



Funded by
European Union
Civil Protection and
Humanitarian Aid

Comprehensive and
Integrated Response
to the Forgotten
Crisis in Mindanao



TERMS OF REFERENCE (TOR) CONSULTANCY SERVICES TO FACILITATE INTERNAL EVALUATION

Background Information

The Comprehensive and Integrated Response to the Forgotten Crisis in Mindanao (or Forgotten Crisis in Mindanao (FCM) ECHO/-XA/BUD/2018/91037 is a humanitarian assistance project funded by European Civil Protection and Humanitarian Aid Operations (ECHO). The Action is in response to the chronic conflict and violence that continues to affect communities in Mindanao. The humanitarian crisis has remained generally below the radar of government, local and international humanitarian organizations and the general public.

The Action's specific objective is to provide life-saving food, shelter, Water, Sanitation, and Hygiene (WaSH), and protection assistance to internally displaced populations, particularly Lumad and Moro people, in the forgotten crisis of Mindanao. At least 84,580 individuals will benefit from the assistance being delivered by the Action, designed to as much as possible provide a comprehensive, i.e., multi-sectoral, package of assistance to targeted families and individuals.

Work on the Action is structured along with three result areas:

- Immediate access to emergency food of the most vulnerable displaced populations;
- Improved and dignified shelter conditions for IDPs in evacuation centres;
- Improved access to improved WaSH facilities, and supplies;
- Improved protection environment of IDPs with emphasis on most vulnerable

The success of the Action will be measured primarily by:

- 81% of the target population with acceptable Food Consumption Score (FCS);
- 85% of the target population living in safe and dignified shelters in secured settlements;
- 70% of the target population with adequate WASH services and hygiene practices;
- 70% of the target population/ person in a given context reporting an improved feeling of safety and dignity by the end of the intervention compared to the beginning;
- 85% of beneficiaries (SADD and disability) reporting that humanitarian assistance is delivered in a safe, accessible, accountable and participatory manner

The Action is being implemented by a Consortium led by CARE and with partners Assistance and Cooperation for Community Resilience and partners Development

(ACCORD), Kalimudan Foundation, Inc. (KFI), and Oxfam Sa Pilipinas and with partners United Youth of the Philippines – Women (UnYPhil-Women), Community Organizers Multiversity (COM) and IDEALS, Inc. The areas of intervention are in Caraga, Northern Mindanao, and the Bangsamoro Autonomous Region for Muslim Mindanao (BARMM). Partners have specific areas of assignment to lead the implementation of the Action.

Action Areas of Intervention and Responsible Implementing Partners

Region	Province	Municipality	Implementing Partners
Caraga Region	Surigao del Sur	Tago, Lianga, San Agustin, Marihatag	ACCORD and CARE
	Agusan del Sur	San Luis, Esperanza	
	Agusan del Norte	Buenavista	
Northern Mindanao Region	Misamis Oriental	Lagonlong, Gingoog City, Cagayan de Oro City	ACCORD and CARE
	Bukidnon	San Fernando, Kitaotao, Cabanglasan	
	Lanao del Norte	Balo-i, Pantar	CARE and Kalimudan
Bangsamoro Autonomous Region for Muslim Mindanao (BARMM)	Maguindanao	Mamasapano, Datu Saudi Ampatuan, Shariff Saydona Mustapha	Oxfam and partners
		Datu Odin Sinsuat	ACCORD and CARE
	Sulu	Patikul	CARE and ACCORD
	Lanao del Sur	Saguiran, Marawi City	CARE and Kalimudan
Davao Region	Davao del Norte	Kapalong	ACCORD and CARE
	Davao City	Haran	

Implementation of the Action started officially on 1 August 2018 and will end on 31 July 2019. As designed by the Action, an internal evaluation will be conducted as one measure of holding the Consortium accountable to the beneficiaries and the communities affected by chronic conflict and violence, to ECHO, to other stakeholders, as well as to the partners' own accountability.

Purpose of the Evaluation

The internal evaluation to allow the Consortium implementing agencies and partners to reflect on the Action's overall process, achievements, lessons learned, good and ethical practices is part of the project reporting requirement with the donor.

Performance and achievements of the project and changes in the situation of the beneficiaries attributed to or contributed by the project will be assessed.

The specific objectives of the evaluation are as follows:

- To provide an assessment of the intended of the project under the following areas:
 - a. Achievement of the project results at the specific objectives (SO) level
 - b. Project design and delivery model
- Identify and document lessons learned, good practices and any particular challenges in the implementation of the project achievement of the specific objectives;
- Explore ways in which learning can support our commitment to meet the Core Humanitarian Standards (CHS);
- Provide concrete recommendations to inform and improve future programming

Framework and Methodology

The internal evaluation will be guided by the OECD’s DAC evaluation criteria of relevance, effectiveness, efficiency, impact, and sustainability.

