

External Consultant(s) to Conduct Participatory Evaluation & Re-Design for Caritas Australia Timor Leste Program

Agency:	Caritas Australia Limited	Location:	Timor Leste
Key Contact:	Helder Teixeira, Caritas Australia Timor Leste Program Manager	Contract Period:	November 2023 to April 2024

1. Organisational Background

Caritas Australia is the Catholic agency for international humanitarian relief and development in Australia. Through relationships with the Church, partners and communities in Africa, Asia, the Pacific and Australia, Caritas Australia helps to end poverty, promote justice and uphold dignity.

Our programs promote the good of every person regardless of their religious, political or cultural beliefs. We envisage a world in which children, women and men most vulnerable to extreme poverty and injustice are agents of their own change and architects of their own development.

2. Project Background and Context

Since July 2016, Caritas Australia has been working in partnership with a number of local organisations based in Timor Leste to implement two projects – the Protection Program, and the Livelihoods/DRR Program. The scale of the two projects has changed over the years, with the Protection Program currently implemented in Baucau, Viqueque, Manufahi, Bobonaro and Oecusse municipalities, in partnership with seven local partners, and the Livelihoods/DRR Program implemented by five partners in Oecusse, Bobonaro, Liquica, Manufahi, and Manatuto municipalities.

The primary focus of the Protection Program is to enhance interpersonal relationships and social cohesion through increasing social awareness, strengthening family relationships, and support services through women’s shelters for survivors of gender-based violence including domestic violence, as well as providing them small grants to sustain their living. The primary focus of the Livelihoods/DRR Program is to improve local diversification of livelihoods including farming, husbandry, fishery and other off-farm business activities such as savings and loan activities, handicraft and kiosk retailing, as well as disaster risk reduction activities to sustain the living of the most vulnerable communities.

The two projects will conclude in June 2024, and Caritas Australia plans to replace these projects with one integrated project implemented by the same 12 partners, focussing on the intersection between climate change and gender-based violence. The decision to consolidate these two thematic areas into a unified project stems from the recognition of the interconnectedness between climate change and gender-based violence, particularly evident in Timor-Leste, where traditional norms and climate impacts exacerbate existing gender inequalities, leading to increased vulnerabilities and risks for women and girls.

3. Purpose

The purpose of the consultancy is to:

- (1) undertake an end-of-project evaluation of the two projects, addressing the Evaluation Questions in Annex 1;
- (2) facilitate a participatory, community-driven process to collaboratively design the new phase of the project, taking into account the evaluation findings; and
- (3) build the capacity of Caritas Australia Timor Leste and implementing partner staff in the design and use of participatory design, monitoring, evaluation and learning approaches.

4. Objectives

The primary objective of the evaluation component is to facilitate learning for the design of the new phase. This entails reviewing the current projects to capture valuable lessons learned that can be applied to ensure future programming is effective, efficient, and capable of creating sustainable impact. The evaluation will provide a comprehensive assessment of the projects, encompassing formative elements such as design and program logic, the project's approach and implementation process, and results achieved. The specific evaluation objectives include:

- (1) To identify and assess key internal and external factors related to project design, implementation, and management that contributed to, affected, or impeded project achievements.
- (2) To evaluate the changes the projects have made in the lives of participants and communities engaged. Identify, understand and document strengths, challenges, and lessons learned.
- (3) To provide recommendations to enhance project design, implementation, and management for the next phase, including the most effective strategies for integrating key elements and best practices from the two existing projects into a unified, integrated project.

The primary objective of the design component is to guide the project design process, ensuring that it is a robust, inclusive, and participatory approach.

The design should be grounded in a comprehensive understanding of the situation, with a particular focus on identifying the different forms of inequality or exclusion within the communities. This includes recognising those who are most underrepresented, marginalised, and vulnerable to poverty and all forms of injustice.

Based on this in-depth understanding, a planned intervention should be developed to build on the existing assets and effectively address barriers, specifically targeting the identified inequalities and exclusions. The design should be evidence-informed, drawing upon a body of knowledge about what works, integrating evaluation findings, research evidence, practitioner expertise, and the knowledge and experiences of participants.

