

## 1. PROGRAM OVERVIEW

<b>Program name &amp; location</b>	FCJ Learning and Development Center, Inc – Integrated Community Development– Urban Slum Barangays Bagong Silangan and Payatas, Quezon City, Philippines
<b>Program duration</b>	1 July 2006 to 30 June 2021 (previous phase) 1 July 2021 to 30 June 2023 (transition phase)
<b>Program sector/s</b>	Income Development, Protection , including Child Protection and Disaster Risk Management
<b>Implementing agency</b>	FCJ Learning and Development Center, Inc
<b>Total budget</b>	AUD 200,000 over two years (transition phase)

## 2. PROGRAM BACKGROUND

The Integrated Community Development – Urban Slum project works in Barangays Bagong Silangan and Payatas in Quezon City, Philippines, and primarily targets women, youth and vulnerable adults, training them to acquire skills and develop their knowledge to improve their way of life and long-term hope for the future. Through an integrated community development approach, income generation skills are expanded to promote empowerment and economic resilience. The project addresses health issues and provides regular health clinics as well as training for community members so they can help address social issues, reduce illness, increase nutritional knowledge and enhance basic services. Additional non-formal education is also provided for out of school youth such as computer classes, which have resulted in increased confidence and helped students make decisions that affect their future and greater employment opportunities. The project intends to facilitate the use of the communities' strengths and resources to bring about better health and lifestyle for the project participants. The women, youth and vulnerable adults involved are given opportunities to learn livelihood skills and strategies to improve their income and increase self-reliance. Sustainability of the project is a central objective, and stakeholders will be encouraged to participate, take ownership of the program, and be trained to manage them independently.

Between July 2006 and June 2021, the project operated on an ongoing, annual basis, without a long-term goal or outcomes. In 2020 CA began working with FCJ to adopt the Asset Based Community-driven Development (ABCD) approach, which involved multi-year visioning with target communities to identify intended changes to work on together. However, with the onset of COVID-19 this was delayed. In 2021 efforts resumed, and a one-year transition phase to trial and strengthen using the ABCD approach started in July 2021, with intention to design a multi-year phase based on learnings from this year, to start July 2022. This transition phase was extended one more year to allow greater time to apply and capture lessons learned to inform the new design.

The current transition phase of the project has four specific objectives, which are:

- To increase and diversify income of households in 6 areas and food production in area 5.
- To encourage and support learning opportunities for youth and adults.
- To improve community health and wellness through workshops, clinic and awareness sessions.
- To strengthen resilience and social cohesion through awareness and community building initiatives.

### 3. EVALUATION TYPE, PURPOSE AND SPECIFIC OBJECTIVES

Mid-term

End of program

Ex-post

Internal

External

Caritas Australia is looking for an external consultant to conduct this end of program evaluation. The main purpose of the evaluation is to learn from the current phase and help inform project design for the next phase. It is not seeking to quantitatively validate project achievements against indicators, but rather qualitatively examine what worked well and not so well, why, and what should be done to improve future programming. It should focus on the first year of the transition phase, while also comparing with the previous 3-4 years prior.

Specifically, the evaluation is expected:

1. To explore the perceived changes that the project has brought about in the lives of the participants and their communities during the current project period, specifically regarding household income, food security, and health and wellness.
2. To identify what is valued, the perceived challenges, and improvement suggestions concerning the approach applied during the project period and specifically during the last year of the project, from both the participants' and the partner staff's perspectives.
3. To highlight lessons learned and provide recommendations that will assist Caritas Australia and FCJ to improve future programming.

### 4. EVALUATION SCOPE & TIME FRAME

The intended time frame for the entire consultancy for evaluation purposes is expected to run no more than 15 days. Note that FCJ is not available for the evaluation from 24th August until 30th September 2022, and so the field work schedule will have to be planned around these dates.

The evaluation will focus on the project participants and partner staff. A sample of participants to be interviewed should be selected from the participants in the two project areas – Areas 5 & 6 Sitio Veterans, Bagong Silangan 1119 Quezon City. The evaluator will determine the appropriate sample size based on the objectives of the evaluation, approach to be used, and project information.

