

Invitation for Expression of Interest

ChildFund Australia invites Expressions of Interest (EOI) from consultants to critically examine the methodologies, scope and tools used in its Development Effectiveness Framework (DEF).

In particular, the evaluation will focus on examining the methodology, scope and tools applied to facilitate Outcome Indicator Surveys, and to conduct Community Engagement and Attribution of Impact processes in country programs in Cambodia, Laos, Papua New Guinea and Vietnam.

ChildFund Australia is seeking a consultant with experience in quantitative and qualitative evaluation at community level. Experience in conceptualising, designing and implementing surveys and using a range of sampling methodologies, especially knowledge of the use of Lot Quality Assurance Sampling (LQAS), is essential. The successful consultant should have appropriate knowledge and experience of developmental projects in rural contexts, demonstrable experience and track record of quantitative and qualitative evaluation of multi-sector holistic development programs. Knowledge and experience of participatory approaches and appreciative enquiry methods are desirable.

The consultant should be available to work between March to May 2015, including availability to travel to Mekong region between March and April 2015. The work should be completed preferably by 8 May 2015.

Only one consultant will be engaged for this assignment. Upon conclusion and completion of the review, the consultant's final report will be presented at ChildFund Australia Program Summit in May 2015. Subsequently, appropriate actions to address the findings and recommendations will also be consulted and formulated during the Program Summit.

The EOI should include consultant resume, competence, cost, proposal based on TOR, man-days required to complete the work and availability.

Submission of EOI

Submit EOI and resume on or before **17 February 2015**:

Name: Rouena Getigan
Position: Program Development Manager
Email address: rclemente@childfund.org.au

Annex A: Terms of Reference (attached to EOI)

Annex A

Terms of Reference for Consultancy

To evaluate the methodologies, scope and tools used by ChildFund Australia in its Development Effectiveness Framework (DEF).

1. Introduction

ChildFund Australia is an independent and non-religious international development organisation that works to reduce poverty for children in the developing world.

ChildFund Australia implements programs with a range of local partners in Cambodia, Laos, Myanmar, Papua New Guinea and Vietnam, and manages projects delivered by partner organisations throughout Asia, Africa and the Americas. Our work is funded through child and community sponsorship, as well as public donations and government grants.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 12 organisations, which assists more than 15 million children and families in 58 countries. ChildFund Australia is a registered charity and is fully accredited by the Australian Department of Foreign Affairs and Trade (DFAT).

2. Background

ChildFund Australia began building a Development Effectiveness Framework (DEF) in 2010. One of the components of the Framework was a comprehensive set of Outcome Indicators, which ChildFund's Development Effectiveness and Learning (DEL) Managers in each of its country programs measure via surveys every three years. ChildFund chose Lot Quality Assurance Sampling (LQAS) for the sampling method; field teams use questionnaires in interviews with random samples of women, children and youth and selected local government officials to collect data on the Outcome Indicators. Findings from the surveys are reported back to communities at one-day Community Engagement meetings at village, commune or district level. Participants at these meetings include representatives of affinity groups surveyed (mothers, youth and children) as well as village and commune leaders and local government officials. Community members are asked to assess the validity of findings and to use the data presented to make recommendations for direction or priorities in future development programs.

Surveys are repeated every three years. Each time the survey is completed, meetings are held with representatives from affinity groups together with leaders and officials at district level to discuss change across the program area as a whole. Each group shares their perceptions about change, the influence of various development actors and/or other factors in bringing about the change, and strives to reach an overall consensus about the relative contribution of different development actors to the observed change. This results in a "Statement of Impact" describing ChildFund's impact. Finally, based on these analyses, discussions take place regarding indicative priorities for future activities.

Further information is available on ChildFund's website¹.

Objectives and Scope of Evaluation

The evaluation will focus on the tools, scope and methodologies used for the ChildFund Australia Outcome Indicator Survey. It aims to:

1. Assess the extent to which methodologies, scope and tools fit the purpose of ChildFund Australia;
2. Assess strengths and weaknesses of documents produced from the surveys, community engagements and attribution and impact workshops;

¹ See <http://www.childfund.org.au/development-practitioners/program-approach> and <http://www.childfund.org.au/development-practitioners/development-effectiveness-framework-report-2014>.

3. Provide concrete recommendations to adapt and improve existing practices, or suggest alternatives.

Analysis will focus on:

- Use of LQAS for survey sampling and data collection;
- Use of Epi-info, Access, Excel and SPSS for inputting and analysing data;
- Questionnaires and Instructions used for Outcome Indicator Survey;
- Methodologies and procedure for validation of findings; and
- Methodologies and procedure for the attribution and impact workshops.

