

Safe, Strong Communities

EVALUATION TERMS OF REFERENCE (TOR)

1. DETAILS

Date of ToR	November 2021
Evaluation Period	February-March 2022
Implementing Organisation	Anglican Church of Melanesia
Name of project	Safe, Strong Communities Solomon Islands
Project start date	July 2018
Project end date	June 2022
Project Value	AUD \$350,000
AOA key contact	Belinda Lauria

2. BACKGROUND OF PROJECT AND PARTNER

Background

Anglican Overseas Aid (AOA) and Anglican Church of Melanesia (ACoM) have a long-term and ongoing partnership, with a shared commitment to seeking a more abundant life for people living in Solomon Islands.

AOA accompanies ACoM in the implementation of the Safe, Strong Communities Project in Solomon Islands, with the aim of improving financial behaviour of women and youth, enhancing their ability to meet social and economic needs, and equipping males & females, faith & traditional leaders with the knowledge & capabilities needed to create an environment where the dignity of all people is valued & respected. The project's strategies focus on strong partnership approaches; between ACoM, the Mothers' Union, SafeNet and affiliated reporting and protection service providers.

This 4-year project received funding from the Australian Government's Department of Foreign Affairs and Trade under the ANCP (Australian NGO Cooperation Program) and Australian community. The ANCP seeks to contribute to Australian Government and partner country priorities to reduce poverty and promote sustainable and inclusive development.

Partner

The Anglican Church has had a presence in Solomon Islands for over 150 years. Today, ACoM is a well-established, well equipped civil society organisation with a broad community reach across the Islands. With a membership of some 200,000, it is the largest church in a country where some 96% of the population identifies itself as Christian and 70% of the population is under 30. As such, the Diocese structure reaches across the country and is particularly strong in Guadalcanal, Central, Isabel, Malaita, Makira, Temotu and Renbel. A particular asset is the presence of the Mothers' Union where a membership of 16,500 provides significant human resource and mobilisation capacity while addressing a broad range of social and other concerns including in the areas of family life, literacy, gender-based violence and emergency response.

Anglican Overseas Aid

AOA is an overseas relief and development agency of the Anglican Church of Australia that has been working for over thirty years towards a peaceful, just and sustainable world free from poverty. AOA works with partners in Africa, Asia, the Pacific and Middle East to empower local communities to address social issues and reduce poverty. AOA utilises a strengths-based approach to development.

Project Goal

Creating safer and more cohesive communities through the strengthening of human equity, enabling women and youth to flourish in a context of dignity and respect.

Project Outcomes as per Design

1. Women and youth are enabled to individually and co-operatively explore business development opportunities to improve income generation.
2. Males and females, faith and traditional leaders are equipped with the knowledge and capabilities needed to create an environment where the dignity of all people is valued and respected.

Project Outcomes as per Implementation

1. Women & youth improve financial behaviour, enhancing their ability to meet social and economic needs.
2. Males & females, faith & traditional leaders are equipped with the knowledge & capabilities needed to create an environment where the dignity of all people is valued & respected.

Project Theory of Change

The project's Theory of Change (ToC) focuses on a logic on behaviour change involving women, men, youth, faith and traditional leaders to enhance communities' capacity to meet their social and economic needs and create an environment where the dignity of all people is valued & respected. The project's design hypothesises **that**, (a) if the Mothers' Union leaders are equipped to promulgate savings groups with well-managed loan schemes, and women and youth engaged in savings groups are supported to enhance financial literacy skills and access loan schemes, and new and existing savings groups for women and/or youth are established and functioning well across 3 provinces, **then** women & youth improve financial behaviour, enhancing their ability to meet social and economic needs.

Secondly, recognising the pervasive issue of gender-based violence in Solomon Islands and acknowledging faith actors as influencers and change makers, the project hypothesises **that** women and male leaders can transform harmful societal norms and promote protection and referral mechanisms, **if** a) Provincial committees work with SafeNet (the national referral network of gender-based violence support services, coordinated by the Ministry of Women, Youth, Children and Family Affairs) stakeholders to enhance accessibility of referral systems and help build the project's provincial committees' professional capacity to respond to the needs of their communities, and b) Community members, including faith and youth leaders, receive theology of gender training, delivered through church activities and provincial government initiatives, and c) Provincial co-ordination committees are established in 3 provinces and equipped to engage leaders and guide community-level implementation, **then**, males and females, faith and traditional leaders will be equipped with the knowledge and capabilities needed to create an environment where the dignity of all people is valued and respected.

Thereby, creating safer and more cohesive communities through the strengthening of human equity, enabling women and youth to flourish in a context of dignity and respect.

