

TERMS OF REFERENCE

Participatory Evaluation Team Leader Consultancy

Topics:	Social Inclusion, Early Childhood Development, & Rehabilitation
Organization:	Humanity & Inclusion (HI)
Duration:	2-3 weeks
Location:	Vientiane Capital, Lao PDR
Expected Start Date:	16 th September 2019

Background

Belgian Cooperation (DGD) has supported Early Childhood Development (ECD) and Rehabilitation activities in Laos since 2014, through Humanity & Inclusion (HI). Specifically, the “Enhanced hospital based screening and early intervention for children with disabilities” project aimed to detect a range of impairments for children under 5, with the goal of providing their families support--intervention, rehabilitation plans, or social support to help the child live well in the community. While the, “Development of a model for medical rehabilitation and improvement of quality of medical rehabilitation services” project aimed to help persons with disability in Lao PDR become functionally more independent and fully participate in society.

OXFAM in Laos has worked with DGD since 2008 to strengthen Grassroot Trade Unions (GTUs) and to promote Collective Bargaining Agreements (CBAs) in the formal economic sector. Since 2014, the project “More inclusive and equitable social protection for formal and informal workers” has been leveraged as part of a multi-country program that includes Cambodia, Laos and Vietnam as well as several regional partners such as Asia Monitor Resource Centre (AMRC), Mekong Migration Network (MMN) and Street Net. The program aims to promote access to decent work, health care, Occupational Health and Safety (OHS), pension, and decent wage. The key interventions include strengthening informal worker groups, awareness raising on social protection and workers’ rights, as well as joint research/studies on national legislation and good practices around the region.

This evaluation will serve as the final evaluation for HI’s two DGD-funded projects, ECD and Rehabilitation, that ended in late March. The project partners will be involved in the participatory evaluation process and will be informed of the findings. The final recommendations will be used to shape future ECD and Rehabilitation activities. The evaluation’s finding will also inform ongoing activities of Oxfam’s DGD-funded activities, ending in December 2021.

Objectives of the Consultancy

HI and Oxfam are seeking an external consultant evaluator to serve as Team Leader during a participatory evaluation between HI and Oxfam, in Laos. HI and Oxfam will organize and partly carry out the evaluation internally, while the consultant will monitor and facilitate the process, in order to guarantee that the peer evaluation is carried out independently and reliably. Oxfam will evaluate HI's DGD-funded projects on gender inclusion and HI will evaluate Oxfam's DGD-funded projects on social inclusion. HI considers a broad definition of social inclusion, covering all vulnerable populations such as people with disabilities, ethnic minorities, low-income households, children, and the elderly. The consultant will validate Oxfam's findings and recommendations on how HI can improve gender inclusion in future projects, and HI's findings and recommendation on how Oxfam can improve social inclusion in future projects. The final quality of the evaluation will be the responsibility of the consultant.

HI and Oxfam will be able to provide the consultant with project data including:

- The type and number of participant for all project activities;
- Different actors and the specific people within these, who will participate in the evaluation process, e.g. as observers, sources of information, active participants in discussions and analysis or supporters of the logistical management;
- Progress towards/attainment of specific objectives, according to the log frame;
- The project strategy document, the proposals, monitoring reports and other previous evaluations; and
- Existing monitoring mechanisms might also include sources of verification which could be useful for the consultant.

Evaluation Questions that will be addressed include:

- Have partnerships been established with concerned groups and/or actors specialized in disability, gender, and age issues?
- During the project design and inception phases, were the needs of vulnerable populations analyzed and considered and were these populations involved?
- Did the project formulate and monitor targeted indicators around women's progress that align with its objective(s)?
- Were risks and assumptions identified in the logframe and monitored throughout that reflect uncertainties as to how the project will affect both men and women?
- Did the project include monitoring activities based on data disaggregated by gender, disability, and age?
- Did the project gather feedback from men and women? Was the feedback mechanism accessible to all?
- What did the project do to mainstream gender, disability, and age into operations and strategy?

