

# Terms of Reference

## Consultancy for End-line Evaluation of the Project

### Our Voices Our Choices: Women and Youth for Democratic Civic Space

#### 1. About Plan International in Asia Pacific

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Plan International is an independent development and humanitarian organization that advances children's rights and equality for girls. We believe in the power and potential of every child and young people, but this is often suppressed by poverty, violence, exclusion and discrimination. And it is girls who are most affected. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children. We support children's rights from birth until they reach adulthood. And we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. We have been building powerful partnerships for children for over 75 years and are now active in more than 70 countries. Plan International has been working in the Asian region since 1948 to enable marginalized children as well as their families and communities, to access their rights to health, education, economic security and protection. Currently, our programs are running in 15 countries in Asia and the Pacific together with our development partners.

#### 2. About the project

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Plan International is implementing a project titled “Our Voices Our Choices: Women and Youth for Democratic Civic Space”. The project, hereafter referred to as Action, supported by the European Commission (EC), is being implemented in 3 countries (Bangladesh, Nepal, Thailand, together with regional outreach with Plan's Asia Pacific regional team (APAC). The overall coordination is through a consortium of Plan and its civil society partners coordinated through Consortium Lead hosted by Plan International Thailand. Plan International Netherlands (NLNO) is the affiliated National Office serving as contract holder and direct contact with the European Commission.

The overall objective of the Action is: ***to support and empower civil society in protecting and promoting democracy, human rights and fundamental freedoms worldwide.*** The overarching goal is to contribute to the EIDHR<sup>1</sup> Multiannual Indicative Program (MIP) 2018-20202, in particular Objective 1. ii, 2. ii 10, and 3.i & iii by ensuring that young people and especially women and girls in target communities in Bangladesh, Nepal and Thailand (also the broader Asian region) enjoy fundamental human rights and are actively engaged in improving their lives and communities through inclusive, effective, pluralistic and representative civic participation with a focus on inclusive civic space. Inclusive civic space plays a central role in our Action. Our Voices Our Choices: Women and Youth for Democratic Space (OVOC) aims to address the needs and constraints of youth and women in all their diversity including Dalits, LGBTIQ+, persons with disabilities and other excluded groups, as they are often overlooked, suppressed, underestimated, and excluded on decision making, especially national policies that affect them.

Throughout the design, implementation and evaluation, this project will continue to assess the ability of rights holders to claim their rights and of duty bearers to meet their obligations in advancing and

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<sup>1</sup> EIDHR - European Instrument for Democracy and Human Rights

<sup>2</sup> [https://ec.europa.eu/fpi/system/files/2021-05/c\\_2018\\_4001\\_f1\\_annex\\_en\\_v1\\_p1\\_982367\\_en.pdf](https://ec.europa.eu/fpi/system/files/2021-05/c_2018_4001_f1_annex_en_v1_p1_982367_en.pdf)

safeguarding those rights. This project and its outputs will compliment and inform the AICHR<sup>3</sup> 2021-2025 Workplan, the drafting of the ACWC<sup>4</sup> Workplan, and mechanisms in SAARC to support equitable, inclusive and open civic space throughout the Asian region.

## 2.1 Target groups

The project has directly targeted both rights holders and duty bearers in each of the countries of intervention (Bangladesh, Nepal and Thailand). The key right holders of the action are 13,498 youth aged 15-29, 605 journalists, 14 national media platforms, 220 human rights defenders (HRDs), and 461 youth/women-led CSOs, 1 National Youth Commission, 1 Dalit Commission and 1 National Women Commissions residing in Bangladesh, Nepal and Thailand. Also included are 44 duty bearers consisting of 8 ministries, 16 ward offices, 21 municipalities/local authorities and 3 National Human Rights Commissions across the three countries and 1 parliamentary caucus. These groups are elaborated per country as below.