3. PURPOSE AND SCOPE OF THE EVALUATION

Purpose

The purpose of the evaluation is to examine progress against the project goal and outcomes and target indicators, to identify evidence of project impact in the community, and to identify lessons learned to inform the design of future collaboration between AOA and ACoM.

Scope

The evaluation will review the current project cycle from 1st July 2018 to 30th June 2022. It will focus on all aspects of the current programming, including economic empowerment, gender transformative education and organisational capacity strengthening of ACoM and the Mothers' Union. A mixed-methodology approach will be used, the evaluation will adopt a participant-centred, participatory approach.

DAC Criteria

The following OECD Development Assistance Committee (DAC) criteria for quality evaluations will be incorporated into the key areas of inquiry detailed below:

- **Relevance:** What value does the project add to its context and situation, and how appropriate is the project to the community?
- **Efficiency:** Have project outputs been achieved at reasonable cost and has the project been cost effective or would other appropriates have led to achieving the same results at a more reasonable cost?
- **Effectiveness:** What progress did the project make towards its stated objective and outcomes? Did the project's strategies succeed in supporting the self-reliance of communities in relation to the project's key outcomes?
- **Impact:** What impact and effects have resulted from project activities that contribute towards long term social and economic change at the community level?
- **Sustainability:** Are the positive changes that have come about as a result of the project likely to continue without the project running?

4. EVALUATION QUESTIONS AND AREAS OF INQUIRY

The following are suggested evaluation questions. AOA and ACoM invite the evaluation consultant to use these as a guide for a final set of proposed questions to facilitate the required data collection.

Themes	Questions
<ul style="list-style-type: none"> • Relevance 	<ul style="list-style-type: none"> • What value does this project add to the community? • To what extent does this project meet community needs? • Do the key outcomes promote and contribute to individual and community self-reliance? • Are the outputs and indicators of the programme consistent with the intended outcomes?
<ul style="list-style-type: none"> • Efficiency 	<ul style="list-style-type: none"> • Were activities cost-efficient? • Were objectives achieved on time? • Was the project implemented in the most efficient way compared to alternatives?
<ul style="list-style-type: none"> • Effectiveness 	<ul style="list-style-type: none"> • To what extent were the objectives achieved? • What were the major factors influencing the achievement or non-achievement of the objectives? • What were the major factors that did or did not reinforce or produce self-reliance in beneficiaries?
<ul style="list-style-type: none"> • Impact 	<ul style="list-style-type: none"> • What has happened as a result of the project? • How many people have been affected and to what extent? • As a result of this project, what change was produced?

	<ul style="list-style-type: none"> • Has individual and community self-reliance been strengthened as a product of the outputs? • What are the project’s main achievements? • What do people do differently after involvement in the project?
<ul style="list-style-type: none"> • Sustainability 	<ul style="list-style-type: none"> • To what extent will the benefits of the project continue after the withdrawal of funding? • Will individuals and communities continue to be self-reliant post funding? How and to what extent? • What were the major factors which influenced the achievement or non-achievement of sustainability of the project?

5. METHODOLOGY

The contracted consultant may be based in Australia or the Pacific. The consultant will work with AOA to co-ordinate a small team of enumerators – staff and volunteers of the project team, based in Solomon Islands. The consultant may undertake the process remotely or in-person, depending upon country of residence and travel restrictions at the time of the evaluation.

The data required to answer the research questions is primarily data which serves to examine the *worth of the project* and the *value of the project approach*. Secondary, the data required will *explain* as well as *measure*, progress towards project objectives. Therefore, a mixed methods strategy is proposed, utilising a combination of qualitative and quantitative data with a summative focus as deemed appropriate to the design framework.

In line with the project goal, the evaluation will have a strong focus on inclusivity and the evaluation itself (both outcomes of the evaluation and the process/methodology) should have a strong emphasis on community engagement, involvement and learning.

The evaluation will include a GEDSI analysis, guided by AOA’s GEDSI Analysis tool given the thematic focus on gender transformation through education programs. The GEDSI analysis will aim to identify key issues contributing to gender, disability and social inequalities that have contributed to differences in participants’ development outcomes. The analysis will seek to understand related rights denials in a given context, relations affecting the achievement of sustainable results between project participants and, how GEDSI in target communities affects the relative status of the community, exploring whether the status of GEDSI exacerbated or reduced inequalities.

AOA and ACoM invite proposals of specific evaluation methodology from interested consultants with a strong track record of participatory evaluation, preferably with knowledge of the project’s key thematic areas in the geographical context. The methodology must be participatory, formative and summative in requested areas and involve community as a shared learning process.

