local authorities, local businesses, affiliated entity, and vulnerable and ethnic minority fishing communities and other relevant stakeholders." The aim is to determine the relevance and fulfilment of objectives, development efficiency, effectiveness, impact and sustainability. Additionally, there are additional evaluation criteria that focus on coherence, coordination, coverage, and scalability.

Overall, the project intends to acquire information on the following areas from the endline -

- Assess the intended and unintended, both positive and negative, outcomes and impacts of the project.
- Assess the changes in the target fishing community's knowledge, attitudes, and behaviours.
- Learn if core programming interventions have improved the lives of fishing community including 51% of women and girls living in the project location
- Gain actionable insights and recommendations for future programming to improve immediate and sustainable outcomes and impacts for fishing communities/ families.

In addition to the core project outcomes mentioned above, the complete assessment will also investigate additional thematic issues including equity of outcomes, including gender dynamics, coverage of the intervention, and child protection. Therefore, during methodology development, the Endline Team must consider the overall purpose of the end-line evaluation.

The specific objectives of the end-line study are to :

- Measure the changes and outcomes that have occurred as a result of the program or intervention, comparing baseline and end-line data to determine the impact. (According to logical Framework)
- Determine how effectively the project met its goals and objectives, including assessing the extent to which the intended outcomes were achieved (effectiveness)
- Evaluate whether the changes and benefits observed are likely to be sustained after the project ends
- Identify the key factors that contributed to the program's successes or failures, including best practices and areas for improvement (applying 5 questions: what did the program do well and why, what did not the program do well and why, what could have been improved in the program based on the participant feedback including children, and youth what challenges made it difficult to complete the program? and what would we do differently next time), and recommendations for future programming and sustainability. (actionable insights, lessons learned)
- Assess the effectiveness of the accountability mechanism (if applicable) including children, youth and the level of participant satisfaction.

Other potential key questions that the study will answer include:

- What are the endline values of the LF indicators?
- What are the lessons learned which will help design the next phase/fine-tune the program interventions for the better outcome?
- What evidence exists of communication and feedback complaint mechanisms for affected peoples and communities including children influencing program implementation? What is the level of participants' satisfaction with the project implementation?

3.2 Secondary Questions

In addition, the following specific questions should also be considered for the endlines-

Criteria	Secondary Questions
Gender sensitivity	<ul style="list-style-type: none"> ▪ What are the gender gaps that the program/project design has addressed and what remaining aspects need to be considered further?
Inclusion	<ul style="list-style-type: none"> ▪ Is there any specific group of people that needs to be considered i.e., consider inclusion of vulnerable groups?
Child participation	<ul style="list-style-type: none"> ▪ How have the children, their needs and desires been consulted and accounted for in programme or project design? ▪ In what ways basic principles of participation were ensured?
Child rights programming	<ul style="list-style-type: none"> ▪ What is the status in terms of the child rights approaches?
Child safe programming	<ul style="list-style-type: none"> ▪ What are the potential risks for children? What measures do we need to implement to reduce, remove and control these risks?
Accountability	<ul style="list-style-type: none"> ▪ To what extent children and different stakeholders know how to provide feedback? ▪ What process and mechanism have been followed to ensure accountability and transparency towards children and the wider community? Did this process help to improve program quality?

3.3 Scope of the end-line study

The end-line study will address all relevant indicators as laid out in the Lograme. In addition to the collection of data to generate value for the baseline indicators, the study will examine the determinants of these indicators and outcomes as well as project objectives at the current context. Contextual effects and the effects of household and individual characteristics will be examined. The study will be conducted in the intervention sites from the three provinces above.

The sample will be drawn from the total number of beneficiaries of the project in the specific target areas, not the general population in the three provinces. Beside this, cross-cutting issues including poverty, gender, ethnicity, and disability will not be broken down into strata in the sampling procedure, but it will be included in the analysis based on random sampling among general beneficiaries. The actual number of samples could be depended on the probabilities of being selected for the interviews based on multistage sampling procedure.