DAC Evaluation Criteria

Criteria	Questions to consider
Relevance	<ul style="list-style-type: none"> ▪ To what extent was the Action relevant to the beneficiaries? ▪ Did the Action monitor changes in the situation and needs? ▪ What adjustments were made to address the changes, if any, in situation and needs?
Effectiveness	<ul style="list-style-type: none"> ▪ To what extent were the Action objective and expected results achieved? ▪ What were the significant factors that influenced the achievement or non-achievement?
Efficiency	<ul style="list-style-type: none"> ▪ To what extent were the planned Action activities and outputs accomplished? ▪ Were the activities cost-efficient? ▪ Were they achieved on time? Were there more efficient ways that the activities could have been implemented?
Impact	<ul style="list-style-type: none"> ▪ What changes have happened as a result of the Action? ▪ What difference has the Action made to the beneficiaries? ▪ To other key stakeholders?
Sustainability	<ul style="list-style-type: none"> ▪ What benefits are likely to continue after the end of the project? ▪ What are the factors for the achievement or non-achievement of sustainability?

Also, the performance of the Action will be evaluated according to CARE and Oxfam’s humanitarian and accountability framework benchmarks namely assessment, design and monitoring, participation, feedback and complaints, communications and transparency, and evaluations, review, and learning.

Humanitarian Accountability Framework Benchmarks

Benchmarks	Questions to consider
Assessment	<ul style="list-style-type: none"> ▪ Were impartial assessments, carried out with participation from affected populations, carried out to serve as basis designing appropriate response and for beneficiary targeting? ▪ Was sex and age disaggregated data (SADD) gathered to take into account different needs? ▪ Were gender and age differentiated vulnerabilities and threats identified and assessed? ▪ Were local capacities and institutions, coping mechanisms, risk reduction, and responses by other organizations assessed? ▪ Were the assessments updated? ▪ What adjustments were introduced to the project design, implementation strategy, or targeting as a result of the assessments?
Design and monitoring	<ul style="list-style-type: none"> ▪ Has the Action used humanitarian benchmarks, lessons from previous programs, and relevant technical and quality standards (e.g. Sphere, CHS) to shape design and monitoring? ▪ Has the Action mechanisms to review and report on its processes, outcomes, and impacts to understand how aid has been used and what difference it has made to people's lives? ▪ Has the Action tracked inputs and outputs to help monitor implementation? ▪ Did disaster-affected people (including women and men, boys and girls, and people from vulnerable and marginalized groups) participate in design and monitoring? ▪ Did the Action use monitoring results to make prompt changes where needed? ▪ Has the Action systems in place to track whether funds are being used as intended, in line with our statements and commitments to our donors. ▪ Was the Action designed in a way that it is built on risk management and risk reduction, do no harm and protection principles?
Participation	<ul style="list-style-type: none"> ▪ What extent has the Action involved disaster-affected communities and the various phases and activities of the Action? ▪ Did the representatives of the poorest and most vulnerable populations involved? ▪ Were local government units and other key stakeholders and partners involved in all phases of the Action? ▪ Were gender aspects of the Action analyzed, and measures taken to ensure that women and girls, men and boys would be empowered to participate fully and meaningfully? ▪ Does the Action build on local capacities?

Feedback and complaints	<ul style="list-style-type: none"> ▪ Were formal mechanisms put in place to gather and act on feedback and complaints from beneficiaries and other stakeholders? ▪ Was the mechanism is safe, non-threatening, and accessible to all (women and men, boys and girls, and vulnerable groups).
Communications and Transparency	<ul style="list-style-type: none"> ▪ Has the Action proactively providing disaster-affected communities and other local stakeholders with timely and useful information about the Consortium, the Action activities, how disaster-affected communities can become involved and how they can access goods and services to which they are entitled? Does the information include how disaster-affected communities can give feedback and submit complaints?
Evaluations, review, and learning	<ul style="list-style-type: none"> ▪ Has the Action used reviews and evaluations to assess its impact, performance, and lessons learned? Did disaster-affected populations participate in,? ▪ Have the Action clear plans for sharing the results of evaluation and learning activities publicly in suitable formats to demonstrate our accountability and to promote learning by stakeholders?

The internal evaluation consists of the following interrelated activities, contributing valuable inputs towards achieving the objectives of evaluation:

Baseline and endline assessment. Baseline and endline information will be gathered for Action indicators set in the Action logical framework to measure specific outputs and outcomes. The gathered information will allow a comparison between the start and end state and determine whether quantitative and qualitative targets have been met. The assessments will be led by the Action’s Monitoring, Evaluation, Accountability, and Learning (MEAL) team composed of MEAL officers of Consortium Partners. The endline assessment is targeted to be completed by 31 July 2019.

Post-distribution monitoring (PDM). It is a post-distribution exercise aimed at monitoring processes, outputs, and outcomes. Data will collection will be through interviews with individual and groups of beneficiaries based on a sample survey format. PDMs will be conducted for cash and in-kind food distribution, distribution of emergency shelter and non-food items, water and hygiene kits, and delivery of protection supplies and materials. The PDMs will also cover how protection is mainstreamed in thematic activities. The PDMs were location and time-specific, conducted 4-6 weeks from completion of distribution. This activity is likewise led by the MEAL team and is completed on 15 August 2019.