5. Methodology

The Consultant(s) will be required to select the consultation, data collection and analysis tools and approaches to be used to gain the information required to undertake each phase of the consultancy.

The Consultant(s) will also work with Caritas Australia in defining the scope of the evaluation and design process, ensuring an appropriate sample size, timeframe and stakeholder management plan. The following approaches must be upheld throughout:

- **Participatory:** the process must capture the voice of all relevant stakeholders and ensure that opportunities for genuine participation, regular feedback and community review are provided.
- **Strengths-Based:** the process should identify the assets, resources, relationships and knowledge that exist within current and target communities that can be built upon and harnessed through the project
- **Inclusive:** the process must effectively identify and address through appropriate strategies the barriers that may prevent the participation of people affected by marginalisation, in particular people with disability, women and girls, and others who experience vulnerability on the basis of their gender or gender identity, sexuality, age, indigeneity, or any other factor.
- **Capacity Strengthening:** The Consultant(s) will involve Caritas Australia and implementing partner staff in all phases of the consultancy; and provide training to staff in data collection tools. The process should empower and build the skills of staff and communities.

It is expected that the Consultant(s) will develop approaches for initial community engagement and regularly feedback the findings of the evaluation process, participatory design process, and the resulting design document with key stakeholders, particularly expected project participants, in accessible formats to enable final community input. Approaches for community engagement and feedback should be outlined in the Consultancy Proposal.

The Evaluation proposal must adequately address potential risks, safeguarding issues and ethical considerations of the evaluation, particularly in regard to engaging with survivors, people with disability, and other vulnerable people in the target locations.

A full proposed methodology is outlined in Annex 2.

6. Deliverables

The below table outlines the key deliverables of the consultancy. Progression to the next phase of the consultancy will be dependent on approval of the preceding deliverable.

Product	Details
Consultancy Proposal	The Consultant(s) will draft an overall proposal, including detailed evaluation plan and indicative design plan. At a minimum the proposal should outline the methodology, timeframe, overview of approaches and tools, stakeholder management plan, risk assessment, ethics considerations and budget for each phase of the consultancy.
Draft Evaluation Report	The Consultant(s) will submit a draft evaluation report with recommendations to Caritas Australia and implementing partners for comment.
Final Evaluation Report	The Consultant(s) will submit a final evaluation report incorporating comments and feedback from Caritas Australia and implementing partners.
Detailed Design Plan	The Consultant(s) will submit a final design plan, noting it may have changed from the indicative plan as a result of findings from the evaluation

Draft Design	Draft design document and accompanying attachments using Caritas Australia template and in line with Caritas Australia's Design Guidelines. Must include analysis of the context in which the project will take place, the change that communities would like to see, how the project will achieve the desired change, and how change will be measured.
Final Design	Final design document and accompanying attachments, incorporating comments and feedback from Caritas Australia.

7. Logistics and timeframe

All logistics during field visits, including accommodation, will be arranged by Caritas Australia. The Consultant(s) will be responsible for ensuring any additional costs are included in the budget to be submitted with the Expression of Interest.

It is expected that the consultancy will be completed by 15 April 2024 with submission of the final Project Design. It is estimated that around 50 working days will be required for the consultancy, subject to negotiation. Any extension of the consultancy must be approved by Caritas Australia and is subject to availability of funds.

It is expected that the Consultant(s) will determine the time required for the delivery of each product in consultation with Caritas Australia and implementing partners. The specific deadlines will be negotiated based on proposed timeframe in the Consultancy Proposal.

8. Consultancy Management

The consultancy will be managed by the Caritas Australia Timor Leste Program Manager, with support from Caritas Australia Asia Design, Monitoring, Evaluation & Learning (DMEL) Lead in Sydney.

The Consultant(s) will be required to submit a detailed budget that includes all expenses that derive from the work of the consultancy. The Consultant(s) must take into account:

- The payment for this consultancy includes insurance, tax, and any other costs associated with the service.
- The expenses from transport, food, accommodation, and travel are assumed by the Consultant(s).

