

## Terms of Reference

### Engagement of External Evaluation Consultant for Resilience through Knowledge and Action in Agriculture and Food Security (KANA) Project End Evaluation

#### 1. Background

Save the Children Fiji (SC Fiji), started in 1972 and, is dedicated to driving positive change for children in Fiji. Globally, Save the Children protects the rights of children in more than 120 countries and supports millions of the most vulnerable and hardest-to-reach children around the world. In Fiji, Save the Children works to create long-lasting, sustainable change in the lives of children by driving change from the community level through to government and policymakers. SC Fiji has worked in more than 50 informal settlements and communities across the Northern, Western, Eastern and Central divisions and focuses on national advocacy work to ensure the rights of children are met. Key focus sectors are Child Protection, Child Participation, Education, Livelihoods, Disaster Risk Reduction and Humanitarian Response.

#### 2. Project Details

KANA project began in 2017 which has a goal to increase the resilience of communities and improve children's well-being with increased family income through commercial agriculture, strengthen community disaster risk management and promote food security and nutrition. A base-line survey was conducted by the project team in 2018 in the coastal areas of Ra and on Koro Island.

In 2020, Save the Children, with the support of the New Zealand Ministry of Foreign Affairs and Trade (MFAT), re-designed Resilience through Knowledge and Action in Agriculture and Food Security (KANA) Project.

The KANA Project will conclude in June 2023 and as such, the project end evaluation needs to be conducted to ensure all indicators in the SCNZ – MFAT Negotiated Partnership that apply to KANA have available data and also has an opportunity to review the progress of KANA providing valuable insights into the project's performance, impact and outcomes.

#### 2.1 Project Evaluation Location

10 communities & 3 schools in Nakorotubu Area Ra Province & 14 communities & 8 schools on Koro Island.

##### Ra Communities

Matainananu, Nadogoloa, Naveisividra, Delaiyadua, Nayavutoka, Nabukadra, Verevere, Saiko, Nadavacia, Narikoso.

### **Koro Communities**

Mudu, Nakodu, Naqaidamu, Nasau, Tuatua, Vatulele, Nabuna, Tavua, Navaga, Kade, Sinuvaca, Nacamaki, nabasovi, Namacu

### **Ra Schools**

Burewai District school  
Nakorotubu District School  
Mataso Primary School

### **Koro Island Schools**

Nakodu Mudu primary school  
Qalivakabau primary school  
Tuatua Nasau primary school  
Koro High school  
Nacamaki primary school  
Vunivasa Primary school  
Nabasovi Primary school  
Kade Primary School

## **2.2 The Team**

The Consultant will report directly to KANA Project Manager and will receive technical support from KANA MEAL officer and oversight from the Program Manager.

## **3. Objective of the KANA Project End Evaluation Consultant Contract**

Save the Children is seeking a consultant to design and lead the Project end evaluation for the KANA project to determine the project impact and effectiveness through collecting data on project performance using various methods such as meetings with project team members, reviewing project documentation, and conducting surveys or interviews with stakeholders. This data can include information on project progress, milestones achieved, according to the project plan and baseline and how the Resilience through Knowledge and Action in Agriculture and Food Security (KANA) project has progressed against its proposed outcomes and its contribution to the SCNZ-MFAT Negotiated Partnership (NP) Programme.

The KANA project outcomes include the following;

### **Long Term Outcome:**

1. Family income improved in target communities
2. Enhance food security and nutrition for children in the target communities

**Medium Term Outcomes:**

1. Improve agricultural production and resilience
2. Communities have increased access to more available and nutritious food sources

**Short-term outcome:**

1. Farmers implementing improved agricultural practices
2. Communities prepared and implementing resilience activities

The assessment will be made based on the following KANA project indicators;

