



## Terms of Reference

### External Evaluation for New Hope for Urban Poor Program

<b>Evaluation title:</b>	<b>Outcome/Impact Evaluation</b>
<b>Partner:</b>	<b>Sunshine Cambodia organization</b>
<b>Program Name:</b>	New Hope for Urban Poor
<b>Locations:</b>	Phnom Penh & suburb
<b>Period reviewed:</b>	July 2018 - Present

## 1. Background

### 1.1 Sunshine Cambodia organization

Sunshine Cambodia has been active for 20 years in supporting and helping the needy children (girls & boys) and youth include their parents. In order to respond to the real needs of girls and boys, families and communities and social context, SCO there has been many changes to its strategic plan and programs. Sunshine Cambodia Organization has been working to involve in promoting and improving in areas of child's rights, child protection, education, health and hygiene, parenting skills and family income generation for the girls and boys and their parents.

Sunshine Cambodia Organization is a local Organization worked to support the poor children to have opportunity to exercise their basic child rights include the educational opportunity. As we work to support girls and boys, we have to build and develop relationships with their parents/guardians and both moral duty bearers and legal duty bearers, potential people in communities and family leaders to involve in supporting, promoting and exercising the basic child's rights and education for the the poor girls and boys.

Sunshine Cambodia was formally registered as a local NGO on 18th September 2013 and has made last MoU with the Ministry of Social Affairs, Veterans and Youth Rehabilitation (MoSVY) on 13<sup>th</sup> November 2018.

### 1.2 Project description

This project is, continuing from the current project 'New Hope for Urban Poor-Phase I', to see the children and youth from urban poor families especially girls enjoy their basic rights and pursue their dreams with the support of the people around them especially their families, teachers and other legal duty bearers. There will be 350 children including youth (at least 55% are girls) will benefit from the project. It will also benefit to about 240 families and all members (1,171 family members included 635 women) in these families through parents' clubs, economic empowerment, case management and emergency support programs. The project also works with public and private teachers (around 68 schools/450 teachers) and around 59 local authorities (40 village chiefs and/or Commune/Sangkat Council for Women and Children-CCWC members in 14 Sangkats of 5 Khans) for a better quality of education and child rights implementation. Sunshine Cambodia has recently expanded to a new community, Tropang Ahn Chahn as addition to the existing communities Sansom Kosal, Stung Mean Chey, Thnoat Chrum and Prey Tea. By adding the new community is leading to



increase the total number of children from 300 to 350.

### 1.3 Expected Project Outcomes from design document

#### Project Goal Statement:

By June 2021, 350 of SC children and youth (at least 55% girls) at the age of 6 to 25, from urban poor families in 5 communities in Phnom Penh, enjoy their basic rights, and pursue their dreams with the support of the people around them especially their parents (families), teachers and relevant legal duty bearers.

**Project Mission:** We support and work directly with children and youth especially girls from families who are struggling in poverty through their families, community members and the relevant legal duty bearers.

#### Outcome Challenges

- 1- **Boundary Partner 1: Children and Youth:** Children and youth, especially girls from poor urban families in the communities, where SC works with, have self-confidence, enjoy and exercise their rights towards the moral and legal duty bearers.
- 2- **Boundary Partner 2: Parents/Families:** SC Families take full responsibilities for their living conditions and their children's studies (especially girls' studies<sup>1</sup>), protect their children from any kinds of abuses and commit to change negative behaviors, habits or relationship in their families/communities and local legal duty bearers.
- 3- **Boundary Partner 3: Legal Duty Bearers (Female and male village chiefs, teachers and CCWCs):** The legal duty bearers, whom SC is working with, take their responsibilities and the appropriate measurements to respect, protect and facilitate the rights of the child and to ensure the children (girls and boys) enjoy their basic rights.

**2. Objectives:** The evaluation will consider five objectives in relation to New Hope for Urban Poor Program:

- *To find out and analysis about whether the New Hope for Urban Poor has realized its intended project goal, project mission, outcome challenges and progress markers.*
  - *Identify and assess for key lessons learned, challenges and draw recommendations for future Programming of Sunshine Cambodia organization.*
  - *To identify the effectiveness and gaps of the current program approach, training curriculums and training topics for the clubs that the program has implemented by providing clear recommendations according to the groups of people including girls and boys group, youth group, parents group and legal duty bearers group.*
-



- *To study and reflect from the current program implementation with the new strategic plan of SCO 2020 – 2025 and with the new trend of education sector for good practices and improvement to the next step of SCO.*
- *Identify recommendations on how this project plan for exit and properly phase over. This should also include recommendations for local stakeholders and the community to support them in managing activities after the project exits.*

### 3. Subject and Focus:

The Consultant will review the whole of the New Hope for Urban Poor Program which is started from July 2018 – Present.

