



## TERMS OF REFERENCE

<b>Project:</b>	Disaster Ready
<b>Place of Assignment:</b>	Vanuatu
<b>Duration:</b>	16 days – Starting on the March 2022
<b>Reporting to:</b>	Program Director

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### CARE INTERNATIONAL IN VANUATU

CARE Vanuatu is part of the global CARE International confederation, which helps poor and vulnerable people in more than 93 countries around the world. CARE has been in Vanuatu since 2008, working with communities to build resilience to disasters and climate change shocks and increase women and girls' involvement in community and national leadership.

Disaster Ready:

CARE Vanuatu is an implementing partner under the Australian Humanitarian Partnership (AHP), and under this mechanism is implementing the Disaster Ready project in Vanuatu. The overall purpose of Disaster READY is to:

*Strengthen local humanitarian capability and preparedness in the Pacific and Timor-Leste so that communities are better able to respond to and recover from rapid- and slow-onset disasters.*

The \$42.5m program has run from 2018 to 2022 and focuses on five countries: Fiji, Solomon Islands, Vanuatu, PNG and Timor-Leste. Each country has a specific country plan, and there is one common MEAL framework that all country and activity plans align with.

CARE Vanuatu has developed a Vanuatu specific proposal to implement the Disaster Ready project from 2018 to 2022, and has also been successful in securing additional funding through the Partnerships and Performance Fund (PPF) under AHP and the COVID-19 Second Phase Activation under AHP to supplement the Disaster Preparedness work in Vanuatu up to June 2022.

### PURPOSE

The purpose of the Endline is to examine the effectiveness of strategies pursued within this period of the project through the Disaster Ready project, in order to highlight opportunities for advancement of these strategies through the Disaster Ready/PPF/COVID-19 second phase, and beyond if further funding becomes available. The Endline will document impacts, success and learnings in a way which can advance evolution and replication in future projects. The endline report will also contribute to the final Disaster Ready report.

### KEY OBJECTIVES AND EVALUATION QUESTIONS

Key Objectives	Endline Questions
To assess progress against targets and outcomes as per the project MEAL framework;	<ul style="list-style-type: none"> <li>- To what extent and how has the project contributed to achieving the Disaster READY objectives</li> <li>- To what extent are the expected changes being achieved?</li> <li>- To what extent are there unexpected impacts? What are they?</li> <li>- What are the major factors influencing the achievement or non-achievement of project objectives?</li> <li>- To what extent and in what ways has the project impacted the lives of women, people with disabilities and marginalised people?</li> </ul>
What are the opportunities for strengthening the impact of the project to be considered for future projects;	<ul style="list-style-type: none"> <li>- What are the tools/models and approaches that are promising, and what improvements to documentation are required to ensure they can be scaled up/replicated (by CARE or others)?</li> <li>- What aspects of the project should be replicated or scaled up if the project goes into a second phase, and which aspects should we do less of/phase out.</li> <li>- Which aspects of the project generated the most (or least) <b>value</b>, given the time, money and effort required?</li> <li>- How successful was the project in increasing localisation in its work and what lessons for the next phase</li> <li>- What were barriers and enablers to integrating climate change adaptation within DR in this phase</li> </ul>

## EVALUATION APPROACH

*The review approach emphasises a multi-stakeholder approach:* to ensure diverse perspectives provide a depth and breadth of learning and the triangulation of data to strengthen confidence in findings. Asking the same questions of different stakeholder groups and exploring cases from multiple perspectives will also strengthen review findings.

*The review approach is mixed method:* quantitative data will primarily come from existing project monitoring data and annual progress reports. The collection of qualitative data will add richness and context to quantitative outcomes and provide an assessment of program outcomes for achieving positive and sustainable change.

## METHODOLOGY

The MTR team will design the methodology based on the following broad guidelines:

1. Desk review: relevant project documentation will be reviewed to better understand program implementation as it relates to program design, learnings, challenges and achievements to date. The document review will also inform the development and review of the evaluation plan and the data collection tools. Documents to be reviewed will include but not be limited to: project design (country level and CARE Vanuatu specific disaster ready design ,as well as the proposal for the PPF grant, and the COVID-19 Phase 2 proposal that will also be jointly funding resilience program work), project MEAL framework; project baseline, project annual plans, donor reports; project activity tracking data; CARE Vanuatu Long Term Program Strategy; and CARE International Gender Equality frameworks and program approaches.
2. Structured Key informant interviews (KIIs): KIIs will enable the Evaluation team to gain an understanding of the perspectives, behaviour and motivations of project participants/partners in order to identify the impacts, challenges and successes of activities and opportunities going forward. KIIs will be undertaken with stakeholders in Port Vila, Tanna and Tafea outer islands.
3. Focus Group discussions with program participants in Tanna and one outer island (if possible)
4. Reflection workshop with relevant CARE Staff (Resilience project staff and PQ team), including

reflection on potential ideas for the next phase and drawing upon findings results. The reflection can happen at different stage of the evaluation (early stage and sense making stage)

## **SCHEDULE, WORKPLAN, ROLES AND RESPONSIBILITIES**

The assignment is expected to commence in March 2022 and end in April 2022. The estimated number of days required from the consultant to complete this work is

<b>Activity</b>	<b>Totals Days</b>	<b>Estimated timeframe</b>
Endline methodology development and finalisation	2	March
Desk Review	2	March
First step Reflection workshop	1	
Prep for data collection	1	March
Data collection	5	April
Second step Reflection workshop	1	April
Data analysis and report writing (first draft)	3	April
Collate feedback and final report	1	April
<b>TOTAL days</b>	<b>16</b>	

## **KEY DELIVERABLES**

### **Deliverables:**

- A brief inception report (no more than 10 pages) to be submitted one week after the beginning of the evaluation detailing the methodology and plan for the evaluation.
- A draft report (maximum 25 pages excluding annexes outlining findings and recommendations)
- A final report to be submitted at the end of the evaluation which incorporates feedback on the draft (maximum 25 pages excluding annexes outlining findings and recommendations)

### **Payment**

Payment will be made based on submission of an invoice on signing a contract up to 20% of the value of the services. Final payment up to 80% of the value of the services will be paid upon completion of the services and submission of a report, timesheet, and invoice.

### **Selection Criteria**

- CARE encourages applications from either individuals or teams of consultants.
- Expertise and demonstrated experience in Resilience programming and Gender Equality / Women's

- leadership programming, preferably in the Vanuatu or Pacific context
- Proven experience in participatory evaluation and MEAL processes
  - Proven experience with project management and activity planning
  - Preferred knowledge and experience working in Vanuatu, including ability to speak Bislama
  - Please send completed application package to: [sylvain.malsungai@careint.org](mailto:sylvain.malsungai@careint.org) by 7<sup>th</sup> March 2022,

**Approved by: Isabelle CHOUTET**

**Interim Program Director**