



Terms of Reference:

End of Project Evaluation of War Child's Rights, Education and Community Protection for children and young people affected by conflict in Northern Uganda Programme Phase-II in Pader and Agago District, Uganda.

1. BACKGROUND TO WAR CHILD UK

War Child UK is a small ambitious international charity organization founded in the UK in 1993 with a vision of a world in which children's lives are not torn apart by war. WCUK exists to support and rehabilitate child victims of War and deal with the lasting consequences of conflict through: working with local communities, their organizations and local authorities in both conflict and post conflict areas to support children; ensuring sustainable security for the children; promoting child supportive livelihood opportunities and addressing the development needs of the most vulnerable and marginalized children. Currently, we work in seven war affected countries: DRC, Uganda, Afghanistan, Syria, Jordan, Iraq and Central African Republic.

WCUK Uganda has over 8 years of experience working in war affected areas of Acholi and Karamoja sub-region with special focus on three thematic programme areas: education, livelihoods and child protection. WCUK Uganda is currently supporting 3 projects in the four districts of northern region: Acholi sub-region (Pader and Agago) and Lango sub-region (Lira and Aleptong).

WCUK will be phasing out from direct programme implementation in Uganda by end of March when her major Comic Relief funded education, rights and child protection phase II project ends

2. BACKGROUND TO THE PROJECT

Rights, Education and Community Protection Phase I project formulated to: 1) facilitate access to primary and secondary education for acutely marginalized war affected children and young people; 2) strengthen economic independence of war-affected young people through skills training; 3) strengthen the ability of local partners, communities and children to advocate for the rights of children affected by conflict; and 4) build the capacity of partner organizations to deliver effective and responsive child protection programmes, was prematurely terminated to pathway for new project termed as Phase II after the midterm evaluation conducted in October 2010 unveiled that the problem of increased pupils' dropout and sub-standard education was not being addressed from the root. That was signalled by progressively increasing dropout cases among the vulnerable children because Parents Teachers Association (PTA) contribution was excluded from the scholarship package, significant number of vulnerable children in the targeted community could not still afford education, poor PLE performance which reduces post-primary enrolment, unimplemented policies by government and gaps in advocacy to increase standard of education.

Following the mid-term evaluation, rapid assessments were carried out in key areas not covered and further stakeholders were consulted by holding key informant interviews and focus groups with children, community members and district officials. The following problems were prioritized to be dealt with in the Phase II: UPE government programme launched in 1997 had registered a paradox of increasing enrolment associated with increasing dropout rates, few livelihood options for the households to support themselves, eroded traditional community child protection mechanism, decreased education quality because schools lacked capacity and investment to absorb additional learners, PTA contribution rate of UgX 5,000/= recommended by government was inadequate for school upkeep and infrastructural development, significant gender disparity in primary education completion boys (43%) and girls (27%), and high level of teachers drunkardness, absenteeism, corporal punishment and cases of defilement.

The Phase II project was then designed with the aim of contributing to creating sustainable improvements in the lives of war affected children, young people and their families in Pader and Agago through achieving three core outcomes: 1) reduction in economic barriers to education 2) improved quality of, access to, and completion of primary education and 3) Children feel safer and are better protected at school, in the home, and in the community.

3. PROJECT DESCRIPTION

Rights, Education and Community Protection Phase II project has been implemented since April 2012 and will phase out by 31st March 2015. The project was implemented by three partners: War Child UK, Christian Counselling Fellowship and Friends of Orphan (FRO) though partnership with FRO was dissolved in mid-2013 because of breach of contract.

The project is supporting 1,884 (1,012m, 872f) from 879 households and schooling in 112 different Schools within Pader and Agago Districts. The project directly supports only Managements of 56 Schools: Child Rights Clubs, Thematic Class Teachers, Disciplinary Committee, School Management Committee, and Parent Teachers Association members

3.1 PROJECT OVERALL OBJECTIVES

To contribute to creating sustainable improvements in the lives of war affected children, young people and their families in Pader and Agago.

3.2 PROJECT SPECIFIC OBJECTIVES

- Economic barriers to education are reduced for vulnerable children in 1200 households in Pader & Agago & 2000 at risk children remain in school with their families able to support them by the end of the project.
- Quality of, access to, and completion of primary education is improved in Pader & Agago by the end of the project.
- Children feel safer and are better protected at school, in the home, and in the community in targeted sub-counties in Pader & Agago.

