

Khmer Community Development



អង្គការខេមអភិវឌ្ឍន៍សហគមន៍ Khmer Community Development (KCD)

Terms of Reference IEPD Project Evaluator

1. Introduction

KCD is a non-profit, non-governmental, non-religious, independent local organization that registered in 2005 with the Ministry of Interior of the Royal Government of the Kingdom of Cambodia. KCD's vision is a peaceful developing multicultural society, in which the genuine needs and rights of all stakeholders, regardless of their gender, age, ethnicity, religious belief, ability or social status, are recognized, respected, and satisfied, with respect for the environment. Since 2006, KCD has been implementing activities focusing on children's rights, peace education, community development, livelihoods and nutrition, with support from Brot für die Welt, Civil Peace Service, Quaker Service Australia, and Community for Children (C4C).

Project title: Inter-Ethnic Peace and Development (IEPD):

- Child Rights, Peace and Development in areas of Kandal province close to Vietnam

Project period: 1st October 2020 - 30th September 2023 (extension until December 2023)

Since 2006, KCD has worked in Prek Chrey commune, in Kandal province. In 2017, we extended our activities to Chheu Kmao and Kampong Kong communes in Kandal province. The Prek Chrey area is politically sensitive, due to its location on the border of Vietnam and its sizeable ethnic Vietnamese population (75%). KCD staff report tensions between Khmer and Vietnamese inhabitants, and occasional violence between gangs of youth.

Goal: Contribution to a cooperative, peaceful interethnic society, which ensures respect for child rights, gender equity and environmental sustainability.

Objective (Child Rights):

- Children and youth exercise their right to access education (reduced dropout rate) and are able to engage in social work to advocate their needs and concerns.
- **Indicators (Child Rights):**
 - 1.1 Percentage of school dropouts each year of Khmer students of Grade 9 and below is reduced
 - 1.2 The # of VN children between ages of 6 and 18 who are attending educational opportunities in Cambodia is increased.
 - 1.3 At least 6 of the 9 Child/Peace Clubs each annually identify at least 2 priority issues and concerns and take action to address these issues and share their concerns with their family, club members, community, and/or local authorities.

Objective (Peace Building):

- Increased positive interaction between Khmer and ethnic Vietnamese children and youth in target communities.

Indicators

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2.1 Number of ethnic VN children and youth who interact peacefully with Khmer children and youth (through participating in the child clubs, sports clubs, and Cambodian state schools) has increased by 30%.

Objective (Community Development):

- The target group has improved their living conditions in terms of nutrition, agriculture, gender role sharing, income generation and/or improved natural environment.

Indicators

3.1 At least 30% people trained in community development topics identify their priority needs and implement successful projects which meet those needs (in terms of nutrition and agriculture (including home gardens and livestock), gender role sharing, income generation and/or improved natural environment.

Different stakeholders are relevant for this program and project. For this program, KCD is working with Quaker Service Australia and Community for Children (C4C, Japan). They are current co-founders to the BfdW-supported IEPD project.

KCD has not done an evaluation for the complete program yet, but the activities have been evaluated and a baseline study took place. An evaluation is planned until beginning of May 2023. The goal of this evaluation will be to collect information about the achievements, challenges, lessons learned and related sustainability actions of the project. It should also provide information and recommendations, which will be useful for the project's future development.

In this regard, KCD would like to invite consultants (teams) who are interested and who have applicable expertise to conduct this end line evaluation for the project. Further details can be found below under process of evaluation and time frame.