- Were the activities, outputs and outcomes in the project's results framework/chain, sensitive to gender and social inclusion?
- Did the project results challenge existing norms and power relations with regards to gender, disability, and age?
- What will be the effect of activities and short-term changes on outcomes for men, women, and other vulnerable populations?
- What are contextual factors hindering or helping the project work towards better outcomes for women, and other vulnerable populations?

Desired Outputs of the Consultancy

- Finalize the participatory evaluation methodology, together with HI and Oxfam, related to gender and social inclusion
- Facilitate group discussion between HI & Oxfam related to gender and social inclusion
- Facilitate participatory workshop with HI, Oxfam, and HI's DGD project partners (main topic: gender inclusion)
- Facilitate participatory workshop with HI, Oxfam, and Oxfam's DGD project partners (main topic: social inclusion)
- Validate findings and recommendations, including recommended next steps for improving gender inclusion (Oxfam to HI) and for improving social inclusion, from (HI to Oxfam)
- Develop summary presentation with key gender and social inclusion findings and recommendations
- Facilitate a briefing session between HI and Oxfam staff and their DGD project partners
- Final report on the implementation of the consultancy

Scope, approach and methods of the Consultancy

The scope of the consultancy is limited based on the specific activities, results and stakeholders covered by HI and Oxfam's projects.

The approach proposed by the consultant must be:

- Culturally-sensitive, gender-sensitive and inclusive of all stakeholders, including people with disabilities;
- Participatory, while obtaining informed consent of all evaluation participants; and
- Consider safeguarding issues, particularly related to vulnerable populations.

The Expression of Interest (EoI) should contain the following topics, as a minimum:

- How the consultant meets the selection criteria.
- The consultant's understanding of the ToR and of the evaluation questions.
- Description of the phases related to the evaluation approach proposed.
- Description of the data collection methods used to respond to the key evaluation questions.

- Sources of information for primary data collection.
- Sampling strategies, including area and population group represented in the sample, sampling procedures and sample size.
- Instruments to be used for data collection.
- Different types of data analysis that will be carried out.
- Reference indicators and benchmarks for each evaluation question (if relevant).

Timeline of the Consultancy

It is anticipated that this consultancy will take approximately 10-15 working days, between mid September and late October. The final deliverables are due no later than October 25th.

The consultant will facilitate the group discussions and participatory workshops between 30th September and 4th October.

Three (3) days after signing of the contract, the consultant, following discussions with HI and Oxfam, will clearly outline the methodology, work plan with clear timelines, and division of labor in an inception report.

Remuneration

The consultant will receive remuneration in two instalments:

- 40% on signing of the contract and receipt of the inception report
- 60% on the provision of the final deliverables

Consultant Competencies, Experience and Skill Requirements

The qualified candidate will have:

- Minimum university degree in Social Science or other relevant field;
- Significant experience in project assessment and evaluation;
- Extensive knowledge in the fields of gender and social inclusion;
- Extensive knowledge of civil society sector in Lao PDR;
- Excellent inter-personal communication skills, including multi-stakeholder facilitation techniques and peer support;
- Excellent communication and written skills in English;
- The consultant must currently reside in the region.

Submission of Applications

Applicants must submit:

1. Curriculum vitae (CV) outlining relevant qualifications and experience
2. Cover Letter
3. Expression of interest (EoI)



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4. Itemised budget (The logistics-related costs, such as local transportation or interpreters, are the responsibility of the consultant). Note: the maximum available budget is 5,000 euro.
5. Names and contacts of three recent professional references (previous clients) for whom similar work has been conducted

By Email, please submit to recruitment@laos.hi.org

By Hand Delivery, please submit to:

Humanity & Inclusion Lao PDR
51/1 Hong Kae Road
Ban Sisangvone
Vientiane, Lao PDR

The deadline for applications is the 30th August 2019