

Terms of Reference Midterm Evaluation of WIN Project Siem Reap Province

1. Introduction

CWCC, in partnership with Finn Church Aid, is implementing the Women In Action (WIN) Project from 01 July 2013 – 31 December 2016. The overall objective of the WIN Project is to empower women and girls in the target areas to have improved living conditions with strong social networks so that they are able to overcome financial constraints and reduce vulnerability to all forms of violence. Currently, the project has been achieved the major results including the functioning of 20 saving groups, facilitating 17 individual business run by saving group members and parent of scholarship girls, forming 2 business groups for women, and supporting 100 girl students by working closely with local education working groups (LEWGs). Furthermore, baseline survey of the WIN project was conducted in 2013 in Kralanh district and Siem Reap town which aimed at establishing the socio-economic status of the target-participants with particular focus on the status of women in the covered areas. To ensure success in running the business of target group of the WIN project, the market survey was carried out in 2014 to assess target group's capacity, market demand and opportunities, and identify potential businesses appropriate for them.

The target area of the project is Siem Reap Province. Siem Reap Province is 10,299 km square. The transport infrastructure is poor once outside of Siem Reap city. The two targeted districts of the WIN project are Siem Reap town and Kralanh district. Siem Reap town is central of Siem Reap province with 174,265 populations. Siem Reap town is growing and prospering, but the situation on the countryside remains hard. Villagers in Siem Reap town still generally work on the farm but are trying to find whatever work they can find in the town. Kralanh district is one of the 12 districts of Siem Reap Province. It lies halfway between two burgeoning cities/towns in Cambodia namely Siem Reap and Poipet in Banteay Meanchey. Kralanh can therefore be described as a transit point going to and from Siem Reap. Its current population is 5,6915. Most families live in isolated and rural communities with no public transport. Access by staff to the target group takes significant time due to the unsealed road. Access during the rainy season can be even more difficult.

The scholarship component of the WIN Project is supporting girls attending school in Kralanh District and livelihood component is supporting vulnerable women in Kralanh district and Siem Reap town.

2. Evaluation Objective

A midterm evaluation is conducted to assess the progress of the project toward stated objective and to learn from the experiences of the project team, the villagers, the scholarship recipients, saving groups, and the relevant local authorities in order to modify and reformulate the project for the last part of project period.

The specific objectives of the evaluation are as follows:

1. To measure to what extent outcomes/achievements of the WIN project against stated objectives
2. To identify and analyze the gaps/challenges of the WIN Project
3. To identify emerging specific issues for addressing the women's empowerment at in target areas
4. To provide recommendations for modifying activities of the WIN project

The key areas to be assessed are:

- Progress
- Key achievement toward the stated objectives
- Effectiveness
- Changes made as result of project implementation
- Lessons learned

3. Scope of Work

The external consultant is required to lead the evaluation with support from CWCC's project staff. The consultant will be responsible to design the evaluation including literature review, visit staff based in Siem Reap to conduct interviews with those most aware about the project, conduct field visit to selected villages in the target areas, organize a workshop to present preliminary findings and recommendations and prepare draft and final reports of the midterm evaluation. The scope of the work for the consultant is summarized below:

- Review background documents provided by CWCC
- Consult with relevant CWCC staff to develop the methodology for shape the midterm evaluation
- Consult with staff, community and other relevant stakeholders to make a thorough assessment in accordance with the parameters listed above
- Conduct field assessment in at least 2 selected target villages in Siem Reap and 4 villages in Kralanh to respond to the above stated objectives
- Conducting a workshop to share findings of the study to all relevant CWCC staff and donor for getting input to develop final report
- Provide a draft report for comment
- Submit a final report

Geographical Coverage: The evaluation consultant should conduct fieldwork and choose representative communities within the project target locations of Siem Reap town and Kralanh district, Siem Reap province.

Target Group: Direct beneficiaries including scholarship recipients, members of saving group, women individual business and women's group business who have involved in the project implementation. Local Education Working Groups (LEWGs) and relevant local authorities is also target group of the WIN project.