2. Cause and objective of the evaluation

The Inter-Ethnic Peace and Development (IEPD) will end by December 2023. The evaluation aims:

- To evaluate the current IEPD project's achievements and challenges, and to provide information and recommendations that is credible and useful for future decision-making processes for the new project proposal.
- To identify significant success, areas of improvement, and lessons learnt and propose sustainable actions that shall be carried out after the project comes to an end.
- To identify best practices and lessons learned, and to integrate them into the planning for the new project's **activities**
- To provide an assessment for all indicators stated in the logical frameworks of the program/project.
- To provide the assessment of the capacity building for KCD's staff

3. Key questions

⇒ Relevance

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- To what extent are the objectives of the program still valid for target groups, national policies and donor strategies?
- What are the areas that the program is not addressing yet, but would needed to be brought on board?
- Was the program/project properly designed to meet targeted needs through evaluating and assessing program theory, logic, conceptual components and assumptions?

⇒ Effectiveness

- To what extent the project interventions have achieved its set objectives as formulated in the project design?
- What were the major factors influencing the achievement or non-achievement of the objectives?
- To what extent were the beneficiaries of the project satisfied with the results?

⇒ Efficiency

- Were program/project activities/resources implemented in a cost-efficient way?
- Were the set objectives achieved on time/as planned?
- Were there any alternatives which were more effective and efficient compared to the existing interventions?

⇒ Impact

- What are the positive impacts negative impacts, intended and unintended changes communities or target groups by the project?
- What real difference living conditions and relationship between Khmer and Vietnam has the intervention made to the beneficiaries/target groups?
- Are the local communities and stakeholders more resilient than before?
- Did the project achieve the initially expected impact for the target groups?

⇒ Sustainability

- How sustainable are the progress and achievements made by the organization? Can the results achieved be scaled up and/or sustained even after the project ends?
- Did KCD's monitoring and evaluation applied are efficient, effective and reasonable?
- What are the key lessons learnt that could be applied in future program development with regards to sustainability?
- Did the project plan and implement an adequate exit strategy (phase-out)? If not, how could this exit strategy be designed and which steps are necessary for this?

4. Evaluation design/methods

The consultant (team) is suggested to work on:

- Desk review: desk review should be conducted by the consultants to inform the methodology and development of the tools. In addition, the conducted desk review should cover the following documents: project proposal, reports, Log frame, Monitoring and Evaluation Plan and existing data collection tools in KCD and among partners, sampling methodologies, and secondary data studies related to the measurement of goal and outcome level indicators.
- Quantitative Component: tools needs to be developed appropriately to the sampled population. Separate surveys, with local authorities, community people and children and

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youth are expected to be developed. All tools will be translated to Khmer version and should be field tested in the different project locations before put in practices.

- **Qualitative Component:** focus Group Discussions guides should include a set of open-ended questions and probes to guide the discussion. All FGDs guides should be developed by the consultant.

This could respond to the indicators and evaluation criteria, which are stated in the project log frame matrix and in this Terms of Reference. The evaluator has to present to KCD for review (1) evaluation methodologies including data collection and analysis and approaches; (2) steps and stages of evaluation process; (3) list of stakeholders for interviews; (4) documents for reviews; and (5) tools and innovative approaches.

There are different beneficiaries to each project are going to be interviewed:

- ❖ **Child Right:** Children, Parents, Teachers and local authorities, Children and Youth clubs, and Children and Youth councils at school (both Khmer and Vietnamese)
- ❖ **Peace:** Children and youth Inter-Ethnic Sports for Peace group, Children from school, Children from Khmer language courses (both Khmer and Vietnamese, focus on Vietnamese children and youth), local authorities and stakeholders
- ❖ **Community Development:** Villagers, People with disabilities, Prek Chrey Community for Development group, local authorities and stakeholders (both Khmer and Vietnamese)

In principle, the end of project evaluation will look at the performance of the program/project against the evaluation criteria set by OECD/DAC. Additionally, the evaluation should also look at the visibility of the project and its stakeholders.

KCD will also provide relevant documents for the consultant (team) to be used as reference materials for the study. If necessary, further discussion on the methodology to be applied for the study could also be made between KCD and the consultant (team) to promote the quality of the study. The consultant (team) will work closely with Executive director, program coordinator and Technical support office (M&E) to make sure the process goes smoothly.