3.4 Stakeholders/audiences

The key stakeholders/audiences for this endline are:

Stakeholder	Further information
Project donor	EU
Primary implementing organisation	Save the Children International in Cambodia
Implementing partners	Save the Children International in Cambodia VSO Cambodia IDE Cambodia
Government stakeholders	MoEYS, MoE, MAFF, FiA, MoT Local Authorities including staff from Commune and Districts Councils, Commune Committee Women and Children (CCWC), District and Provincial Offices of Education (DoE and PoE), Provincial Department of Agriculture, Forestry and Fisheries, TVET institutions, Provincial Department of Tourism, Provincial Department of Environment, Provincial Youth Center
Community groups	School management committees and student councils Producer Groups (Value chain of Mung bean, Aquaculture, Vegetable and Poultry), Community-based (eco) tourism group
Beneficiaries	8,089 fishing households (40,443 individuals, 51% women and girls)

The consultant will be required to propose how the endline findings will be shared with each of the different stakeholders in the table above, particularly outlining how reporting back to communities, women and girls will be conducted in an accessible and child-friendly manner.

4.METHODOLOGY

4.1 Research design and sampling and data collection

This endline study will apply a before and after method of assessment. Progress will be compared against the baseline value with the endline value after implementing the project for two years. Both qualitative and quantitative approach will be applied to collect and analyze data. The endline targets three population groups.

- *Fishing households/community of the respective project location*
- *Women and Girls*
- *Youth*
- *Key influential community members*

It is expected that the consultant will propose detail methodology of the endline including sample size, sampling methods, data collection methods and tools.

The consultant will translate the tools, convert them to KoBo and propose data analysis plan and reporting structure.

4.2 Data

All primary data collected during the assessment must facilitate disaggregation by gender, age, disability, location or remoteness, vulnerability status (natural disaster, migration status, etc.) (as necessary by the program).

Save the Children will not provide enumerators to assist with primary data collection. Data triangulation is expected for this assessment.

The Consultant and endline team are required to adhere to the Save the Children Child Safeguarding, Data protection and Privacy policies throughout all project activities. All the data, reports and other deliverables produced in this study will be treated as the property of Save the Children and information, data or deliverables related to this assignment cannot be sold, used or reproduced in any manner by the Consultant/Endline Team without prior permission from the Save the Children.

Quality control mechanism

The consultant will collect the primary quantitative data applying the Kobotoolbox; s/he will recruit well-reputed enumerator (if needed) with explicit understanding as to mobile-based data collection approach and quantitative survey. The training will be conducted, and the tools will be thoroughly explained. The training will include a rigorous session on survey tools, mobile-based data collection techniques, and data processing for better understanding and minimizing the technical difficulties in the survey. The consultant will follow methodical procedures to ensure that the quality and validity of the data collected from the field is ensured to be optimum, and a robust checking mechanism in place at every critical point. For example, every day an assigned enumerator/consultant will check data during the survey and after entering the data into the tablet by data collectors.

For the qualitative semi-structured interviews and FGDs with relevant stakeholders, the consultant's experience and expertise relevant to the subject matters will assure quality of the collected data. They will check the quality and consistency of collected data on a daily basis and take necessary steps if any deviation, discrepancy, or inconsistency is found.

4.3 Ethical considerations

It is expected that this endline will be:

- **Child participatory.** Children should be meaningfully involved in the assessment as a holistic process and not only as informants. Refer to the Practice Standards in Children's Participation ([International Save the Children Alliance 2005](#)); and Global Indicator technical guidance (SCI M&E handouts Package, Volume 2).
- **Inclusive.** Ensure that children from different ethnic, social and religious backgrounds have the chance to participate, as well as children with disabilities and children who may be excluded or discriminated against in their community.

- **Ethical:** The endline must be guided by the following ethical considerations:
 - Child safeguarding – demonstrating the highest standards of behavior towards children
 - Sensitive – to child rights, gender, inclusion and cultural contexts
 - Openness - of information given, to the highest possible degree to all involved parties
 - Confidentiality and data protection - measures will be put in place to protect the identity of all participants and any other information that may put them or others at risk.
 - Public access - to the results when there are not special considerations against this
 - Broad participation - the relevant parties should be involved where possible
 - Reliability and independence - the assessment should be conducted so that findings and conclusions are correct and trustworthy.

