

TERMS OF REFERENCE.

ENDLINE EVALUATION.

25th January 2020

1. BACKGROUND AND CONTEXT TO THE PROJECT.

1.1 PROJECT DESCRIPTION AND CONTEXT.

In Cambodia, women and girls with disabilities are vulnerable to violence. The Cambodia Women's Life and Health Experiences study (National Institute of Statistics - Ministry of Planning, 2015) showed that 21% of ever partnered women have experienced physical and/or sexual violence by a partner. The Triple Jeopardy Study (J. Astbury and F. Walji, 2013) showed that women and girls with disabilities in Cambodia face similar levels of sexual, physical and emotional violence by partners, but face significantly higher levels of violence from other household members. Women and girls with disabilities are more likely to be insulted, belittled, intimidated, and subjected to physical and sexual violence by other household members than their non-disabled peers: 52.5% of women with disabilities reported emotional abuse (compared with 35.2 % of other women; 25.4% of women with disabilities reported physical violence (compared with 11.4% of other women); and 5.7% reported sexual violence from family members compared with 1.1% of other women).

Evidence demonstrates that inequitable social norms in Cambodia contribute to violence against women and girls (VAW/G) placing blame on women and girls and promoting tolerance of violence. Cambodia Demographic and Health Survey, 2014 showed that half of all women believe that a husband is justified in beating his wife for at least one of six specified reasons. Women and girls with disabilities face additional challenges with inequitable social norms as they are considered less valuable and more burdensome than family members without disabilities. This also results in barriers to employment and control over productive resources.

To tackle these issues, with support from the UN Trust Fund to End Violence Against Women (UNTF EAW or UNTF, in short), ADD International Cambodia, in partnership with 2 local NGOs and 5 women with disability forums, has been implementing the project Preventing Violence Against Women and Girls with Disabilities in Cambodia: A community Mobilization Model (UNTF Model). This is a 3-year project which started in September 2018 and will end in August 2021. This Model project is building on learnings from the [SASA!](#) project approach by the organisation Raising Voices in Uganda, adapting a community mobilization process to address violence against women and girls with disabilities.

The project's goal is to support women and girls with disabilities, including those most marginalised in six districts of Battambang, Svay Rieng, Kampong Speu, Kampot and Tbong Khmum provinces experience less violence in their families and from caregivers.

Women-led organisations of persons with disabilities (OPDs) and disabled women's networks have been leading primary prevention interventions targeting women and girls with disabilities, including the most vulnerable. Self-

help groups (SHG) of persons with disabilities, caregivers, other family members, their communities and key duty bearers were expected to increase their capacity to challenge inequitable social norms that tolerate violence and to more effectively identify and prevent violence against women and girls with disabilities in their communities. The project planned to use the learning to promote the need for, and approaches to, expanding primary prevention of violence against women and girls with disabilities.

The project's planned primary beneficiaries were 900 women and girls with disabilities, including 350 women and girls survivors of violence, both intimate and non-partner violence. Secondary beneficiaries (8,050) include women-led OPDs (2), disabled women's networks (3), SHGs of PWDs (680), commune and district government officials (120), caregivers (450), school children (1800), and the community at large (5000); this includes women and girls with disabilities, family members (1500), men and boys (1200), and other members of the community.

1.2 PROJECT OBJECTIVES AND STRATEGIES.

This project has designed, tested and implemented a primary prevention approach that addresses inter-sectional, power-related root causes of violence related to gender, disability, age and poverty, adapting community mobilisation models that have been successful with other populations. That way, it has built women and girls with disabilities' own collective strength and capacity to test approaches and lead advocacy. It has adopted an action-learning approach to contribute understanding on key areas needed for taking these approaches to scale: how to reach all women and girls with disabilities including the most vulnerable; best practices for intersectional approaches to primary prevention; what is needed to build the capacity of women-led organisations to lead and expand action.