### 4. Methodology:

It is expected that a mixed method approach shall be used, incorporating desk review of key documents, stakeholder analysis, field interviews and focus groups with stakeholders, analysis of project data on learning, and validation of results.

The detailed evaluation methodology will be developed in discussion with the consultant. The consultant is required to consult with SCO in designing questionnaires for in-depth interview and other form of data collection.

The Consultant can use these methodologies below, or propose other forms of data collection:

1. The individual or group interviews will be conducted in either open or closed format, depending on the preference of the interviewee.
2. The interviews will be conducted in English or in Khmer depending on the preference of the interviewee.
3. The interviews will be recorded and the contents grouped thematically for evaluation and inclusion in the final report.

Stakeholder participation is fundamental. The Consultant is expected to conduct a participatory evaluation providing for active and meaningful involvement by beneficiaries, investments partners, and other relevant parties.

The groups that should be involved in the evaluation include:

- Target Girls and boys
- Parents/guardians of target families
- Legal Duty bearers (Local authority Officials)
- SCO Staff
- Board representatives
- Donor representatives

### 5. Report Documents



The Consultant will prepare an evaluation report that describes the evaluation and puts forward the Consultant's findings, recommendations and lessons learned. The presentation of results is to be intrinsically linked to the evaluation issues, establishing a flow of logic development derived from the information collected.

All Key Evaluation Questions (KEQs) in this ToR must be addressed and answered by the Consultant to the extent the evaluation process has allowed them to do so, except where the Consultant has previously expressed constraints or an inability to address any KEQ. KEQs can be revised according to further discussion prior to signing the contract. Any other KEQ not addressed should be explained in the limitations section of the report.

The final report should be a maximum 40 - 45 pages, excluding annexes, and should be written in English. It should contain an executive summary of a maximum 2-3 pages. The report should follow the following format:

- Title page
- Short description of Consultant
- Acronym list
- Executive Summary
- Introduction/context
- Project description and overview
- Objectives
- Methods
- Constraints / Limitations
- Findings
- Conclusions
- Recommendations on how to improve the project and ensure that outcomes of the project are met in the future, as well as explanations of the strengths and weakness of the project.
- Annexes (including **Traffic lighting the findings**)

The report may include quotes, photos, graphs, case studies etc.

## 6. Timetable

- **Draft Work plan/Inception Report**

A draft work plan outlining the proposed methods to be used, target respondents, as well as method of engagement with project staff will be submitted within one (1) week of the signing of the contract.

- **Final Work plan/Inception Report**

Within one (1) week of receiving SCO comments on the draft work plan, the Consultant will produce a final evaluation work plan.



▪ **Field Mission**

The field mission is expected to be not longer than two weeks in duration. This is subject to reviewing coverage.

▪ **Management and Submission:**

The consultancy will report directly to and work with:

- SCO Executive Director
- SCO Program Managers
- SCO Program Facilitators/staff

▪ **Reflection/Learning**

A feedback session with staff to discuss and develop recommendations will occur with SCO staff.

▪ **Draft Evaluation Report**

The Consultant will submit a draft evaluation report outlining findings and recommendations for review by SCO within one (1) week of returning from mission.

▪ **Final Evaluation Report**

Within 5 days of receiving SCO's comments on draft report, the Consultant will submit a final evaluation report, including an executive summary.

The final report should be submitted to SCO Board and Executive Director by 29<sup>th</sup> April 2021

Please submit the final report to:

- SCO Board of directors
- Executive Director

Consultant Activities	Tentative timeline
Literature review	3 days
Workplan draft and final	1 day
Field visit for data collection	Maximum 12 days (to be discussed further depending on coverage)
Draft report preparation and sharing to SCO	5 days
Feedback and finalise draft report	3 day
Revise report (as per comments) and provide final report	2 day
Presentation / findings workshop to SCO	0.5 days

## 7. Coordination & Responsibility

SCO is responsible for:

- Overall responsibility and accountability for the evaluation.



- Guidance throughout all phases of execution.
- Approval of all deliverables.

The Consultant is responsible for:

- Guidance and directions to achieve the purpose and objectives of the evaluation.
- Conducting the evaluation.
- The day-to-day management of operations.
- Regular progress reporting to SCO Executive Director, particularly if any unforeseen issues arise.
- The development of results.
- Consolidation and presentation of evaluation findings and writing the final evaluation report.
- The production of deliverables in accordance with contractual requirements.
- Translators.

SCO will be responsible for:

- Logistics.
- Providing relevant documentation for data information collection.
- SCO will arrange meetings with community people and stakeholders during field data collection.
- Providing other support to the evaluation team as required to meet key stakeholders during the entire evaluation period.
- Open to discuss and consult for the necessary and relevant information and documents of the organization and program.