The evaluation will include a desk assessment and review of documents, drawing on project and partner documents, and secondary information about the project location as determined by the evaluator. An evaluation plan should be completed and shared with Caritas Australia before deployment to collect field data. All documents, reports and other files required will be provided by Caritas Australia in collaboration with FCJ. The evaluator will be expected to share their preliminary findings following field data collection with project participants, Caritas Australia staff, and implementing partner staff at the end of the field visit.

- Two days desk review of all project documents
- Two days formation of evaluation plan submitted to Caritas Australia before deployment
- Five days field data collection including end of day de-brief and analysis
- One day in field for final analysis to form general recommendations. This time will also be used to form a validation presentation for stakeholders.
- One day facilitation of validation workshop to share initial findings with primary stakeholders to check interpretation of data collected.
- Four days total to write draft report and revise based on Caritas Australia comments.

## 5. AUDIENCE FOR THE EVALUATION

The evaluation is commissioned by Caritas Australia. It will assist both Caritas Australia and FCJ to assess project impact and direct future programming. It will also be submitted to Caritas Australia's Impact Department and Programs Department, specifically the Asia Team. In addition, it is envisioned that FCJ will share relevant sections with project participants and relevant stakeholders at grassroots level.

## 6. KEY EVALUATION QUESTIONS

The key evaluation questions that the evaluation will address are:

### *Effectiveness:*

- What significant changes, both positive and negative, intended and unintended, have occurred in the lives of participants, and what has been the contribution of the project towards these, specifically in the areas of income, food production, education, health and wellness, and empowerment of vulnerable and marginalised groups?
- What were the specific enablers or challenges that contributed towards or inhibited the achievement of these change, from both the participants' and the partner staff's perspectives?

### *Appropriateness:*

- In what ways did the project design meet/not meet the needs and priorities of the participants and their communities? Were there mechanisms in place which helped them address these during the project implementation?

### *Sustainability:*

- What is the likelihood that the benefits of the project will be sustained after its conclusion? Why?
- What is the level of ownership and integration of the project in the community?

### *Inclusion:*

- Which are some examples of strategies that worked for engaging and creating opportunities to empower the most vulnerable and marginalised? What are the experiences from women, elderly, and PLWD perspectives?

### *Safeguarding*

- How have safeguarding (PSEAH and child safeguarding) standards been integrated throughout project delivery?

### *Lessons learnt:*

- What lessons learned and best practices can be drawn from the project implementation?
- What changes could be recommended to improve future iterations of the project in the given context?

## 7. METHODOLOGY AND EVALUATION PLAN

The evaluation methodology will be participatory and should focus on qualitative methodologies. Field visits, which will include community consultations, focus group discussions (FGDs), key informant interviews, the use of participatory tools, discussions/meetings with local stakeholders, and direct observation, will be the primary source of information. The field work will be complemented by desk analysis of available documents relating to the project.

The methodology will ensure that the evaluation includes reflections from the most vulnerable and marginalised, including sub-groups and individuals within the broader project participants. Special attention will be given to engaging the participation of women and children, the elderly, and people with disability. Gender-sensitive data collection methods (e.g., separate focus groups for men and women) should be employed where appropriate. The opinions of local leaders from communities, local government, and members of civil society organisations will be sought regarding how the FCJ project is perceived by the wider community and if anything has changed for the wider community as a result of the project.

The external evaluator, in discussion with relevant Caritas Australia staff, will determine appropriate data sources and methods/tools of assessment. Generally, evaluations will comprise the following discrete research and analysis components:

- **Desk assessment** – provide relevant baseline, design and implementation documentation to the external evaluator for familiarisation.
- **Field data collection** – the external evaluator will visit program sites and partner offices to collect data and analyse evidence. A variety of methodologies will be employed to collect quantitative and qualitative data, including interviews and focus group discussions with program participants, staff and volunteers.
- **Findings analysis & testing:** Review meetings regarding initial findings with primary stakeholders (communities, partner staff, and CA staff) to check interpretation.