It is expected that:

- Data collection methods will be age and gender appropriate.
- Endline activities will provide a safe, creative space where children feel that their thoughts and ideas are important.
- A risk assessment will be conducted that includes any risks related to children or young people’s participation.
- Informed consent will be used where possible.
- The endline will explore any personal and professional influence or potential bias among those who are collecting or analysing data and addressed or mitigated ethically.

5.EXPECTED DELIVERABLES

The endline deliverables and due dates (subject to the commencement date of the endline) are outlined below. The Consultant/Endline team lead will advise SC Endline Project Manager immediately of any risks or issues that may impact on their ability to provide the deliverables by these due dates.

Key deliverable of the consultant:

- A. High quality research protocol and inception report adhering to SCI’s template and technical writing standards. The research protocol should outline in detail the objective and process followed to complete the intended research on the three core components: Green Economy, WASH and Education. The research protocol should also outline the methods used to ensure high quality data is reported in results (including but not limited to data cleaning processes and analysis methods).
- B. High quality study tool in both English and Khmer languages using KoBo Toolbox data collection tool.
- C. High quality reports, one outlining key quantitative findings and a second outlining key qualitative findings

Deliverables and Due Dates

Task and Deliverable	Due Date
The Endline Team is contracted and commences work	23 August,2024
Research Protocol development and inception report (including tools)	24 August 2024
Approved Research Protocol and inception report by REALM team and Project team	27 th August 2024

Task and Deliverable	Due Date
Ethics submission	Not applicable
A concise 1-page Progress Report is to be submitted every two weeks (may vary based on stage of endline) documenting progress against the endline plan including: <ul style="list-style-type: none"> ▪ progress over the last period ▪ risks and issues management report ▪ key scheduled activities and deliverables for the next period 	Every 2 week
Study tools translation and converting to Kobotoolbox	10 September 2024
Enumerator recruitment and Training suggestion from Save the Children	15 September 2024
Data collection	16 September 2024
All data including Raw and Cleaned Datasets (Endline and Country Level), Transcripts, Qualitative Data Matrix and Field Notes	25 September 2024
An Endline Report* (Draft Version) including the following elements: <ul style="list-style-type: none"> ▪ Executive summary ▪ Background description of the Program and context relevant to the endline ▪ Scope and focus of the endline ▪ Detailed methodology and data collection methods, including an assessment matrix ▪ Findings aligned to each of the key endline questions ▪ Specific caveats or methodological limitations of the endline ▪ Conclusions outlining implications of the findings or learnings, including figure, facts, table, diagram that easily can capture and be used for program implementation ▪ Recommendations ▪ Annexes (Endline TOR, Inception Report, Study schedule, List of people involved) A consolidated set of feedback from key stakeholders will be provided by Save The Children within 2 weeks of the submission of the draft report.	10 October 2024
Final Endline Report* incorporating feedback from consultation on the Draft Endline Report	15 October 2024
Knowledge translation materials: <ul style="list-style-type: none"> ▪ <i>PowerPoint presentation of endline findings</i> (8 slides- highlighting the: methodology and purpose -1 slide, key findings 4 slides, challenge 1 slide, lesson learned if any 1 slide, and recommendation 1 slide) ▪ Evidence & Learning Brief** (including highlighting the: methodology, purpose, key findings, challenge, lesson learned, accountability, and recommendation). This needs to be developed by the hired consultant/firm besides the Comprehensive report applying the template to be extended by SCI) 	20 October 2024

*All reports are to use the Save the Children Endline Report template. Please also refer to Save the Children technical writing guide.

** The Evidence & Learning Brief is a 2-4 pages summary of the full report and will be created using the Save the Children Evidence & Learning Brief template.

All documents are to be produced in MS Word format and provided electronically by email to the SC Endline Project Manager. Copies of all PowerPoint presentations used to facilitate briefings for the project should also be provided to Save the Children in editable digital format.