As the purpose of the evaluation is to obtain a comprehensive understanding of the value and worth of the project that complements the progress towards outcomes, from the perspective of project participants and key stakeholders. It is anticipated that the evaluation will include a broad range of data sources and collection methods including:

1. Document review: Documentation regarding the project will be made available to the consultant, including the project design document, a baseline report, bi-annual reports, project monitoring reports, a formative evaluation, and other relevant documentation.

2. Semi-structured key informant interviews: These may be held with project staff at both ACoM and AOA, as well as key community stakeholders involved in the program, including women and men targeted by the project, and leaders of other community-based organisations (CBOs).
3. Focus Group Discussion (FGDs): FGDs may be held within the community enabling increased scope and convenience for community members to together discuss and provide feedback to AOA and ACoM their assessment of the project.
4. GEDSI Analysis: AOA's GEDSI Analysis tool should be utilised to ensure the Theory of Change is underpinned by culturally and contextually relevant approaches to GEDSI empowerment.
5. Observation: Observation of project activities in at least three project sites will be used to support triangulation of the information.
6. Data analysis: Analysis of qualitative and quantitative data.
7. Partnership Survey: Survey of AAH and AOA will be completed using the AOA partnership tool. Findings will be analysed and presented in the final report.

6. GUIDING PRINCIPLES

The evaluation will have a strong emphasis on participation and reflection by both AOA, ACoM and project participants on the value and worth of the program, progress the project has made over its current project and the successes and challenges of programming strategies. Members of AOA, ACoM and key stakeholders will be active participants in carrying out the evaluation.

The evaluation will uphold the strengths-based approach (SBA) of the project, which recognises that communities themselves possess existing strengths which can be leveraged for social good. It is recommended that the project use participatory methodologies with other complementary methodologies to uphold the SBA.

The following BOND Evidence Principles for assessing the quality of evidence will guide the quality of evidence collected and used to measure, learn from and demonstrate the project's impact.

1. **Voice and Inclusion**: Participants' views on the effects of the project and identify who has been affected and how.
2. **Appropriateness**: Data collection methods are justifiable given the nature of the project and purpose of the evaluation
3. **Triangulation**: Mix of methods, data sources and perspectives are used to make conclusions about the project's effects.
4. **Contribution**: How change occurred is explained and how the project contributed to that change is accurately attributed.
5. **Transparency**: Data sources, data methods used, results achieved, strengths and limitations are accurately reported.

A key objective is for the evaluation to be a learning process for ACoM and the community, and that the process itself benefits the community and project.

7. DISSEMINATION OF EVALUATION FINDINGS

Evaluation findings will be verified with community members and project partners progressively throughout data collection. The first draft of the evaluation report will be submitted to AOA and ACoM team members for review and verification.

AOA will share the final evaluation report with DFAT as required and success stories will be shared with permission, through AOA’s communication strategies as appropriate. ACoM will share findings of the evaluation with project stakeholders and communities. This will be key in gathering input into the design of a new project.

8. DRAFT TIMETABLE FOR INPUTS AND DELIVERABLES

The main output of the evaluation will be the Evaluation Report. The report will be completed in English and should address the Evaluation Report Checklist provided in Appendix 1. The key milestones are presented below.

Milestones	Responsible	Consultant Input Days	Approximate Due Date
Recruit consultant and sign contract	AOA and ACoM	N/A	10th December
Evaluation planning: <ul style="list-style-type: none"> Develop and finalise evaluation plan Documentation review Develop data collection tools 	Consultant	3 days	21st February
Fieldwork: <ul style="list-style-type: none"> Meet with in-country stakeholders Train enumerators Adapt plan if required and test collection tools Data collection Data verification with stakeholders, including evaluation workshop 	Consultant to lead in conjunction with AOA and ACoM	Up to 14 days*	5 th March
Data analysis and report writing:	Consultant	4 days	30th March
Finalise report: <ul style="list-style-type: none"> Share draft evaluation report AOA & ACoM provide feedback to consultant Feedback incorporated into final report 	Consultant AOA ACOM	N/A	15 th April
AOA obtains management response from ACoM	AOA	N/A	
Report submitted to donors.	AOA	NA	
Dissemination of Evaluation Report to stakeholders in country.	ACOM Lead	NA	

*If the consultant is to run the evaluation remotely, a reduced number of days for fieldwork will be negotiated as key responsibilities will need to be managed locally. As an indication for the purposes of preparing an EOI, fieldwork for a remote consultant will be between 5 and 7 days.