5. Process of the evaluation/time frame

A rough time frame should be set out here that includes when the evaluation is to take place, by when certain interim results must be presented and the point at which the evaluation should be completed.

Evaluation step	Time period	Time frame
Obtaining the offers	21.04-12.05.2023	3 weeks
Selecting evaluators	15.05-19.05.2023	1 week
Concluding the contract	22.05.-23.05.2023	2 days
Kick off and clarification meeting	25.05.2023	1 day
Inception report	29.05.-02.06.2023	1 week
Field work	05.06.-23.06.2023	3 weeks
Debriefing/presentation of the results	26.06.2023	1 day
Assessment of the final report	27.06.-08.07.2023	2 weeks

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6. Expected products

The consultant (team) is requested to deliver the results and products as specified below:

- Inception report (including a presentation of assignment concept, the evaluation methods, a time frame and potential restrictions and the report should have between 20-30 pages)
- Interim report (first draft report)
- Draft of the final report
- Debriefing/Presentation of the results (A discussion, and power point presentation will be conducted in person)
- Final report

The final report should cover the following outline: Relevance, Coherence, Effectiveness, Efficiency, Impact, Sustainability, Inclusive partnership, visibility, and lessons learnt, other elements and issues, and propose sustainability actions for relevant interventions in the future. The evaluators have to submit the report according to the deadline which stated in the session 5 (Process of evaluation/time frame) with the number of report should not exceed 30 pages. Technical details of the evaluation should be included as appendices, which should also include a list of informants and the evaluation team's work schedule. The report should be finished and submitted according to the schedule which stated in the section of time frame.

7. Key qualifications of the evaluators

The consultant firm or team should have the following knowledge and experiences:

- ❖ Master Degree of education (Peace and conflict studies, social studies, and other relevant fields, such as geography, political sciences, environmental studies, etc.)
- ❖ Fluent written English
- ❖ Have proven experience of evaluating and assessing the impacts of project working on related development program
- ❖ Excellence in interpretation of the study results and producing timely reports
- ❖ Proven experience in managing a consultancy team
- ❖ Strong at facilitation, coordination and communication skills
- ❖ Proficient in English, Vietnamese language skills are advantageous, if not, translator should be brought. Knowledge and experience with child right
- ❖ Knowledge and experience with peace building
- ❖ Knowledge and experience with ecological agriculture, environment protection, nutrition
- ❖ Knowledge and experience with gender equality
- ❖ Knowledge and experience in working with ethnic Vietnamese
- ❖ Knowledge of Do no harm principle

8. Budget and Payment Schedule

The total available budget for this end line evaluation is **\$4,500.00 (VAT or WTH included)**. With this given budget, the consultant team is requested to submit an evaluation proposal, which consists of appropriate study design and budget breakdown. The payment plan intends the following installments:

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- 30% when signing the contract and agreement on the inception report
- 30% when presenting the key findings (first draft report)
- 40% when the final report is endorsed

9. Content of the evaluator's offer

The evaluator's offer should contain the following aspects:

- CV/s of the evaluator/s
- Technical/specific proposal:
 - Technical/specific proposal
 - short explanation and justification of the methods to be deployed
- Financial proposal
 - Complete cost estimate that includes both, the fee as well as any ancillary costs to be incurred, such as transport, accommodation, taxes, fees and costs of workshops in the scope of the evaluation etc.

Interested candidates should submit an Expression of Interest (EOI) and Technical Proposal to Khmer Community Development (KCD) **by 12th of May, 2023** to the following email address: **na.vany@yahoo.com**. The EOI should include: the proposed clear research methodology; budget; proposed relevant documents, detailed timeframe; and demonstrate how the applicant addresses the selection criteria. Applicants should also include a copy of their CV or team members CVs.

For any further information, please contact:

❖ **Mr. Say Visal Technical Support officer (M&E)**

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