Target Group	Bangladesh	Nepal	Thailand
Youth (aged 15-29)	9,950 (4,475 female)	1,440 (720 female)	2,108 (1,093 female)
Youth/Women led CSOs	128	285	48
Journalists	200	105	300
Duty Bearers <sup>5</sup>	4 <ul style="list-style-type: none"> <li>• 1 Parliamentary caucus</li> <li>• 3 Ministries (Information, Women &amp; Children and Youth and Sports)</li> </ul>	22 <ul style="list-style-type: none"> <li>• 16 Ward Offices</li> <li>• 4 Municipal Authorities</li> <li>• 2 Ministries (Women/ Children/ Senior citizen. Youth and Sports)</li> </ul>	18 <ul style="list-style-type: none"> <li>• 17 Local Authorities</li> <li>• 1 Ministry (Department of Children and Youth)</li> </ul>
Human Rights Defenders (not included above) (HRDs) <sup>6</sup>		100	120
Other	<ul style="list-style-type: none"> <li>• 14 Community /national media</li> <li>• 1 National Human Rights Commission</li> </ul>	<ul style="list-style-type: none"> <li>• 1 National Human Rights Commission</li> <li>• 1 National Women Commission</li> <li>• 1 Dalit Commission</li> <li>• 1 National Youth Commission</li> </ul>	<ul style="list-style-type: none"> <li>• 1 National Human Rights Commission</li> </ul>

<sup>3</sup> AICHR - ASEAN Intergovernmental Commission on Human Rights)

<sup>4</sup> ACWC - ASEAN Commission on the Promotion and Protection of the Rights of Women and Children ()

<sup>5</sup> Federal ministers, mayor of rural/municipality, ward chairperson, relevant focal person in the municipality and other relevant government and non-government stakeholders

<sup>6</sup> According to UN general assembly, human rights defenders include anyone who promotes or defends human rights. They can be public-interest journalists, environmentalists, lawyers, social justice activists, community leaders, unionists, staff members at human rights organizations or individuals acting alone.

At the regional level, Plan International Asia Pacific Regional Hub (APAC) will engage regional civil society organizations and bodies focusing on human rights, children and young people’s rights, and gender equality will also be engaged for policy changes and intergenerational dialogues, among others. This includes but not limited to the ASEAN Intergovernmental Commission on Human Rights, the ASEAN Committee on the Promotion and Protection of the Rights of Women and Children, Southeast National Human Rights Institutions Forum (SEANF), and South Asian Association on Regional Cooperation.

### 3. Purpose of the Evaluation

The purpose of the evaluation is to assess end-line value against each indicator given in 3.1

(Indicators) The end-line evaluation has specific objectives as below:

1. To measure the progress towards achieving the specific objectives, and impact of the project, focusing on key indicators of the project.
2. To compare the baseline findings with the end-line and measure the changes/improvement in comparing with its indicators that the project contributed.
3. To identify and document lessons learned, success stories/case studies and make appropriate recommendations for any adjustment and improvement for future project/s.
4. To recommend best practices - which of the interventions, approaches, and modalities/strategies that have been most effectively implemented by the project.
5. To assess the sustainability of project results, impact, and approach at different levels.

#### 3.1 Indicators

The table below shows the indicators to be included in the end-line evaluation. Where relevant these indicators need to be disaggregated by sex and age.

	Results chain	Indicator	Suggestive Methods of Data Collection
Impact	To support and empower civil society in protecting and promoting democracy, human rights and fundamental freedoms worldwide	1) The extent to which women and youth-led CSOs and HRDs are able to work more freely and are better protected by law/policies than reported at baseline (disaggregated according to those working on inclusion/gender equality and women’s and girls’ empowerment and rights work).	<ul style="list-style-type: none"> <li>· Secondary data</li> <li>· Outcome harvesting</li> <li>· Annual rating of CIVICUS country monitor</li> <li>· Law/policy review and consultation with civil society actors.</li> <li>· Gender and social inclusion toolkit (CIVICUS)</li> </ul>
		2) The extent to which duty bearers take specific actions to address human	