Caritas Australia is particularly focused on promoting accountability to our program participants, and enabling meaningful participation throughout the program cycle, including the evaluation process. Accordingly, evaluation methodologies and planning should include:

- Adequate time with a diversity of project participants and community representatives;
- Clear documentation of the perspectives of the individuals and communities in which the program is active (ideally including first person quotes or case studies);
- Opportunity to provide feedback regarding initial findings to check interpretation; and
- Key program informants and important background documents will be discussed following appointment of an evaluator.

## 8. EXPECTED DELIVERABLES

A detailed Evaluation Plan will be prepared by the Evaluator in consultation/collaboration with the Caritas Australia and FCJ support teams. The Evaluation Plan will set out a participatory process that will enable assessment of impact of the specific objectives of the FCJ project. In order to investigate the key questions for the evaluation, the Evaluation Plan will detail specific research questions, data sources, and data collection methods and tools.

The evaluation plan will usually include:

- Key considerations
- Qualitative/Quantitative evaluation methods
- Evaluation schedule
- Data Analysis methodology

- Evaluation methodology and specific tools
- Interview questions for each stakeholder group
- Other key information specific to this evaluation
- Plan for validation presentation to stakeholders

A validation workshop will be held upon completion of field data collection in which the evaluator will present the draft findings and recommendations to representatives from Caritas Australia and FCJ staff. Feedback from this session will be collated and included in the final evaluation report.

A draft of the final evaluation report will be submitted to Caritas Australia for comments and review. The final report will usually include:

- An executive summary and overall recommendations
- Key findings and an analysis of these findings
- Successes/challenges and the reasons for these
- Lessons learned
- Specific recommendations on any aspect of the program, its planning, implementation, management, coordination and other related factors.
- Where the evaluation covers multiple program partners: Specific and exclusive recommendations for each partner and program (i.e. separate reports or clearly distinct sections)
- Appendices of statistical data, participant interview transcripts, data coding and analysis, case studies, photos etc.

The length of the report will be determined by the evaluation scope, however should, as a rule, be no longer than 30 pages, excluding appendices.

Importantly the executive summary needs to be of a standard to share across the agency and potentially externally. Note that the executive summary will also be translated for dissemination to program partners and evaluation participants – please state who will be responsible for this translation.

## **9. EVALUATOR REQUIRED KNOWLEDGE AND EXPERIENCE**

The recommended text for this section is provided below – fill in the details as required.

- The evaluation will primarily be conducted by an external evaluator, contracted by Caritas Australia. Appropriate Caritas Australia staff will also be part of the evaluation, if possible (due to COVID-19). Otherwise Partner's team will assist.
- The external evaluator will be selected based on the following skills, experience, and qualifications:
- Extensive knowledge of Monitoring, Evaluation and Learning (MEL) theory and practice.
- Demonstrated experience evaluating international development programs using qualitative and participatory methodologies.
- An understanding of the historical, political, social, and cultural context of the Philippines, and preferably of urban slums like where the project is implemented.
- The ability to respectfully and effectively communicate with diverse groups of people.
- Strong interpersonal and facilitation skills, and cultural and gender, Safeguarding/Social Protection/CPP sensitivity in working with local communities and a range of stakeholders.
- Bachelor's degree or post graduate qualifications (or Phd holders) in relevant fields.

- Excellent oral communication skills and the ability to deliver high quality written reports in English.

## 10. LOGISTICAL SUPPORT

Logistical support is usually provided by the implementing office.

The following support will be provided to the evaluator:

- Program and partner documentation, including program designs and interim and annual reports will be provided to the external evaluator by Caritas Australia's Asia Programs Coordinator
- Details on field visits i.e. Number of days to be engaged, transport, meals and other logistical considerations to be coordinated by FCJ and CA in consultation with the external evaluator and Caritas Australia.
- Interviews and meetings, physical and virtual, with program participants, staff, and volunteers will be coordinated by FCJ in consultation with the external evaluator and Caritas Australia.