Payment will be by the Caritas Australia Timor Leste office in US Dollars. The Consultant(s) will be required to invoice Caritas Australia in line with the Consultancy Agreement. Payment will be phased based on the delivery and approval of key Consultancy Products:

- 20% upon the receipt and approval of the consultancy proposal
- 40% upon the receipt and approval of the evaluation report
- 40% upon the receipt and approval of the project design document

9. Selection Criteria

The consultancy is open to National or International Candidates. The Consultant(s) will be selected based on the following skills, experience, and qualifications:

- Strong international development project evaluation experience, particularly methods for qualitative data collection, analysis and interpretation.
- Demonstrated success in applying participatory and community-led methodologies in project design, ensuring active community involvement and stakeholder engagement.
- Demonstrated ability to develop project logics or theories of change that provide a clear, evidence-based pathway for creating desired impact.
- Flexible and able to adapt to a complex situations, with demonstrable high-level interpersonal and cross-cultural skills, such as building collaborative relationships internally and externally.
- Ability to synthesise and communicate complex development context issues, in English and Tetum, and in writing.
- Expertise in climate change, resilient livelihoods, gender, and protection within the context of Timor-Leste.
- Extensive experience working in Timor-Leste, and a solid understanding of the local context, culture, and specific challenges.
- Fluency in Tetum and proficiency in English.

10. Application Procedure

Expressions of Interest are due 27 November 2024. Submissions will be assessed on a rolling basis and candidates may be selected for consideration before the closing date. Please send any queries regarding the consultancy, and all Expressions of Interest to Helder Teixeira, Timor Leste Program Manager, via Helder.Teixeira@caritas.org.au, copying in Tim Morris, Asia DMEL Lead, via Tim.Morris@caritas.org.au.

All Expressions of Interest should include:

1. Current CV with details of 2 relevant referees
2. One page statement of capability addressing the selection criteria.
3. Two-three page proposed evaluation and design plan (including draft calendar of events, tools selected for each phase of the consultancy, list of proposed stakeholders, capacity building approach, and limitations of consultancy)
4. Quotation including daily rate, and confirmation of availability to complete the consultancy within the specified time frame

11. 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 position, you will be required to undergo relevant background checks, including police and reference 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.

Annex 1: Evaluation Questions

Focus Area	Explanation	Proposed Evaluation Questions
Relevance/ Appropriateness	Measures whether the approach was tailored to the specific community needs/priorities; and the priorities of stakeholders	<ul style="list-style-type: none"> To what extent did the projects respond to and meet the needs and priorities of those that they sought to benefit? How can the design of the new project phase better align with the identified needs and priorities of the target communities, taking into account the lessons learned from the previous projects?
Coherence	Measures whether the project fits into the broader development context and aligns with internal and external priorities	<ul style="list-style-type: none"> How well did the projects align with government development plans and policies and how well did they complement other development initiatives in the target area? How can the new project phase be designed to ensure greater coherence with government development priorities, and complement and not duplicate other ongoing development efforts?
Efficiency	Measures outputs in relation to inputs (including financial inputs, human resources, time etc.).	<ul style="list-style-type: none"> To what extent is the relationship between inputs and outputs timely, cost-effective and to expected standards? How could efficiency be enhanced in future programming? To what extent have the projects utilised and enhanced local services and resources? How could these supports be better leveraged in future programming?
Effectiveness	Measures the extent to which the projects have achieved their intended objectives and goals.	<ul style="list-style-type: none"> To what extent did the two projects achieve their intended outcomes and objectives, and what factors contributed to or hindered their effectiveness? How can the new project phase be designed to enhance its effectiveness in achieving desired outcomes and addressing identified challenges?
Impact	Measures broader and often unexpected results of the projects (both positive and negative).	<ul style="list-style-type: none"> What significant changes, both positive and negative, intended and unintended, have occurred, and what has been the contribution of the projects towards these? How can the new project phase be structured to maximise its impact and influence long-term, positive changes in the lives of participants, building on the achievements and addressing any negative impacts identified in the evaluation?
Sustainability	Measures whether project benefits are likely to continue beyond completion.	<ul style="list-style-type: none"> What is the likelihood of the continuation of project outcomes and benefits after completion of the projects? What additional steps or changes in approach should the new project phase undertake to further enhance sustainability?
Cross-Cutting Issues	Measures if the project benefits were felt equitably, and if broader social impacts (empowerment, gender equity, disability inclusion etc.) resulted	<ul style="list-style-type: none"> To what extent did different segments of the target community participate in, and benefit from, the two projects equitably? What strategies can the new project phase adopt to further enhance the inclusion and equitable distribution of benefits, and promote broader social impacts for all?