		rights violations and to improve women and youth participation in civic space at national and regional level have increase.	
Outcome (s) (Specific objective(s))	SO 1: To enhance civic action through co-creation of a multicounty resource hub that facilitates the enlargement of civic, democratic and civil society space.	1) # of CSOs participating in the Hub who have taken civic actions using this platform for democracy and human rights. 2)The extent to which the hub provides an inclusive platform for women-led/youth-led groups in all their diversity to participate in civic space and safeguard their civil rights.	<ul style="list-style-type: none"> <li>· Project Monitoring, reports</li> <li>· Survey</li> <li>· Gender and social inclusion toolkit (CIVICUS)</li> </ul>
	SO2: To support and capacitate youth /Women-led CSOs to participate as rights holders in national/ regional/ global-level efforts to reclaim and protect civic space and civic engagement.	1) % of targeted youth/women-led CSOs demonstrate empowerment to reclaim civic space (disaggregated by sex and age). 2) % of participating CSOs using a Gender and social Inclusion lens during the programming cycle with specific attention to women and youth, in particular girls (Disaggregated by sex, and youth/women led CSOs and age). 3) % of capacitated journalists that reclaim civic space and human rights and portray positive images of women and girls in all their diversity in political and public life in their publications.	<ul style="list-style-type: none"> <li>· Use of self- reflection tools collected through FGDs and surveys</li> <li>· Gender and social inclusion toolkit (CIVICUS)</li> <li>· CSO strategy documents</li> <li>· Monitor Media publications</li> </ul>
	SO 3: To hold duty bearers, especially policy makers in Asia, accountable to their responsibilities	1) % of targeted youth/women-led CSOs reporting that duty bearers are more accountable for protecting civic space.	<ul style="list-style-type: none"> <li>· Law/ policy review</li> <li>· Group discussions with the women-led/ youth led CSOs targeted</li> </ul>

towards protecting civic space.	2) Extent to which duty bearers provide inclusive space and opportunity for youth/women led CSOs and HRDs to speak and claim their rights.	<ul style="list-style-type: none"> <li>· Rating of policy makers by youth-led/women-led CSOs through FGDs</li> <li>· Project monitoring reports</li> </ul>
	3) % of government policymakers who respond to and support participating youth led/women-led CSOs and HRDs advocacy asks. (LEAO2.1.2)	
	4) # of accountability processes in which government policy makers facilitate inclusive youth/women-led CSO's participation	

#### 4. Scope of work

The scope of work includes designing and implementing an end-line evaluation study to achieve evaluation purpose and objectives. The end-line evaluation will be built on the results of the OVOC Project baseline study. This includes primary and secondary data collection with relevant stakeholders. The evaluation should cover the 3 project countries including Bangladesh, Nepal, Thailand and the Asia region. This should include the 6 mentioned target groups.

The consultant will work closely with the OVOC Consortium Lead and Plan International Netherlands PMEL and will coordinate the end-line evaluation with Plan International's teams in Bangladesh, Nepal, Thailand and APAC. The consultant will have overall responsibility for organizing, managing and leading the end-line evaluation and producing a compiled quality report. Plan International Bangladesh, Nepal, Thailand and APAC's teams will be involved in finalizing the methodology and tools.

The scope of work will preferably include, but not limited to:

- Prepare an end-line research proposal (inception report) that will include the final methodology aligned with objectives, and timeframe and submit it to Plan International for review and approval. A section on the assessment of anticipated risks during the study period and mitigation strategy should be included in the inception report.
- Review key project documents, including the Project's Logical Framework, baseline study report, and various reports prepared and submitted by the project.
- Review, adapt, translate, format and pilot an end-line evaluation study collection tool.
- Recruit qualified enumerators and organize training for them in data collection (including ethics and child protection) and quality control.
- Administer data collection in the field and ensure a mechanism of quality control during data collection.
- Produce a draft report and share it with Plan International and its stakeholders for feedback.

- Finalization of the report by addressing the feedback.
- Present key findings, impacts and changes in different levels to Plan International staff members and stakeholders, especially during the project's validation and sharing workshop of the project.
- Prepare success stories/case stories (2 cases/ country) in English, Bengali, Nepali and Thai in consultation with OVOC Consortium Lead and Country Offices PMERL Staff.
- Maintain regular communication with the key contact person(s) of Plan International throughout the assignment period.

## 5. Methodology

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The study is expected to conduct an end-line evaluation study with relevant data collection methods like; Focus Group Discussions (FGD), Key Informant Interviews (KII) and In-depth Interviews (IDI), surveys, and should be in consultation with the OVOC Consortium Lead and Plan International PMERL. Two case studies will be required for each country.

The methods and approaches that have been used to assess the indicators during end-line must be considered when developing the overall evaluation methodology. To assess evaluation criteria, Plan International also welcomes new methodologies and tools and baseline tool modifications. The consultant/consultancy should work closely with the OVOC Consortium Lead and Plan International PMERL to ensure that the methodology meets their expectations and requirements.