## 11. KEY TERMS AND CONDITIONS

- Payment will be on submission of Tax Invoice on delivery against milestones.
- Travel, meal, & accommodation costs and other expenses related to the assignment except where otherwise stated in the Terms of Reference above will be paid for directly by Caritas Australia, and so should not be included in the budget proposal. In circumstances where the contractor is required to purchase these, they will be reimbursed upon provision of receipt.
- All equipment and materials required for the assignment are to be provided by the contractor except where otherwise indicated in the Terms of Reference above
- Caritas Australia may request written evidence of necessary insurance, including workers' compensation, superannuation, and taxation prior to commencement of the assignment.

### **Our commitment to safeguarding**

At Caritas Australia, we recognise the personal dignity and rights of all people, especially children and vulnerable adults towards whom we have a special responsibility. If you are offered this contract, you will be required to undergo reference checks and provide relevant background checks, including police checks. You will also be required to sign our Code of Conduct which includes a section on Professional Behaviour Standards for the Protection of Children and Vulnerable Adults as well as to abide by our safeguarding policies.

### **Our commitment to diversity**

At Caritas Australia, we support an inclusive and diverse workforce. In particular we encourage Aboriginal and Torres Strait Islander applicants for all advertised positions.

## 12. APPLICATION PROCEDURE

Interested parties are requested to submit:

- **A cover letter** of no more than 2 pages introducing the evaluator/organisation and how the skills and competencies described above are met, with concrete examples. Please also use this cover letter to indicate the consultants' availability for the proposed period.
- **Technical Proposal:** The technical proposal should include an interpretation of the objectives of the consultancy, methodology and work plan, organisation/individual capacity statement, past experience and activities related to evaluation, CVs of the consulting team and their roles in the achievement of the assignment; and details of three professional referees.
- **Financial Proposal:** A one-page budget of the offer, covering all major anticipated costs.
- **Examples** of previous evaluation reports for evaluations conducted in livelihoods, WASH or in other sectors

Please send applications or direct any queries to Tim Morris, Caritas Australia Asia DMEL Lead, at: [tim.morris@caritas.org.au](mailto:tim.morris@caritas.org.au) by 01 August 2022.



## ANNEX: SUGGESTED FORMAT FOR THE EVALUATION REPORT

Title Page should include the title of the program, the date of report and the author/s name. The following is a list of suggested sections:

- Table of Contents
- Acknowledgements
- Maps
- List of Acronyms
- Executive Summary should briefly describe:
  - Program description and context
  - Objective of the evaluation
  - Methodology and evaluation team
  - Major findings
  - Key recommendations
  - Program Description should include: context, project objectives, stakeholders and participants.
- Purpose of the Evaluation
  - Audience for and use of the evaluation
- Evaluation methodology
  - Data sources
  - Strengths and major limitations of the methodology
  - Evaluation team
- Project description
  - Project objectives, expected outcomes, theory of change, scale of the intervention (size of the target population, number of participants, total budget)
  - Partner Team
- Evaluation findings and analysis, including:
  - Main findings (synthesised quantitative or qualitative evidence from the data collected) per each evaluation question
  - Analysis and conclusions from the evaluator, including the identification of best practices and opportunities for future projects
  - Recommendations

Note: The suggested format is a Findings, Conclusions, and Recommendations (FCR) matrix. This is a table where rows contain the evaluation's criteria/questions and columns synthesise: Findings (quantitative or qualitative evidence from the data collected), Conclusions (overall evaluator's assessment and comparison with MELF targets, when appropriate), and Recommendations (relevant and actionable advice according to the evaluation questions).
- Annexes (to the evaluation report):
  - Terms of Reference for the evaluation
  - Evaluation Plan and timetable
  - List of individuals interviewed and of stakeholder groups and/or communities consulted
  - List of supporting documentation reviewed
  - Research instruments: questionnaire, interview guide(s), etc. as appropriate
  - Project logical framework (if applicable)
  - Specific monitoring data, as appropriate
  - Summary tables of progress towards outputs, outcomes, goals (referring directly to any established indicators)