3.3 PROJECT TARGET GROUP

The targeted beneficiaries of the project are:

- 2,000 (1,000m, 1,00f) Vulnerable children at risk of drop out (aged 6-18).
- 14,800 (8,880m, 5,920f) Other children in school (aged 6-18).
- 3,000 (900m, 2,100f) Family member of vulnerable households (care givers).
- 3,240 (1,512m, 1,728f) Children at risk of Violence or Abuse.
- 280 (224m, 56f) Teachers.
- 168 (126m, 42f) SMCs & PTA.
- 168 (84m, 84f) Youth CRC mentors (child rights coaches).
- 9 (7m, 2f) Local Government Officials (Education).

4. OVERALL PURPOSE OF THE EVALUATION

War Child UK's Programmes Strategy calls for periodic independent evaluations of its programmes, projects and operations. This evaluation shall document:

- Findings on extend to which the project met its objectives;
- Project relevance, sustainability, impact, community contributions and ownership, effectiveness and efficiency;
- Assessing technical design of the project;
- Challenges encountered;
- Level of key stakeholders' engagement;
- Lessons learnt and;
- Proposed feasible recommendations to inform future programme design within War Child UK and other NGOs and Agencies.

5. SCOPE AND FOCUS.

The Consultant will:

- Determine to what degree the project outcomes/specific objectives have been achieved? Where there any unexpected outcomes?
- Determine who has benefitted, and in what ways?
- Determine if the results contribute to WCUK's Thematic Goals of Protection, Education and Livelihoods
- Look at the following dimensions of the programmes' impact:
 - Relevance;
 - Effectiveness (added value, learning and partnership approach),
 - Sustainability,
 - Ownership

- Efficiency (Value for money)
- Assess performance in terms of the shared responsibility and accountability, resource allocation and informed and timely action between project partners.
- Determine strengths (including successful *innovations* and *promising practices*) and weaknesses of the planning, design, implementation and M&E.
- Determine project contribution to enrolling and retaining vulnerable children in formal schools, and the effectiveness of the methodologies used. What lessons have been learned and who have they been shared with?
- Determine project contribution to building the capacity of local actors to prevent and respond to child protection risks and assess how beneficiaries, parents and communities members value the established community protection mechanisms. What has worked and what has not? What lessons have been learned and who have they been shared with.
- Assess to what extent the project has contributed to changes in broader national/ international policies and whether these have contributed to changes in practice and attitudes of decision and policy makers that directly benefit the project's target group.
- Determine factors that led to the change/impact and the extent to which all the institutional arrangements (partnership relationship, War Child UK Management, financial management systems and coordination function) contributed (or not) to this impact.
- Determine the extent to which the broader context (political, security, environmental, social, and financial) has impacted upon the project's progress?
- Provide actionable, specific and practical strategic recommendations on how War Child UK and its partners can use the learning to strengthen future work.
- Lead the planning and implementation of a lessons sharing/dissemination workshop with stakeholders

6. PROCESS AND METHODOLOGY

The evaluation exercise will employ both quantitative and qualitative assessment methods. We require a participatory methodology whereby the work engages all key stakeholders including beneficiaries and their caregivers, community members, local government staff, school management, Centre Coordinating Tutors (CCTs), and War Child and partner staff. Participatory methodologies; all the above mentioned key stakeholders should be included (**Approach should be clearly shown in the Inception Report**).

The consultant will collect primary data from direct beneficiaries of the project and also use secondary data. As far as possible, the identification of respondents and key informants should be inclusive while a validation exercise should be conducted at the end of each step.

The consultant will:

- Develop inception report, tools, methodology and a schedule of field activities. It will be approved by WCUK Country Director and Monitoring, Evaluation and Learning Advisor and act as an agreement between parties for how the final evaluation is to be conducted. The Inception Report should include:
 - Overview of the Project
 - Expectations of the final evaluation
 - Team Composition and Roles and Responsibilities
 - Detailed Methodology
 - Evaluation Matrix with questions
 - Information Collection, Analysis and Reporting
 - Work Scheduling
- Use participatory/consultative methods (including but not limited to – picture/video diaries, case studies) and should provide details of the approach/methods to be used.