The goal of the UNTF MODEL project is that women and girls with disabilities, including those most marginalised, experience less violence in their families and from caregivers in the end of the project. The indicators used to verify whether the project's goal has been achieved are:

- Number of women and girls with disabilities participating in the project, including the most marginalized, perceiving that they experience less (or more) violence by the 2nd & 3rd year of the project.
- Number of women and girls with disabilities participating in the project, including the most marginalized, perceiving that they experience more (or less) respect from family members, care givers and community members by 2nd & 3rd year of the project.

The following three project outcomes were expected to contribute to the project's goal:

Outcome 1: Five women-led OPDs and disabled women's networks have strengthened capacity to lead VAW primary prevention interventions targeting women and girls with disabilities. The indicators to verify the outcome are:

- Number of partner organisations demonstrating annual progress (or lack thereof) in their applied skills, systems and performance necessary to implement primary prevention interventions which address intersecting root causes of violence related to power (gender, disability, age, poverty etc). (Capacity To Be).
- Number of women-led OPDs/network partner organisations demonstrating annual progress (or lack thereof) in their skills, systems and performance essential to core institutional strength and sustainability. (Capacity to do).
- Number of women-led OPDs/networks demonstrating annual progress (or lack thereof) in the strength and effectiveness of their networking with external organisations and individuals to increase the impact of VAWG prevention and protection work. (Capacity to relate)

Outcome 2: One thousand-six hundred (1600) women and girls with disabilities, their caregivers, family members, community and duty bearers demonstrate increased capacity to identify violence and support the rights of women and girls with disabilities to live free of violence. The indicators to verify the outcome are:

- Number of women and girls with disabilities, their caregivers, family members, community and duty bearers un(able) to identify violence in descriptive scenarios annually through whole life of the project.
- Number of women and girls with disabilities, their caregivers, family members, community and duty bearers expressing negative/ positive attitudes towards violence against women and girls with disabilities annually through whole life of the project.
- Number of women and girls with disabilities, caregivers, family members, community and duty bearers taking action (or not) to support the rights of women and girls with disabilities to live free from violence in and outside the family within 3 years of project starting date (Yes or No).

Outcome 3: Action research has contributed to increase the understanding of intersectional approaches to primary prevention of violence against women and girls with disabilities and how to put the empowerment of women and girls with disabilities at the heart of any approach and the findings have been shared with key targets in Cambodia and internationally. The indicators to verify the outcome are:

- Number of documents showing clear evidence and learning in years 2 and 3 (Yes or No).
- Number of instances of learning and evidence shared at province, national and international level with key stakeholders by the 3rd year of the project (Yes or No).

Details of the Results Chain/Theory of Change of the Project will be provided upon signature of the contract will the consultants.

The project's total grant was USD 483,947 for work from 1st September 2018 to 31st August 2021 in 6 districts located within the provinces of Tbong Khmum (Tbong Khmum district, Peam Chileang and Thma Pech communes), Battambang (Battambang district, Chomkar Somraong commune, and Ek Phnom, Preaek Norint commune), Svay Rieng (Svay Chrum district, Basak Commune), Kampot (Chhouk district, Satv Pong Commune) and Kampong Speu (Chbar Morn district, Svay Kravan commune).

This project has been led by ADD International and implemented in cooperation with Khemara and the women-led Disabled People's Organisation in Tbong Khmum, Aphiwat Strey and the Disabled Women's Organisation in Battambang Province and three Disabled Women's Networks, working with their members in Kampong Speu, Kampot and Svay Rieng respectively.

2. PURPOSE OF THE EVALUATION.

The purpose of the evaluation of the UNTF Project is to assess its impact, how the project has achieved the above stated outcomes, extract the main learning as well as any unintended impact on EVAWG .

The findings of Evaluation will be presented to stakeholders in target areas, particularly to OPD and NGO partners, and the report will be shared with government agencies, particularly MoWA and DAC, UN bodies, national and international organizations working on gender-based violence and EVAW, mainly UN Women and ACCESS Programme and GADNet, among others. Some of the findings and lessons learned will be used as inputs for the development of policy recommendations and national plans – National Gender Equality Policy, NDSPs, new NAPVAW. ADD International will use the findings to produce learning outputs, develop new programmes and projects and for taking the project to scale.