Community audits. These are community and municipal level participatory learning activities aimed at drawing perspectives of beneficiaries and other local stakeholders on the achievements of the Action, and the changes both intended and unintended, beneficiaries and other stakeholders have realized as a result of the Action. The audits will mainly be in the form of community meetings, and municipal level focused group discussions (FGDs). Participation of women and men, boys and girls, older people, persons with disabilities and other vulnerable groups in the community meetings will

be ensured so that their voices will be heard in the evaluation of Action outcomes. Multi-stakeholder participation will be insured in the FGDs. Separate community audits for beneficiaries, and local authorities and other key stakeholders may be held if the former would not be comfortable participating in the presence of local authorities. These audits will be guided by relevant questions guided by the DAC criteria and humanitarian and accountability benchmarks. The MEAL Team will likewise lead Consortium staff in the conduct of community audits, that will be completed by 15 August 2019.

After Action Review. It is the final step in the internal evaluation process. The After Action Review (AAR) is a two-stage learning activity. The first stage is internal to the Consortium, where participants will reflect on accomplishments, challenges, facilitating and hindering factors, good practices, and lessons learned. The second stage will be open to other stakeholders, including representatives from beneficiaries, local government units, national government agencies, other humanitarian actors, development actors, and ECHO. The results of the AAR's first stage will be presented to the participants for feedback, validation, and additional inputs in the AAR's second stage.

A consultant will be hired to review project documents, consolidate information from the baseline and endline assessments, PDM, community audits, and facilitate the AAR. The consultant will also be responsible for preparing the final internal evaluation report for submission to ECHO. A popular version of the report that would be shared with the general public will also be prepared by the consultant. The AAR will be conducted on September 16-18, 2019.

Scope of the Consultancy Services

The consultancy services will be engaged to facilitate the preparation of the internal evaluation final report. Facilitation of the preparation of the final report would require the satisfactory accomplishment of the following tasks:

1. Review of relevant project documents;
2. Review of baseline and endline, and post-distribution monitoring reports with the Monitoring and Evaluation Team;
3. Design the After Action Review (AAR) and draft the initial findings that will be presented in the AAR;
4. Facilitate the AAR; and
5. Write the Internal Evaluation Final Report.
6. Other tasks that may be agreed upon with the Action project management team in the course of implementing the consultancy.

Deliverables and Timeframe

The consultant's engagement shall be 10 days, from September 12 to 25, 2019. The activities with corresponding deliverables or outputs are the following:

Activity	Output	Due date
Recruitment of Internal Evaluation Consultant		August 19-30, 2019
Preparatory activities: <ul style="list-style-type: none"> ▪ Inception meeting with the consultant ▪ Desk review ▪ Finalization of the work plan, evaluation processes, and tools 	Inception report	September 12-13, 2019
Facilitation and documentation of After-Action Review (AAR)	AAR Design Initial Findings	September 16-18, 2019
Analysis, writing, and submission of the draft Internal Evaluation report including report presentation and debriefing	Draft Internal Evaluation report	September 23, 2019
Submission of the final Internal Evaluation report and supporting documentation	Final Internal Evaluation report	September 25, 2019
Total number of days = 10		

Qualifications of the Consultant

The individual consultant or consulting firm must have at least five years' experience in similar national-level evaluation of multi-sectoral humanitarian action. Knowledge in the humanitarian sectors, food security, and livelihoods, cash transfers, shelter, WaSH, and protection, is essential.

The individual consultant/team leader shall have the following qualifications:

1. Proven track record in leading evaluation projects
2. Excellent communication and report writing skills
3. Experience in evaluating European Civil Protection and Humanitarian Aid Operations (ECHO) multi-sectoral projects an advantage.
4. Adequate knowledge and experience in applying ECHO and humanitarian partners evaluation frameworks

Reporting Arrangements

The consultant will report directly to the Emergency Coordinator, Integrated Risk Management Director, and the MEAL Specialist at all stages of the consultancy. CARE will provide any logistical and administrative support as may be required, or agreed with the Consultant.

Application Requirement and Selection Criteria

Initial applications shall consist of the following:

- An Expression of Interest;
- CVs of Lead Consultant and proposed team members (if any);
- List of ongoing and completed projects/consultancies similar to this study

Shortlisted candidates will be asked to submit the following:

- A technical proposal (methodology, a framework for analysis, work plan, team composition and responsibilities, comments to the TOR)
- An example of a past research report prepared relevant to the ToR
- Contact details for two references
- Financial proposal

For the initial application, forward requested documents electronically to CARE Philippines (careers.phl@care.org) and Randy Rimpongan (Randy.Rimpongan@care.org) not later than August 16, 2019. Only short-listed candidates will be invited to submit a complete offer and will be contacted for the next step in the application process. Thorough reference checks of the shortlisted candidates will be carried out before selection.