7. ROLES AND RESPONSIBILITIES

7.1 The selected consultant will be responsible for:

- Holding an inception meeting with WCUK staff and reviewing any relevant documentation to gather background information
- Drafting an inception report, including a detailed methodology, all data collection tools and a data analysis framework
- Incorporating feedback on inception report into planned approach and activities
- Organising the logistics for field travel
- Recruiting and training data collectors and supervising field data collection and entry
- Conducting participatory data collection in sampled schools
- Providing the typed raw data to WCUK M&E Officer.
- Analysing and synthesising both qualitative and quantitative data and preparing report
- Submitting draft report, with accompanying data analysis to WCUK-Uganda and WCUK-UK contact staff for feedback
- Incorporating feedback and submitting a final report that responds to the key learning questions and provides clear findings and robust recommendations which can be directly applied to WCUK's future programming

7.2 War Child UK will be responsible for:

- Preparing relevant documentation and making it available to the consultant
- Holding an introductory meeting with the consultant to provide background information and to finalise timelines and expectations.
- Supporting the identification of key informants
- Reviewing the inception report and providing the consultant with specific and timely feedback

- Providing support to the recruitment and training of data collectors as necessary
- Reviewing the draft final report and providing the consultant with specific and timely feedback
- Managing and supporting the consultant throughout the evaluation process

8. DELIVERABLES

- Inception Report with Evaluation Work Plan.
- Draft report(s) for review with qualitative and quantitative data analysis interface in MS Excel.
- Final Evaluation Report: should be in English, no more than 30 pages and free of jargon. Annexes can be outside this page limit with information on technical details, list of informants and work schedule. The report should include an executive summary and the analysis of achievements should be supported with relevant data with information on how this has been sourced. Recommendations should also include details as to how they might be implemented.
- The report must include:
 - Title Page;
 - Table of Contents / Figures and Tables;
 - Abbreviations / acronyms page;
 - Executive summary (not more than 3 pages);
 - Background and a short introduction to the project;
 - The evaluation methodology;
 - Findings;
 - Innovation and lessons learned;
 - Case Studies and photos and;
 - Conclusions and Summary of Recommendations
- Lessons sharing/dissemination document capturing key impact and learning and presented in a reader friendly and marketable format.
- Opening and closing works

9. TIMEFRAME

The evaluation process is expected to be initiated by January 12th, 2015 and take approximately six (6) weeks depending on the final work plan agreed by War Child UK. The final timeline can be confirmed with the evaluation team at the proposal/Inception Report stage depending on the methodology proposed.

SNo.	Activity	Period	Expected Output
1	Preparation: <ul style="list-style-type: none"> ➤ Review of the project and key documents. ➤ Finalise inception report and review with WCUK 	2 nd – 13 th February 2015	Inception report, key indicators and data collection tools
2	Piloting tools and methodologies: <ul style="list-style-type: none"> ➤ Pilot the tools/techniques and adjust if necessary. 	16 th – 20 th February 2015	Approved data tools and methodologies.

SNo.	Activity	Period	Expected Output
	➤ Approve tools & techniques, data analysis method, procedures and schedule, key indicators with WCUK		
3	Data collection ➤ Opening workshops with WCUK and partner staff ➤ Field visits for data collection	23 rd February – 6 th March 2015	Data tools filled with quality data.
4	Data processing, entry, cleaning, analysis and reporting. ➤ Data analysis and drafting and submission of draft report for WCUK review	9 th – 20 th March 2015	Data entered into databases and draft End of Project Evaluation Report
5	Validation and report compilation. ➤ WCUK review feedback sharing and Consultant updating the report according. ➤ Stakeholders/participants for validation and feedback - revise findings based on the comments received ➤ Submission of final report after incorporating WCUK's and stakeholders' feedback on the draft report	23 rd – 25 th March 2015	Final End of Project Evaluation Report
6	Evaluation findings dissemination. ➤ Lesson dissemination workshop planning and finalisation ➤ Lesson Sharing Document preparation and printing including child friendly versions ➤ Closing workshop with WCUK, Partner staff and key Stakeholders	26 th - 27 th March 2015	Final End of Project Evaluation Report disseminated to the stakeholders.