3. EVALUATION OBJECTIVES AND SCOPE.

3.1 SCOPE OF THE EVALUATION.

The Evaluator(s) is(are) required to lead the evaluation with support from ADD's project staff. The Evaluator(s) will be responsible for the design of the evaluation covering the entire duration of the project (1st September 2018- 31 August 2021). An inception report describing in detail the methodology adopted to carry out the evaluation will be expected within 34 working days of signing a contract agreement. The evaluator (or team of) is expected to conduct data collection in Battambang, Kampong Speu, Svay Rieng, Kampot, Thbong Khmum Provinces. ADD International favours participatory rights-based approaches which capture the direct voices of the targeted population, and should at a minimum include interviews with commune duty-bearers, organisations of persons with disabilities, village activists, SHG of persons with disabilities, village activists/roles models and women and girls with disabilities. The evaluation shall make concrete recommendations that help ADD International and its partners to develop a new plan of actions or to design a new project/programme addressing critical issues related to violence against

women including influencing. The scope of the work for the consultant is summarized below:

- Review background documents provided by ADD and conduct a literature review.
- Consult with relevant ADD's staff to shape the Evaluation.
- Consult with project staff, community and other relevant stakeholders to make a thorough assessment.
- Develop inception report to be approved by Evaluation Management Team before conducting field assessment.
- Conduct relevant field assessment as agreed in the inception report.
- Conducting a validation workshop to share and discuss the findings of the Evaluation with ADD management and stakeholders and to receive inputs to develop a final report.
- Provide a draft report for comments (with all the annexes required by the UNTF.)
- Submit a final report.

3.2 OBJECTIVES OF THE EVALUATION.

The main objectives of the evaluation are:

- a) To evaluate the entire 3 years of UNTF II MODEL Project (01 Sept 2018- 31 Aug 2021) against the effectiveness, relevance, efficiency, sustainability and impact, as well as the cross-cutting gender equality and human rights.
- b) To identify key lessons and promising or emerging good practices in the field of ending violence against women and girls, for learning and scale up as a bottom up approach.
- c) To ascertain the effectiveness or otherwise of the SASA! adaptation into the Cambodian context.

4. EVALUATION QUESTIONS.

To attain the above stated objectives the evaluation shall focus on the following questions:

Effectiveness: To what extent were the intended project goal, outcomes and outputs achieved and how?

Relevance: To what extent do the achieved results (project goal, outcomes and outputs) continue to be relevant to the needs of target group: women and girls with disabilities including most marginalized?

Efficiency: To what extent was the project efficiently and cost-effectively implemented?

Sustainability: To what extent will the achieved results, especially any positive changes in the lives of women and girls (project goal level), be sustained after this project ends?

Impact: To what extent has the project contributed to ending violence against women, gender equality and/or women's empowerment (positive and negative, intended and unintended impact)?

Knowledge generation: To what extent has the project generated knowledge, promising emerging practices in the field of EVAWG that should be documented and shared with other practitioners?

Gender equality and human rights: Cross cutting criteria: the evaluation should consider the extent to which human rights based and gender responsive approaches have been incorporated through-out the project and to what extent.

To answer these questions, the consultant/s will refer to the guidance provided by the UN Trust Fund and any other additional guidance given by ADD International.

5. METHODOLOGY.

The consultants will be expected to utilize various research techniques and methods in collecting the required information. The evaluation to be a learning document and this implies analysis based on mixed methodologies of qualitative as much as quantitative. This would, as found appropriate, include review of secondary data, one-to-one interview, key informant interview, self-administrative interview, group discussion, observations, focused group discussions (FGD), among others with especial emphasis on:

- **One-to-one interviews and FGD:** Levels of violence perception by women and girls with disabilities in the project area will be evidenced using a tool based on ADD's inner wellbeing approach combined with Washington Group Questions (WGQ) which identifies changes experienced by individuals in the attitudes and behaviour of others, as well as changes in how individuals feel about themselves. And also assess capacity to identify violence and support the rights of women and girls with disabilities to live free of violence among families, caregivers and community members through interviews using a set of 'cartoon cards' showing different scenarios of violence. For comparability, the one-to-one interviews should be selected, carried out and analysed using the same approach and method as that which was used in the UNTF Baseline Report.
- **Group discussions, observation and self-administrative interviews:** The capacity of women-led OPDs/networks will be assessed using ADD's [Three Circles](#) and [Gender Assessment](#) tools and additional structured questions to identify gaps, strategies for addressing them, and progress targets to be achieved.