## 8. Consultant Qualifications:

The Consultant will need to:

- Have a university degree at the post-graduate level in the social sciences, management or other relevant field of study.
- Well understanding and experiences in the areas of the child's rights based approach, education and gender.
- Be a reliable and effective project manager with extensive experience in conducting evaluations and a proven record in delivering professional results.
- Consultants are fluent in English and Khmer or have an associate who can deliver this work in Khmer.
- Preferably based in or experienced in the country.
- Follow and agree to abide by SCO's processes, rules and policies, including Code of conduct Guideline, Child Protection Policy, financial policy etc.
- Follow participatory, strengths-based approaches to the evaluation.
- Use a mixed methods approach to data collection.
- Focus on program learning and improvement when presenting findings and recommendations.
- Engage openly with the local community, listen to and synthesise varied perspectives.



អង្គការពន្លឺកម្ពុជា

SUNSHINE CAMBODIA ORGANIZATION

#45C, St.8BT  
Sansom Kosall Village  
Sangkat Boeng TompunI  
Khan Meanchey, Phom Penh  
0316300661/012924201/012595748  
[director@sunshinecambodia.org](mailto:director@sunshinecambodia.org)  
[www.sunshinecambodia.org](http://www.sunshinecambodia.org)

- Ensure children, youth, women, girls and people with disability participate in the evaluation process.
- Have advanced skills and knowledge in monitoring, evaluation and learning methods and approaches; conducting community-based evaluations; and project sustainability mechanisms and processes.

## 9. Ownership and Confidentiality

The report will become the property of Sunshine Cambodia Organization. The Consultant agrees that the information obtained remains confidential and any publication or citing needs prior written approval SCO.

The consultant must operate on principles that are in line with the vision, mission and values of SCO and follow SCO's standards when interacting with vulnerable people.

The consultant will sign SCO's Stakeholder Protection Policy upon being hired.

1. You must consider all information provided to you by SCO in the course of your employment as confidential, except where it is expressly provided on the basis that it is to be made public. You are required to respect and maintain the confidentiality of information made available by SCO, its related companies, business partners, prospective business partners, clients and all other counterparties with whom SCO has a business relationship during the course of your employment under this Contract.
2. You must not, during or at any time after your period of employment with SCO, divulge to any person or use any trade secret or any confidential information concerning SCO's business, dealings, transactions, affairs or financial arrangements (or similarly any such confidential information concerning any related body corporate, shareholder, client or business partner of SCO), except in the proper course of your duties, as permitted by SCO or as required by law.

## 10. Child Protection

SOC is all dedicated to ensuring the safety of children involved in and connected with our projects. SCO consider child abuse to be unacceptable in all circumstances and are therefore committed to ensuring that all steps are taken to ensure the safety of children that we work with. For that reason, the Consultant, work team and translator engaged by SCO for this evaluation will be required to complete Child Protection documentation.

## 11. Evaluation Fee:

The maximum budget for this full evaluation work is **US 6,000** cover Cambodia's withholding tax of 15%, which will be the responsibility of the consultant.

## 12. Application Process:



**អង្គការពន្លឺកម្ពុជា**  
**SUNSHINE CAMBODIA ORGANIZATION**

#45C, St.8BT  
Sansom Kosall Village  
Sangkat Boeng TompunI  
Khan Meanchey, Phom Penh  
0316300661/012924201/012595748  
[director@sunshinecambodia.org](mailto:director@sunshinecambodia.org)  
[www.sunshinecambodia.org](http://www.sunshinecambodia.org)

Consultants who are interested in undertaking the evaluation of this project should submit a brief proposal, including:

- 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.
- Concept Note/Proposal that including a proposed detailed work plan.
- 1-page budget plan include the consultancy’s costs.
- CVs detailing relevant skills and experience of no more than 2 pages, including contactable three referees.
- One or two examples of the evaluation report is needed.

***The proposal must be submitted by 15 March, 2021 and the short-listed candidates will be contacted and invited for interviewing on 22<sup>nd</sup> – 23<sup>rd</sup> March, 2021.***

**Proposals must be submitted to:**

- Mr. Sem Sochetra, Executive Director
- Email: [director@sunshinecambodia.org](mailto:director@sunshinecambodia.org) /Tel: 012 595 748

### **13. Acceptance of Terms of Reference**

I declare that I have received and read the Terms of Reference and commit to conduct the evaluation as per its guidelines and agree to meet the requirements stated.

<p><b>Consultant</b></p> <p>Signature:</p> <p>Name:</p> <p>Date:</p>
<p><b>Implementing Partner: Sunshine Cambodia Organization</b></p> <p>Signature:</p> <p>Name:</p> <p>Date:</p>