



TERMS OF REFERENCE

Project:	AHP COVID-19 Endline
Place of Assignment:	Vanuatu
Reporting to:	Program Director
Duration:	26 days between December 2021 and 15 th of February 2022

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.

CARE is supporting communities to recover and manage the impacts of Tropical Cyclone Harold and COVID-19 with funding from multiple donors. With funding support from the Australian Humanitarian Partnership (AHP), CARE is implementing activities in Tafea and Penama. AHP funded project activities include support for food security and gender inclusive livelihoods recovery, COVID-19 awareness and preparedness, hygiene, women's leadership, and disability inclusion. The project is a 21 month project, that is scheduled to end in March 2022. The AHP project is a consortium project, with Save the Children the consortium lead for the joint consortium endline. CARE is responsible for collecting data on the relevant indicators within the joint AHP MEAL framework, within its project areas, and Save the Children will lead on writing a shared endline report.

PURPOSE

The purpose of this consultancy is to lead on the collation and collection of endline data for CARE, which will then contribute towards the overall endline report produced by the consortium.

ENDLINE APPROACH

The consultant will be responsible for developing a clear approach to ensure that the required endline data from CARE is collected in line with the consortium data collection plan and tools, and that that data sourced from activity MEAL is completed, cleaned and analysed in order to finalize endline data.

Endline data will be collected within the consortium agreed data collection period (between the 2nd of December 2021 and the 14th of February 2022). Some supplementary activity MEAL data collection will also need to be collected during the same time period, and may require the development of some additional MEAL data collection tools targeted specifically for activity participants, if gaps in existing MEAL data are identified. All of the CARE AHP data will then be shared with the Save the Children MEAL focal point to be included in the final AHP endline report. The consultant is not required to write the AHP report, but will be required to ensure there is sufficient data to enable each indicator that CARE is reporting against to have a final value.

METHODOLOGY

The endline evaluation consultant 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. Documents to be reviewed will include but not be limited to: project design (CARE specific and the overall consortium proposal), project MEAL framework; project baseline, project activity and donor reports; program monitoring data collection from field monitoring, project activity tracking data; CARE Vanuatu Long Term Program Strategy; and CARE International Gender Equality frameworks and program approaches.
2. Data collection (for data that is not already captured through MEAL data) will primarily utilize the tools developed by the consortium MEAL lead, and will include at minimum a survey, focus group discussions and key informant interviews.
3. If gaps in existing activity MEAL data are identified, some additional data collection tools will need to be developed by the consultants, and a data collection plan developed and implemented.

The consultant can either propose its own data collection team, and include costing for the team within the Expression of Interest, or indicate a preference for CARE to source a team of enumerators to work with the consultant. The consultant will be responsible for training and guiding/mentoring teams throughout the data collection process to ensure robust data and good planning is well managed.

SCHEDULE, WORKPLAN, ROLES AND RESPONSIBILITIES

The assignment is expected to commence in December 2021 and end by the 15th of February 2022, for up to 26 working days. A breakdown of the number of days per task to complete this assignment is detailed in the table below:

Activity	Est Totals Days
Endline methodology development and finalisation	2
Desk Review	2
Prep for data collection and development of tools (if required)	2
Data collection Tanna	7
Data collection Pentecost	7
Data collection in Port Vila	2
Workshop with CARE staff to clarify MEAL data	2
Draft of endline data for 19 indicators	1
Finalize endline data for 19 indicators for submission to consortium MEAL lead	1
TOTAL days	26

Payment

Payment will be made based on submission of an invoice on signing a contract up to 40% of the value of the services. Final payment up to 60% 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 food security, gender and protection and/or WASH programming in the Vanuatu context
- Expertise and experience with recovery programming would be ideal
- 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
- Ability to work in-country in Vanuatu

Expression of Interest

Expressions of Interest should include:

1. A maximum 1-page cover letter including a statement of capability and provide an example of a completed piece of research.
2. Current CV of everyone included in the Expression of Interest
3. Daily fee rate

Expressions of interest and requests for further information should be submitted to Sylvain Malsungai at the following email address: sylvain.malsungai@careint.org.

Applications close 29th November 2021 at 17.00 (Vanuatu Standard Time).

Approved by: Bridgette Thorold, Country Director