4. Methodology

The evaluation should be conducted by using participatory methods in order to take into account the views of those who are most familiar with WIN project and to ensure active involvement of all stakeholders.

The evaluation is an opportunity for target communities and other stakeholders to learn about the project impact. The evaluation is considered a shared activity with communities therefore systems to disseminate the findings and conclusions with all stakeholders, including community members should be identified and agreed in the evaluation planning.

CWCC will provide the necessary documents related to the evaluation and handle all arrangement related to the consultancy.

5. Evaluation Team

The external consultant will lead this midterm evaluation in collaboration with CWCC’s staff in the field. The external consultant will be the team leader and mainly take the role in guiding the evaluation team for designing the study methods, data analysis, report writing and providing recommendation for the last part of project period.

To ensure an effective and productive assessment, CWCC staff will assist in field data collection with supervision from the external consultant. The evaluation team will consult and closely work with CWCC’s Executive Director and Program Manager.

The evaluation team consists of the following members:

- The external consultant who is the Evaluation Team Leader
- Regional Manager in Siem Reap is Team Coordinator with the support from saving group project team and scholarship project team

Role of the Team Leader

To lead the evaluation team based on agreed activities and facilitate a participatory evaluation processes, including designing questionnaire, conducting data collection, analysis and findings, lead the dissemination workshop, discussions and writing of the draft and then final evaluation report.

Role of Team Coordinator

To coordinate all arrangements and facilitate access to people and information in project areas as required by the Team Leader and cooperatively contribute as a team member towards the objectives of the evaluation.

6. Time Frame

The time frame for the evaluation is 2 months from 01 November to 31 December 2015.

No.	Activities	November				December			
		1	2	3	4	1	2	3	4
1	Desk review								
2	Consultation meeting with CWCC staff								
3	Develop questionnaire and checklist for household survey, FGD and key informant interview								
4	Test checklist and train data collectors								
5	Field data collection								
6	Draft report of findings								
7	Submit the first draft report								
8	Consultation workshop to present the findings with CWCC staff and collect inputs/feedbacks								
9	Finalize the study report								

7. Deliverables

1. Work Plan containing the Evaluation Framework, detailed Schedule of Activities including fieldwork with a timeline and draft Evaluation Instruments
2. Dissemination workshop to verify findings and get input to be included in the Final Evaluation Report
3. Draft Evaluation Report
4. Final Evaluation Report

8. Report Coverage and Format

The Evaluation Report must be provided in English and should include, but is not limited to, the following:

- Title page
- Contents Page
- Abbreviations used
- Executive Summary
- Results of Evaluation
- Recommendations for CWCC and Donor
- Relevant photographs

The report (excluding attachments) should be no longer than 25 pages.

9. Accountability

The External Consultant will be accountable to the Executive Director of CWCC who is responsible for approval of the final draft of the Evaluation Report. The External Consultant is expected to discharge agreed duties in a timely manner and with the highest degree of professionalism and integrity. The External Consultant will deal with all CWCC project documents and reports and with the CWCC staff with respect and will exercise confidentiality regarding any conversations, meetings, written documents and reports.

10. Qualification of the External Evaluator

- Degree in Social Science/local/Regional development
- Experiences in conducting studies or research and high analytical skills in program/strategic plan development
- Experiences in applying participatory research methods with a wide-range of approaches
- At least 5 year working experience in development field
- Understanding of gender based violence within the Cambodian context

11. Application Format

External Consultants wishing to express an interest in undertaking the Midterm Evaluation for the WIN Project should submit a brief proposal, to include:

1. A CV detailing previous experience
2. A sample of a Project Evaluation Report you have recently drafted
3. Referee contact details of your two previous contract supervisors/managers

The proposal must be submitted by 16 October 2015 no late proposals will be considered.

Submit proposals to:

MAIL:

Ms Sok Sopheap

Human Resource Manager

Cambodian Women's Crisis Center

#13C, St.331, SngkatBoeungKakII,

Khan ToulKok, Phnom Penh.

P.O Box 242 &CCCBBox 356.

EMAIL:

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If you wish to discuss this assignment please contact:

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