- % of income spent on children's needs
- Average yields from existing crops improve
- Improved nutritional statistics of children in participating schools (Body Mass Index collected by MoH annually)
- % of the target population with acceptable Food Consumption Score (FCS)
- Number of communities that have implemented risk mitigation initiatives.
- Number of farming clusters supported
- % of farmers satisfied with training and support
- Number of community profiles developed or modified (with key information that is readily available during disasters in order to rapidly mobilise response measures)
- Number of CDCs trained on child protection and Safeguarding
- Number of CDCs trained in HVCA
- Number of community small grants approved
- Number of school gardens established and actively tendered.
- Number of young Farmers Clubs in Schools established, trained and resourced
- Numbers of schools trained on nutrition
- Number of cooks trained on food hygiene
- Number of communities trained on nutrition
- To what extent are systems and processes established in communities to improve livelihoods and food security able to be sustained?
- To what extent are systems and processes that support national actors to define and lead on the project outcomes able to be sustained?
- What barriers exist to sustainability?
- To what extent were the medium- and long-term outcomes achieved?
- What is the impact of the project (both positive and negative)?
- How has the project changed the practices of households and communities around food production?
- Do children have more stable access to diversified crop and fruit varieties?
- What were the most significant changes for farmers?
- What were the most significant changes for children?

#### 4. Purpose of the study

The study will provide the project end of evaluation and information against which project progress, effectiveness, and change can be monitored, assessed, and measured during and after implementation. The study will also provide updated contextual information that will inform the project's programming and approach.

#### 5. Overview of responsibilities

The Consultant's first set of responsibilities are to understand and sign the SCF Child Safe Guarding Policy and then to design the evaluation process, including the development of a range of methodologies and tools, and describe the design in an evaluation methodology report.

The consultant will then conduct the KANA Project review/study to collect data in alignment with the project design, results framework (in particular the Results Measurement Table (RMT) outcomes, and indicators), and MEAL plan.

Following the data collection, the consultant will prepare reports outlining their findings, which will include an analysis against the Results Measurement Table (RMT), evaluating on the project impact against the baseline and targets for the project and outcomes and outputs and for the relevant outcomes of the NP Programme.

#### 6. Deliverables

- 1) Understand and agree to Child Safeguarding Policy
- 2) Review and agree with the scope of work to be carried out according to the agreed scope of work.
- 3) Review the KANA project documents;
- 4) In consultation with SC Advisors and KANA Project Manager, plan the evaluation and prepare an evaluation plan and methodology to describe the evaluation methodology design. The methodology will include a stakeholder analysis, data collection approach, and methods, data collection tools, ethical considerations, workplan and schedule, budget and communications, and dissemination plan. A template will be provided and can be adapted as relevant. Planning will include identifying and preparing for community and stakeholder visits, interviews and engagement.
- 5) In consultation with SC Advisors and KANA Project Manager and KANA MEAL Officer, develop and test the tools for data collection and data validation and reporting.
- 6) Coordinate and have lead responsibility for enumerator groups, including the facilitation of stakeholders' consultation workshops, if needed.

- 7) Clean the data ready for use, including translation and identification of data gaps or inconsistencies.
- 8) Analyse and interpret qualitative and quantitative data collected into a detailed end of project monitoring report.
- 9) Regularly discuss and report to the KANA Project Manager on the progress of the identified tasks (from the approved Consultant's detailed work plan) or any other concerns related to overall consultancy work;
- 10) Consult with the KANA Project Manager prior to direct coordination with government agencies, NGO partners, and other stakeholders for the data gathering;
- 11) Present and discuss the evaluation results to the SC project team,
- 12) Submit a 1<sup>st</sup> draft of the Evaluation report to SCF Project team for feedback and comments
- 13) Finalise and submit the complete the evaluation report(s).

## 7. Scope of work - Main Tasks and Proposed Timelines

Deliverables			
Activity	Key Deliverable	Estimated # of days	Timeframe
1. Trained on Child Safeguarding & Detailed study plan submitted and approved by SC and the Program Implementation Team.	Evaluation plan with methodology finalized including detailed work plan and schedule in a detailed report form.	2	30/5/2023 – 31/5/2023
2. Identify and prepare (including arrangements and appointments) for community and stakeholder engagement.			
3. Development of data collection tools including survey questionnaires, FGD / KII guides, and consultation materials in consultation with KANA Project Manager and MEAL Officer and SC Advisors.			