10. DOCUMENT REVIEW

The consultant is expected to review all possible sources of existing information and prioritise the list in terms of reliability, cost and time efficiency:

- Project final proposal and grant start-up.
- Project Annual Reports.
- Project proposal, log frame, Detailed Implementation Plans (DIPs).
- Baseline Report / (Baseline information).
- WCUK Global Programming Framework (GPF) and 5 years strategy (2013 – 2017).
- Sources of existing information e.g. government records, government policies, strategy papers, studies etc.).
- All publications, researches (Market Surveys, School Inspection Reports and Kids Live).
- Monitoring reports of all activities under the project **to include match funders.**
- Monthly, quarterly and interim reports

10. SUPERVISION AND REPORTING

The consultant shall be responsible to keep War Child UK abreast of progress made. The consultant will be supervised by a programme staff in WCUK and regular monitoring and review meetings will be conducted to review progress and respond to any challenges.

11. CONDITIONS

The consultant will work on her/his own computer and use her/his own office resources and materials in the execution of this assignment. The Consultant is responsible for her/his national/international travel to Pader and Agago (Uganda) while local transport to the project sites, security induction and accommodation (only 2 Lodgers) in War Child's guest house in Pader will be provided by War Child UK. If the consultant(s) prefer staying in a hotel, expenses incurred will be paid by the consultant and not by War Child. The consultant will be responsible for his/her own subsistence and all other costs during the consultancy including payment of food and all applicable government taxes arising from this consultancy.

12. FUNDING AND PAYMENT

The consultant will be paid by War Child UK as follows:

- 25% on the submission and approval of Inception Report
- 25% on submission of the Draft Report
- 50% on successful completion of the activities and delivery of the expected outputs.

13. QUALIFICATIONS OF CONSULTANT:

Applicants should possess the following qualifications and experience:

- Masters' Degree in Development Studies, Social Work, Psychology, Sociology or related discipline coupled with advanced skills in Research Methodologies;
- At least 5 years' experience in evaluation of development/humanitarian work. A focus on primary education is desirable.
- Knowledge of and experience in child protection, education, and livelihood programming in Uganda or Africa
- Good research and monitoring and evaluation skills including participatory methodologies.
- Good understanding of the policy and legal environment on children and youth in Uganda.
- Demonstrable experience of undertaking desk reviews, as well as rapid assessments and/or evaluations.
- Significant experience of collecting and analysing quantitative data from small scale sample surveys.
- Experience of analysing and synthesising qualitative data using a rigorous approach.
- Experience of participatory Monitoring and Evaluation methods, in particular of facilitating data collection workshops with children in a sensitive and empowering manner.
- Experience of overseeing and training data collectors, including providing a quality assurance function.
- Experience of working within a dispersed team, remaining self-motivated, using initiative and responding appropriately to constructive feedback.
- Able to reliably access the Internet, as well as relevant national policy/planning documents and surveys.
- Willingness to familiarise self with, and sign up to abiding by, War Child UK's Child Protection Policy

14. CHILD PROTECTION

War Child UK has a Child Protection Policy and Code of Conduct that all consultants will be expected to comply with and will be required to sign a statement of commitment to the policy. The consultant will also undergo complete reference and/or police checks in advance of appointment.

15. RECRUITMENT AND APPOINTMENT:

Interested applicants are requested to submit the following information as part of the initial bid. All documents should be submitted to Ayen Joseph, omuganda@warchild.org.uk by **January 5th, 2015**.

- CVs of the evaluation team member(s) including current geographical location(s).
- Two page summary outlining the approach to be followed in designing and conducting the evaluation (including key deliverables and tools).
- Detailed budget with breakdown of daily rate plus number of days and other costs. The budget should not exceed **GBP 6,000**. The budget will be evaluated alongside the technical proposal and we reserve the right to make alternative suggestions on costing. The consultant is responsible for meeting their own subsistence, accommodation and travel costs.
- Three references (at least two of whom must be familiar with your work)
- An example of a recent/relevant evaluation report (please share the web link if it is published)

Please note that submissions which do not meet all the above requirements will not be reviewed.