The data collection methods can include but not be limited to the following:

**Desk review:** Review of relevant literature that provides a picture of the current status quo on democratic civil space. The study will also review relevant documents of the projects being implemented.

**Focus Group Discussion (FGD):** FGDs are recommended with youths, HRDs, civil society members and other relevant government stakeholders.

**Key Informant Interview (KII)/In Depth Interview (IDI):** KII/IDI is recommended with Youth, Youth/Women led CSOs, HRDs, Journalists, Ministry representatives, local authority leaders, Mayor of Rural/Municipality, Ward chairpersons, relevant focal persons in respective administration areas, and other relevant government and non-government stakeholders. Conducting KII/IDI could be done online/ on-site as agreed during the inception meeting.

**Survey:** Survey with youth and women led CSOs (if applicable)

**Validation and Sharing Workshop:** the end-line findings should be validated through consultations with key staff of partner organizations, youths, youth/women-led CSOs, staff of local government agencies. The preliminary findings of Nepal shall be present to Nepal team by end of May 2024 while the multi-country workshop (online) should be conducted for sharing of the findings and refining recommendations before the finalization of the report in later months.

The consultant is expected to provide an end-line research proposal (inception report) with a detailed study methodology in consultation with the PMERL colleagues/local consultants of the 3 involved countries and the Regional Hub (APAC). The methodology will contain study design, study area, study population, sample size, data collection methods and tools, and ethical considerations. The inception report should also include a detailed timeframe mentioning all the milestones of the study.

The consultant is encouraged to propose other suitable participatory methods not limiting to those provided in this ToR.

### Users

The intended users of the final report are Plan International, Plan partner organisations and local government agencies, and Plan National Offices.

### Methods for data collection and analysis

The consultant should describe in their proposal regarding the data collection process in detail. Similarly, the consultant is responsible for data cleaning, data quality assurance, data transcription and data analysis, which they must clearly mention in the proposal. Further, the consultant should clearly describe data analysis methods including software for quantitative data and qualitative data analysis.

### Key informant selection

The consultant should explain key informant selection and recruitment process in the inception report which represent target groups from 2.1 which are youths, youth/women-led CSOs, journalists, human rights defenders, representatives of local and regional governmental agencies, and representatives of partner organizations. To ensure the consultant seeks these views in the study process, outline key stakeholders and target groups expect to be involved.

The consultant could also identify and suggest additional or excluded stakeholders that they feel are important to involve in ensuring they get the information they need to answer the Study Questions.

## 6. Quality Assurance, Risk Mitigation and other considerations

It is expected that the study team will use gender-inclusive and participatory approaches to seek the views of beneficiaries and, where appropriate, non-beneficiaries. Inclusive techniques will be expected from the consultant, to seek active participation in the study by beneficiaries and stakeholders at different levels.

Upon signing of the contract, the consultant and Plan International (Consortium Lead and NLNO) will have an inception meeting to ensure that both parties have the same understanding of the study objectives, how these objectives are to be achieved, and when.

***Consultant must also explicitly provide details on data quality assurance at the field and assurance of the quality of final report in the proposal. Also, potential risks and limitations of the study and consultants' plan to mitigate them should also be specified in the proposal. Further, the consultant should mention data analysis, data management and data security in their proposal.***

## 7. Outputs/Deliverables

The following deliverables are expected from the consultant in the due process of the assignment:

a) ***End-line Research Proposal:*** the consultant should submit an inception report within 7 **working days** after contract signing detailing description of methodology tools and detailed work plan. The following structure of the inception report is recommended:

- Background
- Purpose of the study/evaluation
- Key study/evaluation questions
- Methodology

- Study design, study area, study population, sample size, data collection tools and data collection procedures
- Study matrix table (that links the study variables/questions as well as methods to the study objective)
- Analysis technique (explain both qualitative and quantitative, and disclose use of software such as SPSS, Nvivo etc), data management and data security mechanism.
- Ethical considerations
- Questionnaires or interview forms.
- FGD and KII guides will also be submitted for review at this stage.

***b) Data Analysis and Reporting:*** A draft report should be shared for feedback. Upon submission of a draft report, the consultant should be responsible for presenting the most significant findings to Plan International and key stakeholders through a meeting and getting their feedback on critical areas. The meeting will be arranged by the consultant.