9. EVALUATION TEAM ROLES – INTERNAL & EXTERNAL

Role	Name	Responsibilities
Consultant	Consultant	<ul style="list-style-type: none"> • Lead on Evaluation • Develop the methodology and evaluation plan, including determining relevant data collection tools • Suggest alternative baseline or comparison data if required • Ensure the required data is collected and analysis carried out to make quality judgement of project achievements and challenges in progress towards project goal and objectives • Ensure evaluation meets DFAT ANCP requirements (including inclusion of GEDSI data). • Train in-country project team and volunteers as enumerators (if in-country), train in-country Project Manager as lead enumerator (if remotely facilitated) • Lead presentation of findings to key stakeholders (if in-country) • Write report, take on feedback & finalise evaluation report • Make recommendations for future collaboration
AOA	AOA Program Manager	<ul style="list-style-type: none"> • Oversee the evaluation process, liaise with consultant/ACoM • Co-design the evaluation with ACoM and consultant • Participate in data collection and analysis (as required) • Contribute to report review and finalisation • Distribute and circulate report within Australia, including donor • Obtain management report & consider recommendations
ACoM	ACoM ANCP Program Manager	<ul style="list-style-type: none"> • Co-design the evaluation with AOA and Consultant • Manage in-country logistics • Support stakeholder engagement • Facilitate data collection process in collaboration with the consultant • Participate in data collection and analysis • Contribute to report review and finalisation • Distribute and circulate report within country, including dissemination and consultation with target communities • Consider report recommendations for future programming

10. EXPRESSIONS OF INTEREST

Expressions of interest are invited for this consultancy by 30st November 2021 to blauria@anglicanoverseasaid.org.au. AOA and ACoM will jointly appoint the consultant. Expressions of interest should include:

- A resume providing two referees with email addresses,
- A written cover letter which includes the applicant's
 - Demonstrated understanding of the assignment and proposed approach
 - Relevant experience and qualifications
 - Demonstrated ability to work with faith-based organisations

- Demonstrated technical skills and knowledge in gender transformative projects in the Pacific, and demonstrable experience in the project's other focus areas as well as community development
- Experience in evaluating DFAT or other Government funded projects
- Understanding of the context in-country
- Proposed budget indicating daily professional fee
- Availability over the evaluation period

Examples of similar prior work would greatly assist in the selection process.

Please note:

- An AOA staff member will participate in the evaluation but will not travel to Solomon Islands.
- The contracted consultant may be required to arrange personal insurance coverage.
- The consultant will take responsibility for any entry requirements to the country.
- The contracted consultant and any assistants engaged for the purpose of the evaluation must agree to comply with the AOA and ACoM Child Protection and Prevention of Sexual Exploitation, Abuse and Harassment Policies, and sign AOA's *Safeguarding Code of Conduct*. This also includes the provision of a Working with Children's Check or equivalent (where feasible) and a Police Clearance/s and/or Statutory Declaration by all agents attesting to the absence of any and all proven or pending cases in relation to offences against children and adults.
- The contracted consultant will need to provide evidence of having received two doses of the COVID-19 vaccine.
- The successful applicant will enter into a contract with AOA or ACoM depending on country of residency.

Appendix 1

Evaluation Report Checklist

During the drafting of the Evaluation Report, the Evaluation Team must use the following checklist to ensure the Report meets required standards.

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- The report includes each of the sections set out in the Evaluation Terms of Reference
 - The report includes a summary of the project context, theory of change, outcomes and indicators for reference.
 - The report presents data clearly through tables/graphs/maps as appropriate.
 - The report responds to each of the evaluation questions listed in the TOR.
 - The report provides clear, evidence backed findings on the success of the project relative to the goal, outcomes and indicators established in the project design.
 - The findings reference baseline data to demonstrate progress/lack of progress. If insufficient baseline data is available, a control group/other method has been employed during research to demonstrate the causal relationship between project activities and outcomes.
 - The findings and conclusions of the report are clearly based on the (quantitative and qualitative) data that has been collected.
 - The report presents a conclusion, backed by evidence, on the extent to which the project theory of change assumptions were correct and recommends alterations as appropriate.
 - The report includes direct quotes and 2 case studies from participants to demonstrate change.
 - The report considers the extent to which participants have taken ownership of the project activities, and the extent to which the project has built community capacity to address development needs in the future.
 - The report includes the feedback of non-participants in the project area.
 - The report addresses whether there have been any (positive or negative) unintended consequences of the project activities.
 - The report considers the management of cross cutting issues, including gender, disability, and environment.
 - The report evaluates sustainability prospects and the likelihood of the benefits continuing to spread to non-participants.
 - The report evaluates the project's risk management approach.
 - The report presents an opinion as to whether the chosen approach was the most appropriate, and whether it represents good value for money.
 - The report evaluates the extent to which local partners demonstrated the range and level of skills required to manage the program effectively.
 - The report makes at least five recommendations as to how future projects could be improved, each of which align with the findings in the body of the report. These recommendations may address enhanced effectiveness, give greater value for money or strengthen sustainability.