- **Documentation review:** consultant will do a careful desk review of some necessary documents such government and NGO reports, ADD International Cambodia reports.
- **Key informant interviews:** Relevant government counterparts especially district and commune councils.

6. EVALUATION ETHICS.

Fundamental principles of ethical research must be adhered to, for example, transparency, cost-effectiveness, accountability and collaboration with beneficiaries. Ethical practices expected of the external consultant/s include confidentiality of data, anonymity of responses, informed consent for participation in the study and for photographs, safeguarding and friendly interview and respectful communication.

The consultant is expected to familiarize her/himself with and sign ADD International safeguarding policy and associated policies and to commit in applying its principles in all aspect of the mission.

In this regard the consultant shall put in place specific safeguards and protocols to protect the safety (both physical and psychological) of respondents and those collecting the data as well as to prevent harm. This must ensure the rights of the individual are protected and participation in the evaluation does not result in further violation of their rights. The consultant must have a plan in place to:

- Protect the rights of respondents, including privacy and confidentiality;
- Elaborate on how informed consent will be obtained and to ensure that the names of individuals consulted during data collection will not be made public;
- If the interview involves children (under 18 years-old) the consultant must consider additional risks and need for parental consent;
- The consultant must be trained in collecting sensitive information and specifically data relating to violence against women and select develop questionnaires based on these issues;
- Data collection tools must be designed in a way that is culturally appropriate and does not create distress for respondents;
- Data collection visits should be organized at the appropriate time and place to minimize risk to respondents;
- The interviewer or data collector must be able to provide information on how individuals in situations of risk can seek support (referrals to organizations that can provided counselling support, for example).

7. KEY DELIVERABLES OF THE EVALUATOR AND TIMEFRAME.

The timeframe for the evaluation is 30 days within 4 months from July 2021 to October 2021.

Key Deliverables:

No .	Deliverables	UN Trust Fund M&E Team Requirements	Deadline
1	Evaluation Inception Report	The inception report needs to meet the minimum requirements and structure specified in the UN Trust Fund guideline for its review and approval.	W2 July 2021
2	Draft Evaluation Report	The Draft Report needs to meet the minimum requirements and structure specified in the UN Trust Fund guideline for its review and approval.	W4 August 2021
3	Final Evaluation Report	The Final Report needs to meet the minimum requirements and structure specified in the UN Trust Fund guideline for its review and approval.	W2 October 2021

8. EVALUATION TEAM COMPOSITION AND REQUIRED COMPETENCIES.

8.1 EVALUATION TEAM ROLES AND RESPONSIBILITIES.

The evaluation will be conducted by and led by an external consultant or team of consultants (either national or international) who will be supervised by the Evaluation Task Manager, Evaluation Management Team and External Stakeholder Reference Group. A national evaluator/s is/are strongly encouraged.

- **External consultant who leads the Evaluation:** Carry out the evaluation based on agreed activities, facilitate a participatory evaluation processes, including designing questionnaire, conducting data collection, analysis and findings, lead the dissemination workshop, discussions and writing of the draft and then final Evaluation Report.
- **Evaluation Task Manager:** ADD Country Director will play role as Evaluation Task Manager who leads the overall management of the evaluation process and supervise the evaluator to ensure that the evaluation meets the standards required by UNTF. The task manager will also review, share comments and the inception and evaluation reports.

1. Evaluation Management Team: The Evaluation Management team consists of 8 members including:

ADD MEL Manager

2. UNTF II MODEL Project Manager

3. Women led OPD/Networks and women led NGO as team members:

- 4 OPD leaders in Kampot, Kampong Speu, Svay Rieng and Battambang.
- Apivat Satreys Program Manager in Battambang.
- Khemara's Program Coordinator in Thbong Khmum.

