



TERMS OF REFERENCE Evaluation

Helti Kakai, Helti Famili

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| Project: | Helti Kaka, Helti Famili |
| Place of Assignment: | Vanuatu or home based |
| Reporting to: | Isabelle Choutet |
| Duration: | 40 days between November 2021 to 28 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 support from the European Union, CARE is implementing the Helti Kakai, Helti Famili project. This project has the overall Specific Objective: To improve food security and increase the participation of women in economic decision-making in TC Harold and COVID-19 affected communities at the household level. The project is implemented in two geographic target areas, with 8 communities in Tanna, and 13 communities in South Pentecost in partnership with the Vanuatu Christian Council, Nasi Tuan and Wan Smal Bag, and with the Department of Agriculture and Provincial and Area Councils

PURPOSE

The purpose of this consultancy is to undertake an evaluation of the Helti Kakai project, inclusive of an Endline survey to establish the extent of progress against objectives in achieving recovery of livelihoods and women's participation in decision making , exploring the value and success of the modalities to achieve the results , the value of the partnerships, and proposing some recommendations for future investment.

The evaluation should be undertaken in line with the evaluation policies and regulations of the European Commission, and the standards set internationally in relation to development co-operation. They include:

- The evaluation standards of the OECD Development Assistance Committee,
- The evaluation methodological guidance for external assistance,
- The EU Institutional framework for effective management of evaluation activities.

The evaluation should be informed by the 5 OECD-DAC evaluation criteria¹, and respond to the associated questions namely:

¹ Please refer to detailed OECD criteria for the full criteria descriptions.

- **Relevance:** to what extent did the of the interventions respond to identified needs and and I, and are appropriate for the beneficiaries?
- **Effectiveness:** to what extent were the objectives achieved, and with what level of quality?
- **Efficiency:** how efficiently has the project been managed Is there appropriate and optimal provision and use of resources to deliver the objectives sought?
- **Sustainability:** will there be the continuation, or probable continuation, of benefits from a development intervention after major development assistance has been completed: are the positive results of the EU interventions likely to last once the intervention comes to an end?
- **Impact:** What are the positive and negative, primary and secondary long-term effects produced by a development intervention, directly or indirectly, intended or unintended

The evaluation will also be based on the following EU specific criteria:

- **Coherence:** The extent to which the project interventions delivered coherently across the partners
- **EU Added Value:** to what extent did the development intervention add benefits to interventions from Member States in the partner country.

EVALUATION APPROACH

The Evaluation will need to collect endline data against the Helti Kakai project logical framework indicators, as well as supplementary data to address the above evaluation criteria. The evaluation will also need to ensure that data collection is coordinated well with the project implementing partners on the ground, and that approaches used are based on the principles of being inclusive and gender sensitive. The evaluation will also have a focus on generating learning for all partners, as well as recommendations for strengthening future programming.

METHODOLOGY

The evaluation consultant will design the methodology based on the following broad guidelines:

1. The methodology will be a mixed methods approach, including, but not limited to the following:
 - a) 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 of both the endline review plan and the data collection tools. Documents to be reviewed will include but not be limited to: project design (proposal), project MEL 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; CARE International Gender Equality frameworks and program approaches; and the Concept Note for the next phase of the Helti Kakai project.
 - b) Semi-structured key informant interviews (KIIs): KIIs will enable the review team to gain an understanding of the perspectives, behaviour and motivations of project participants/partners in order to identify the challenges and successes of activities and opportunities going forward. KIIs will be undertaken with stakeholders in Port Vila, and Tanna and Pentecost.
 - c) Surveys with program participants in Tanna and Pentecost, preferably using tools such as Kobo.
 - d) Focus Group discussions with program participants in Tanna and Pentecost.
 - e) Reflection workshop(s) with relevant CARE and partner Staff and stakeholders .

The consultant may a utilise their 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.

OUTPUTS

The consultant will produce the following outputs:

- Detailed evaluation methodology.
- Endline report
- Draft Evaluation Report of approximately 20 pages
- 2 learning papers on topics of interest to partners and/or the sector. These learning papers should be between 5-10 pages. Potential learning paper topics include:
 - Partner specific learnings based on the partner’s contribution to the project.
 - Thematic learning on an aspect of food security or women’s economic empowerment.
 - Strategic learning on one of the key strategies the project followed.

SCHEDULE, WORKPLAN, ROLES AND RESPONSIBILITIES

The assignment is expected to be completed by the 28th of February. The estimated number of days required from the consultant to complete this work is here detailed as an indication:

| Activity | Estimated breakdown of Days |
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| Development of endline and evaluation methodology development | 2 |
| Development of data collection tools | 3 |
| Training enumerators and testing data collection tools | 4 |
| Data collection Tanna | 5 |
| Data collection Pentecost | 5 |
| Data collection Port Vila | 3 |
| Initial data collation , synthesis , trend analysis and preliminary findings | 5 |
| Workshop/s with CARE and partners to review and validate findings (endline and criteria) and a day for learning : partnership and thematic approach | 3 |
| Finalise Data analysis and report writing (first draft) | 7 |
| Collate feedback and final report | 3 |
| TOTAL days | 40 |

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 and women’s economic empowerment 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, or to manage a team remotely if based outside of 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 workshop completed.
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 9th of November at 17.00 (Vanuatu Standard Time).

Approved by: Bridgette Thorold, Country Director