4. Data collection team (enumerators) identified and training in all tools supported.	Enumerators trained on data collection tools and methodology	1days	01/6/2023	
5. Supervise and/or lead data collection in Koro and Ra	Data collection completed	10days	02/6/2023-13/6/2023	
6. Data Cleaning	Raw data cleaned and prepared for analysis	3days	16/6/2023	
7. Conduct qualitative and quantitative analysis of all data collected, prepare overall outline of report and complete first DRAFT report (submit to SCF)	Outline and first draft of report completed			
8. Project end evaluation results summarised for presentation	Evaluation result virtual validation (PPT and presentation)	1 day	16/6/2023	
9. FINAL KANA Project end evaluation report finalised (based on the feedback from the validation workshop) and submitted to SCF	FINAL baseline survey report of approximately 30 pages with pictures documenting the survey in the project communities and all appendices including the completed survey questionnaires	2 days	21/6/2023	

## 8. Payment Structure and Terms

The consultant will be paid a daily rate of FJD 700 per day to a maximum amount of \$13,300. The fee will be paid in installments as highlighted in the schedule below;

- 10% upon completion of output 1-3
- 10% upon completion of output 4
- 40% upon completion of output 5-7
- 40% upon completion of output 8-9

The consultant(s) shall be responsible for covering her/his insurance

**For each stage (%) of payment validation, the consultant will need to submit a detailed report of the scope of work undertaken and the results aligned to the outputs**

The Consultant is responsible for providing professional liability and medical/emergency evacuation insurance. The Consultant must adhere to Save the Children's Child Safeguarding and Prevention of Sexual Exploitation and Harassment (PSEAH) policy at all times throughout the consultancy.

The consultant is responsible for paying any taxes required by their domicile country. The budget should specify any VAT requirements additional to the consulting fee.

The Consultant will be responsible for:

- Provision of IT equipment for Consultant's use (laptop, printer, mobile phone)
- Day-to-day communication costs (phone credit, internet) for consultant communications.
- All project-related transportation and accommodation costs for the consultant within the project evaluation area's and will be responsible for travel arrangements and logistics.
- Recruitment and training of enumerators (names and contact details of which must be disclosed in the methodology report)
- Provision of equipment for data collection (tablets, software, projector), for the purpose of the evaluation
- Printing costs for data collection materials as needed (recording booklets, consent forms etc)
- Communication costs for enumerator team members (phone credit, internet)
- Regular reporting and progress on the evaluation to SCF project Manager (Weekly)

Save the Children Fiji will be responsible for:

- Community, stakeholder & School liaison in preparation for the evaluation.

- Logistics and costs for SCF Project teams travel to project sites (if required).
- Printing costs for copies of final report and annexes.

#### **9. Duration of Work**

- The contractor will carry out the assigned tasks within 19 days in both the KANA project sites of Koro and Ra.
- Since this is a project end evaluation, there might not be scope for any extensions and the consultant will be required to carry out all the specified scope of work within the required number of days.
- Any additional days will be a no cost extension and will need prior communication to and approval from CEO, before the project end evaluation date.

#### **10. Qualifications and Required Skills:**

- Applications from individuals or consultancy firms are encouraged
- Strong knowledge and understanding of research, project management, M&E or other related fields.
- Demonstrated experience in developing a plan to conduct evaluation, including methodology, tools, and timelines
- Excellent research and report-writing skills in English
- Fluency in English and iTaukei would be an added advantage
- Familiarity of Fiji government structures and systems
- Demonstrated ability to deliver expected outputs on time
- Demonstrated ability to effectively coordinate teams of local enumerators in data collection
- Demonstrated ability of having conducted successful similar project end evaluations.

#### **11. Code of Conduct**

Save the Children's work is based on deeply held values and principles of child safeguarding and our commitment to children's rights and humanitarian principles must be supported and demonstrated by all members of staff and other people working for and with Save the Children. Save the Children's Code of Conduct sets out the standards to which all staff members must adhere and the contractor(s) and interpreters if applicable are bound by the principles and conditions of Save the Children's Code of Conduct and will need to sign it before departing to the field.

Approved by:

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Shairana Ali  
Chief Executive Officer

Date