Annex 2: Proposed Methodology & Timeframe

Phase	Purpose	Methods/Actions	Products/Deliverables	Proposed Completion
Consultancy Proposal	<ul style="list-style-type: none"> Clarify expectations for consultancy and confirm methodology, deliverables and timeframe 	<ol style="list-style-type: none"> Draft Consultancy Proposal and seek feedback from Caritas Australia 	<ol style="list-style-type: none"> Consultancy Proposal 	Within 1 week of consultancy agreement
Evaluation of Protection Program and Sustainable Livelihoods/DRR Program	<ul style="list-style-type: none"> Evaluate the relevance, effectiveness, efficiency, sustainability and impact of the two projects Identify lessons learnt and recommendations to feed into future project design 	<ol style="list-style-type: none"> Desk Review of Project Documentation and other relevant documents Development/adaption of data collection tools Training for Caritas Australia & implementing partner staff in data collection methods Participatory data collection, collation and analysis Community 'Sense-Making' & Feedback Report Writing 	<ol style="list-style-type: none"> Menu of data collection tools and methodology Draft Evaluation Report Final Evaluation Report 	<p>07 January 2024</p> <p>21 January 2024</p>
Participatory Project Design	<ul style="list-style-type: none"> Identify the key development issues facing the community Identify who these issues are impacting the most (and why) Identify what the underlying causes of these issues are Identify what local assets exist to address these issues, including the skills and knowledge of community members as well as the national and local strategies already in place Identify desired changes at individual, community, and structural levels Generate possible solutions to achieve the change communities want, drawing on the skills, assets and resources in the local context Assess the feasibility, sustainability 	<ol style="list-style-type: none"> Understanding of current situation (context analysis), including through: <ul style="list-style-type: none"> Primary data collection, e.g.: <ul style="list-style-type: none"> Community and stakeholder consultations Review of secondary data Validation and sense-making of findings Draft project intervention based on findings of context analysis, evaluation, other research and evidence Draft MEL plan Validation and sense-making of planned intervention and proposed MEL activities Incorporate feedback and finalise draft 	<ol style="list-style-type: none"> Draft Project Design, including: <ul style="list-style-type: none"> Design Narrative Project Budget Project Risk Assessment Implementation & MEL Framework Final Project Design 	<p>07 April 2024</p> <p>21 April 2024</p>

	<p>and potential effectiveness of each to decide on the most appropriate intervention</p> <ul style="list-style-type: none"> • Understand the assumptions and risks involved in the selected intervention • Understand what additional inputs are required to achieve these changes (resources, skills, partnerships etc.) and identify stakeholders who can contribute these inputs • Understand how we expect the intervention to lead to the desired change (theory of change), and how we will measure this (monitoring, evaluation and learning framework) • Document project design 	7. Develop MEL tools		
Capacity Development	<ul style="list-style-type: none"> • Ensure process is empowering for and builds the capacity of staff and partners to undertake future design, monitoring, evaluation and learning 	<ol style="list-style-type: none"> 1. Ongoing engagement, training and reflection throughout consultancy 2. Develop Methodology Document featuring menu of tools that can be used by Caritas Australia and implementing partners moving forward 	1. Methodology Document and/or menu of tools for ongoing use	21 April 2024 (plus ongoing capacity building throughout consultancy)