The report should also present findings, areas for improvement and recommendations including possible alternative sampling methodologies and approaches that would still allow comparison with previous figures obtained using LQAS.

The evaluation is composed of 4 major parts:

A. Desk review and questionnaire/tools development (to interview key representatives). The desk review will look into the following documents:

- The relevant chapter of the ChildFund Australia Program Handbook;
- Current practices of applying LQAS at ChildFund;
- Questionnaires and Instructions for Outcome Indicator Survey;
- Outcome Indicator Survey reports from 4 Country Offices;
- Attribution and impact workshop report from Cambodia²;
- Community engagement reports from 4 Country Offices;
- Guidelines for survey, community engagement, and attribution and impact workshop;
- Participants' Resource-book for Attribution workshop in Cambodia; and
- Other related documents.

B. Interviews (face to face or telecon) with key representatives listed below.

- Mark McPeak, International Program Director (Sydney-based);
- Richard Geeves, Program Support Manager (Sydney-based);
- Rouena Getigan, Program Development (Sydney-based);
- Chunn Sona, DEL Manager (Cambodia);
- Prashant Verma (Cambodia);
- At least 2 Provincial Staff in Cambodia (TBA);
- Marieke Charlet-Phommachanh, DEL Manager (Laos);
- Chris Mastaglio, Country Director (Laos);
- Joe Pasen, DEL Manager (Papua New Guinea);
- Manish Joshi, Country Director (PNG);
- Thuy Luu Ngoc, DEL Manager (Vietnam);
- Deb Leaver, Country Director (Vietnam);

² It is possible that a second "Statement of Impact" will be available for review.

C. Field Work includes:

- Interviews with ChildFund staff in-country, and participants from partners and local communities (Cambodia and Vietnam);
- Observation of Attribution and Impact Workshop (Cambodia only);
- Examine use of LQAS for sampling;
- Examine data input processes; and
- In-depth discussion of issues emerging from desk review.

D. Reporting. The consultant will:

- Submit the draft report to ChildFund Australia through the Program Development Manager;
- Present the draft report to ChildFund Australia International Program Team;
- Present the draft report to DEL Managers via telecon; and
- Submit the final report.

The report should refer to the evaluation TOR and include the following elements:

- Executive summary of the main findings;
- Background information about the evaluation process, including objectives and methodologies;
- Findings and conclusions;
- Recommendations; and
- Appendices.

3. Timetable

An indicative timetable for this evaluation is provided below. It is anticipated the assignment will commence in March and must be concluded on 8 May 2015, and will involve no more than 25 days of work.

Indicative dates (2015)	Activity
Week 1 of February	Request for EOIs (EOIs due 17 February)
Week 4 of February	Discussions with interested consultants
Week 1 of March	Contract negotiated and signed
Week 2 of March	Development of detailed work plan in collaboration with ChildFund Australia and representatives from country offices
Week 3 of March	Desk review of DEF documents (survey-related documents; reports, guidelines)
Week 4 of March	Fieldwork – observe Attribution and Impact workshop; interviews in Cambodia
Week 1 of April	Conduct interviews in Vietnam
17 April	Submission/presentation of draft report
27 April	Feedback sent to consultant
1 May	Submission of final report to ChildFund Australia (date maybe extended based on the quality of submitted report)
8 May	Acceptance/sign-off of final report (date maybe extended based on the quality of submitted report)

4. Management and Reporting Arrangements

The Consultant will report to ChildFund Australia’s Program Development Manager. All reports must be written in English and provided in an electronic format (Microsoft Word). The final report should be no more than 20 pages (excluding appendices).

5. Confidentiality

All discussions and documents relating to this TOR will be treated as confidential by the parties.

6. Child Protection

The successful applicant will be required to comply with ChildFund Australia's Child Protection Policy and Procedures and to sign the Code of Conduct. If the consultant will be having direct, contact with children or having access to children's personal information, an Australian Federal Police Criminal Background Check must also be carried out.

7. Counter-Terrorism

ChildFund Australia acknowledges its obligation under the Australian laws relating to counter-terrorism. In order to meet its obligation, the consultant's name will be reviewed against Department of Foreign Affairs and Trade (DFAT) and National Security Australia lists at the onset of financial relationship.

8. Insurance

The successful applicant will be required to have in place insurance arrangements appropriate to provision of the requirement in this TOR including (without limitation) travel insurance.

9. Acknowledgment and disclaimer

ChildFund, its Board and staff make no express or implied representation or warranty as to the currency, reliability or completeness of the information contained in this TOR. Nothing in this TOR should be construed to give rise to any contractual obligations or rights, expressed or implied, by the issue of this TOR or the submission of an EOI in response to it. No contract will be created until a formal written contract is executed between ChildFund and a selected consultant.