The evaluation Management Team plays a key role as coordinator/supporter. The team will coordinate all logistic arrangements and facilitate access to beneficiaries and key informants including local government in project areas as required by the evaluator. The group will oversight the evaluation process to avoid any conflict of interest or possible bias.

- **External Stakeholder Reference Group:** The external stakeholder group consists of 3 members: Mr. Srey Vanthon, Independent Disability Expertise, CWCC – Women Lead organization, GADNet.

The Stakeholder Reference Group will provide contextual and technical expertise on violence against women. They may be interviewed by the Evaluator as key informants. The Stakeholder Reference group will review and comment on the inception and evaluation report.

8.2 REQUIRED COMPETENCIES OF THE EVALUATOR.

The consultant/evaluator either national or international shall have the following qualifications:

- Degree in Social Science/local/Regional development.
- Experience in conducting studies or research.
- Experience in applying participatory research methods with a wide range of approaches.
- Evaluation experience with at least 7+ years in conducting external evaluations, or equivalent experience in conducting complex, mixed method evaluation and having flexibility in using non-traditional and innovative evaluation methods.
- Expertise in gender and human rights-based approaches to evaluation and issues of violence against women and girls with disabilities.
- Experience with program design and theory of change, gender-responsive evaluation, participatory approaches and stakeholder engagement.
- Specific evaluation experiences in the areas of ending violence against women and girls.
- Experience in collecting and analysing quantitative and qualitative data as well as data visualization.
- In-depth knowledge of gender equality and women's empowerment.
- A strong commitment to delivering timely and high-quality results, i.e. credible evaluation and its report that can be used.
- A strong team leadership and management track record, as well as interpersonal and communication skills to help ensure that the evaluation is understood and used.

- Good communication skills and ability to communicate with various stakeholders and to express concisely and clearly ideas and concepts.
- Regional/Country experience and knowledge: in-depth knowledge of gender-based violence within the Cambodian context is required.
- Language proficiency: fluency in English is mandatory; good command of Khmer language is desirable.

9. MANAGEMENT ARRANGEMENTS OF THE EVALUATION.

To ensure the evaluation process runs smoothly and effectively, the Evaluator will work hand in hand with the evaluation team: Evaluation Task Manager, Evaluation Management Team and Stakeholder Reference Group. The arrangement are as follows:

The Evaluation Task Manager. The Evaluation Task Manager plays a key role in managing the evaluation including role in communicating with UNTF focal point, ensuring compliance with UNTF evaluation guideline developing TORs, recruitment of consultant/evaluator, provide orientation to the evaluator, coordinate with Evaluation Management Team, Stakeholder Reference Group and UNT Trust Fund to comment/feedback on the inception and evaluation report and review and approve these reports

The Evaluation Management Team. Under management of Evaluation Task Manager, the evaluation management team assist the evaluator in conducting field work including administrative and logistic arrangement, contacting beneficiaries and key informants for interview and other related work as required by the evaluator.

External Stakeholders Reference Group. Coordinated by the Evaluation Task Manager, the Stakeholders Reference group will be engaged in the evaluation by reviewing and providing feedback on the Inception and Evaluation Reports. Hence, the group will provide inputs for the final approval of both reports.

10. TIMELINE OF THE ENTIRE EVALUATION PROCESS.

Timeline and responsible groups are presented in the below table which present by working day of the task need to be completed:

Stage	Key Tasks	Responsible	# of days	Timeframe
Inception stage	Briefings of evaluators to orient the evaluators	Evaluation Task Manager	8 days	W1-W2 July 2021
	Desk review of key documents	Evaluator/s		
	Finalizing the evaluation design and methods	Evaluator/s		
	Submit draft Inception	Evaluator/s		