6. REPORTING AND ENDLINE MANAGEMENT

The Consultant/Endline team lead is to provide reporting against the project plan. The following regular reporting and quality review processes will also be used:

- Verbal reporting each week to the Save the children Assessment Project Manager by outlining progress made over the past month.
- A written Progress Report (1-page) by email to the Save the Children Endline Project Manager every two week, documenting progress, any emerging issues to be resolved and planned activities for the next period.

The Consultant/Endline team will also attend regular meetings with the REALM team. The Project Director and the Head of Evidence & Learning (REALM) will be accountable for approving the Final Endline Report.

Endline Timeline, with key deliverables in bold

What	Who is responsible	By when	Who else is involved	Day Require
Consultant hiring	HR and Project support team	3 rd week of August 2024	HR, Project Lead, and REALM Lead	NA
Documentation review, desk research	Consultant	1 st week of September 2024	Assigned REALM focal and -Research, Learning and Knowledge Focal	1 day
Consultation	Consultant	1 st week of September 2024	project team, REALM Focal of the project /Research, Learning and Knowledge focal ; Evidence and Learning- Head /Manager	1 day
Translation of Data collection tools and converting them to KoBo	Consultant	2 nd week of September 2024	project team, REALM Focal of the project	3 days
Data analysis plan and reporting structure	Consultant	2 nd week of September 2024	project team, REALM Focal of the project	1 day
Logistical arrangements	Consultant	2 nd week of September 2024		NA
Enumerator Training	Consultant	2 nd week of September 2024	project team, REALM Focal of the project	1 day
Data collection	Enumerators through consultant	3 rd and 4 th week of September 2024	project team,	7 days (only enumerator's time will be counted)
Data collection supervision	Consultant	3 rd and 4 th week of September		2 days
Data management and analysis (coding, transcriptions, data cleaning, integration, and analysis)	Consultant	5 th week of September 2024	REALM team	4 days
A first draft of the end-line report	Consultant	2 nd week of September 2024		5 days

What	Who is responsible	By when	Who else is involved	Day Require
Review of first draft report	Project Manager /Head /Sectoral TA ./REAL head	2 nd week of October 2024		NA
Meeting with endline team to finalize the report	Consultant	3 rd week of October 2024	Project team, REALM team, Sectoral TA, Sector Head /PDQ Head, Gender Focal and	1 day
Final end-line report and submission of data and analyses	Consultant	3 rd week of October 2024		2 days
Knowledge translation materials	Assessment team	3 rd week of October		1 day
Final Endline Report (together with response plan) posted on OneNet and reviewed	REALM Team	4 th week of October 2024	SC Peer reviewers	NA

7. CONSULTANT/CONSULTING FIRM QUALIFICATION/ SELECTION CRITERIA

To be considered, the Endline consultant must have demonstrated skills, expertise and experience in:

- Designing and conducting outcome assessments using qualitative, quantitative and mixed method design
- Conducting research and/or assessment in the field of Green Economy, WASH and Education, particularly in relation to vulnerable marginalized communities in disaster-prone, remote areas
- Leading socio-economic research, assessments or consultancy work in Cambodia that is sensitive to the local context and culture, particularly child rights, gender equality, ethnicity, and/or other factors
- Conducting ethical and inclusive research and/or assessment involving children and child participatory techniques
- Conducting ethical and inclusive research and/or assessment involving marginalised, deprived and/or vulnerable groups in culturally appropriate and sensitive ways
- Managing and coordinating a range of government, non-government, community groups and academic stakeholders
- Sound and proven experience in conducting assessments based on OECD-DAC assessment criteria, particularly utilisation and learning focused assessments
- Report writing and presentation skills
- Strong skills in research design using quantitative and qualitative research approaches
- Strong management skills (planning, coordinating and organizing the work of the teams of enumerators, supervisors and qualitative researchers) so as to complete the work on schedule and to the required standard
- Experienced in managing large and complex quantitative datasets using STATA or SPSS, along with transcription and documentation of qualitative data
- Strong analytical skills in both quantitative and qualitative research

There is a high expectation that:

- The consultant of the endline has a track record of working together.
- Experience in leading complex assessment projects, and who has the ability and standing to lead a team toward a common goal.
- Has the ability to commit to the terms of the project, and has adequate and available skilled resources to dedicate to this assessment over the period.
- Has a strong track record of working flexibly to accommodate changes as the project is implemented.