Stage	Key Tasks	Responsible	# of days	Timeframe
	report			
	Review Inception Report and provide feedback	Evaluation Task Manager, Stakeholder Group and UNTF	5 days	W3-W4 July 2021 (W3 for ADD review and W4 UNTF review)
	Incorporating comments and revising the inception report	Evaluator/s	4 days	W1 August 2021
	Submitting final version of inception report	Evaluator/s		
	Review final Inception Report and approve	Evaluation Task Manager, Stakeholder Group and UNTF	5 days	W2-W3 August 2021 (W2 ADD review and W3 for UNTF review)
Data collection and analysis stage	Desk research	Evaluator/s	5 days	July -Aug 2021
	In-country technical mission for data collection (visits to the field, interviews, questionnaires, etc.)	Evaluator/s	Over 4-6 weeks	July-Aug 2021
Synthesis and reporting stage	Analysis and interpretation of findings	Evaluator/s	8 days (4 weeks)	August 2021
	Preparing a first draft report	Evaluator/s		
	Review of the draft report with key stakeholders for quality assurance	Evaluation Task Manager, Stakeholder Group and UNTF	10 days	W1-W2 Sep 2021
	Consolidate comments from all the groups and submit the consolidated comments to evaluation team	Evaluation Task Manger		
	Incorporating comments and preparing second draft evaluation report	Evaluators	5 days (2 weeks)	W2-W3 Sep 2021
	Final review and approval of report	Evaluation Task Manager, Stakeholder Group and UNTF	5 days	W4 Sep -W1 Oct 2021
	Final edits and submission of the final report	Evaluator/s	4 days	W2 Oct 2021

11. REPORT CONTENTS AND FORMAT.

According to the requirements of the UN Trust Fund, the evaluator shall develop and submit two types of reports: Inception Report and Evaluation Report. The Reports must be provided in English covering the aspects stated in the following annexes (see attached “Annexes_A-H.docx”):

- Annex A: Inception Report Structure.
- Annex B: Evaluation Matrix Template.
- Annex C: Evaluation Report Structure.
- Annex D: Beneficiary Data Template.
- Annex E: Methodology Template.
- Annex F: Findings Template.
- Annex G: Conclusions Template.
- Annex H: Recommendations Template



12. ACCOUNTABILITY.

The Evaluator will be accountable to the Evaluation Task Manager and UNTF project portfolio manager who is responsible for approval of the final draft of the Inception and Evaluation Report. The Evaluator is expected to discharge the agreed duties in a timely manner and with the highest degree of professionalism and integrity. The Evaluator will deal with all ADD project documents and reports and with ADD staff in mutual respect manner and will exercise confidentiality regarding any conversations, meetings, written documents and reports.

13. CHILD AND VULNERABLE ADULT SAFEGUARDING POLICY.

Before the consultant can undertake fieldwork, they must read, understand ADD International Child and Venerable Safeguarding Policy and sign on its value and behaviour protocols.

14. FEES.

The maximum budget for this full evaluation work is US 20,000 including data collection, arrangement OPDs, dissemination workshop. The fee assignment

should also cover Cambodia's withholding tax of 15%, which will be the responsibility of the consultants.

15. APPLICATION PROCESS.

Consultants wishing to express an interest in undertaking the evaluation of the Model project should submit a brief proposal, including:

1. A cover letter of no more than 2 pages introducing the evaluator and his/her team, if more than one team members, and how the skills and competencies described above are met, with concrete examples as appropriate. Please also use this cover letter to indicate reviewer's the evaluator's availability.
2. A Concept Note/Proposal that including a proposed detailed work plan.
3. A 1-page budget to covering the consultancy's costs.
4. CVs detailing relevant skills and experience of no more than 2 pages, including contactable three referees.
5. One example of a relevant previous piece of work (a sample of an end-line evaluation report).

The proposal must be submitted by **8th March , 2021** and short-listed candidates will be contacted and invited to an interview on **18th -19th March, 2021.**

Proposals must be submitted to:

Ms. Bonech SIM:

Operations & Finance Manager

E: bonech.sim@add-cambodia.org, T: 092 234 244

If you wish to discuss this assignment, please contact:

Cc to Mrs. Sambath Rachna:

UNTF II MODEL Project Manager

E: Sambath.Rachna@add-cambodi.org, T: 092 202 602

And Mr. Gnem Touch:

Monitoring, Evaluation and Learning (MEL) Manager

E: touch.gnem@add-cambodia.org, T: 078 202 409