8. MANAGEMENT AND LOGISTICS

The consultant will report to Tal, Makara (email: (makara.tal@savethechildren.org), REALM Coordinator, Strategy, Program Development and Impact (SPDI), Save the Children Cambodia. The consultant is solely responsible for administering the work. The logistic arrangement, communication and coordination for this evaluation will be supported by project management and project teams.

9. EVALUATION CRITERIA:

SCI is committed to running a fair and transparent tender process, and ensuring that all bidders are treated and assessed equally during this tender process.

Bidder responses will be evaluated against four categories of criteria: Essential Criteria, Capability Criteria, Sustainability Criteria and Commercial Criteria.

These criteria have been especially created to help SCI determine which bidder is able to offer the best quality and most commercially competitive solution to meet our needs and deliver the most effective programming to our beneficiaries.

ESSENTIAL CRITERIA

These are criteria which bidders must meet in order to be successful and progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process. These criteria are scored as **Pass** or **Fail** and will not be evaluated against capability criteria, sustainability Criteria and commercial criteria.

CAPABILITY CRITERIA (Weighting score 50%)

Candidates should share their expression of interest by submitting a detailed CV and supporting cover letter that includes;

No	Particulars	Scoring
1	Comprehensive quality experience in designing and conducting outcome assessments using a quality qualitative, quantitative, and mixed-method design and with a good reputation	20%
2	An outline of the proposed procedure to complete the assignment	10%
3	Previous experiences for conducting research and/or assessment in the field of Green Economy, WASH, and Education, particularly about vulnerable marginalized communities in disaster-prone, remote areas	10%
4	Team composition of the study	10%

SUSTAINABILITY CRITERIA (Weighting score 10%)

Criteria used to evaluate the impact a supplier has on the environment, local economy and community. Bids will be evaluated against the same pre-agreed Criteria.

Sustainability Criteria	Weighting Score
I commit to stop exploitation of nature, reduce waste and pollution and combat environmental inequality and injustice, thereby being better prepared for the consequences of environmental crisis. <i>(Note: please provide evidence of your commitment).</i>	10%

COMMERCIAL CRITERIA (Weighting score 40%)

These criteria will be used to evaluate the commercial competitiveness of a bid. All bids which pass the Essential criteria will be evaluated against the same pre-agreed Commercial Criteria, which have been created by a committee of representatives from SCI.

9.1 Payment

Terms of Payment: The payment will be made in 03 installments below:

Milestone 1	After the submission of a detailed work plan along with the inception report and tools.	40%
Milestone 2	After the completion of tasks and submission of all deliverables (draft report).	30%
Milestone 3	After submission of final report.	30%

9.2 Terms and conditions

Confidentiality

All data collected during this exercise will become the property of Save the Children and will not be shared with third parties without the express permission of Save the Children.

General terms and conditions:

- SCI reserves right to accept or reject any proposal. The participating individual will be informed about the status of his/her proposal via email once scrutiny is completed.
- The data collected for the study, as well as the study reports and other knowledge translation materials developed will be treated as the property of SCI.
- All products prepared during this assignment will become the property of Save the Children and will not be shared with third parties without permission from Save the Children.
- Tool/administrative guideline/orientation manual/documents or any part, therefore, cannot be sold, used, or reproduced in any manner without prior written approval of SCI; and

- SCI reserves the right to monitor the quality and progress of the work conducted by the consultant during the assignment period.

Other

- Save the Children is committed to ensuring a safe environment and culture for all children with whom we come in contact during our work. The consultant involved in this task will be required to comply with Save the Children's Child Safeguarding Policy and sign the Code of Conduct.

10. ANNEXES

Annex 1: Project Outcomes for Endline



Logframe.pdf

Annex 2: SCI Child safeguarding policy



SCI_POL_Child
Safeguarding_Policy_.

Annex 3: a small overview of the baseline methodology: Total sample coverage, data collection techniques, data collection time, and value of baseline indicators.