The Final Evaluation Report (page limit 60 or agreed during inception meeting) should consist of the following sections (a) executive summary not more than two pages (b) the context/introduction (c) description of the project/program (d) objectives of the study (e) methodology (f) study analysis (g) findings and conclusions structured based on qualitative and quantitative findings (h) conclusion (i) major gaps (j) lesson learnt and recommendation (k) appendices.

Furthermore, the consultant should submit the report brief 2-3 pages (English, Bengali, Nepali, Thai version) in separate word file along with final report.

The consultant should submit a final report along with all data (csv, excel, SPSS or STATA compatible formats; raw and cleaned), Completed consent forms, English translated transcripts of the FGDs and Key Informant Interviews and In-depth Interviews, and Final Data Collection Tools (English, Bengali, Nepali, Thai version).

Appendices should include study terms of reference, sample framework, end notes (where appropriate), bibliography and quotes from the stakeholders including relevant photos.

c) ***Case stories*** (2 cases per country)

d) ***Presentation slides*** (including presentation of findings during learning sharing workshop)

## **8. Timeframe and estimated working days**

The evaluation should start after signing the contract. The timeframe of the evaluation is 1 May – 31 August 2024.

Within this timeframe, all activities should take place listed in the table below. Importantly, in Nepal data collection and preliminary findings need to be finished by May (according to Nepal's project specific timeline) while data collection in Bangladesh shall be conducted in June and Thailand/APAC by July.

End-line duration: Tentatively May– August 2024

The consultancy/consultant should adhere to activities outlined below:

Activity	Estimated # of working days
End-line Research Proposal Meeting	2 May 2024
Documents review and submission of End-line Research Proposal (inception report - up to 15 pages)	7 days
Preparations for Data Collection (tools development, tools translation, piloting, finalization)	7 days
Enumerator training	3 days
Data collection	20 days
Data analysis	10 days
Draft end-line evaluation report to be submitted to Plan International	5 days
Second draft end-line evaluation report to be submitted to Plan International	3 days
Submission of Final Report & Case Stories	2 days
Prepare 2-3 report brief (English, Bengali, Nepali, Thai version)	N/A
Submission of other key deliverables	N/A
Presenting findings /learning sharing meetings	2 days
<b>Total Days</b>	<b>60 days</b>

## 9. Qualifications and experience of the consultant

The consultant(s) should have the following academic qualifications and experience:

- Advance degree in Education, Sociology, Development Studies or related fields relevant to assignment. Experience of conducting similar evaluation is required.
- Strong qualitative and quantitative data and analysis skills and experience.
- Experience in participatory data collection methodologies and good facilitation skills.
- Strong communication skills, both written and oral (knowledge of communities' language is an advantage). If not, the consultant(s) need to include their interpreters in the proposal.
- Gender balance should be maintained in the study team.
- Language skills: Proven proficiency in English. Professional level of written English.
- Experience in coordinating with local consultants from the Asian region.
- Similar work experience on human rights initiatives or a similar work experience in a project funded by EU.
- Living or staying in the Asian region is an advantage (preferable).

## 10. Ethical and Safeguarding Children and Young people Statements

Plan International recognises that violence against children and young people is prevalent throughout the world and in all societies. Violence against children includes physical or mental violence, injury and abuse, neglect or negligent treatment, maltreatment and sexual abuse. In addition, children and young people may be vulnerable and at risk due to reasons of gender, sexual orientation, ethnic origin, disability and age or illness. Plan International is fully committed to ending violence against children and acknowledge that we have a duty to promote the gender responsive safeguarding of children and young people and particularly those with whom we work or are in contact.

Plan International’s Global Policy-Safeguarding Children and Young People emphasizes the safeguarding of children and young people who come in contact with Plan employees, volunteers, partner organisations and individuals, including consultants, who are working on behalf of Plan International. This is regarded as strict global compliance issue and have to follow it mandatorily. In this respect, the consultant should include statements in the proposal on how s/he will ensure ethics and safeguarding of children and young people during the commencement of the assignment and during the field work. The consultant should also specify other ethical protocols to be followed during the due course of the evaluation/study/research. The consultant is strongly recommended to take written consent of the respondents and/or children’s guardian before taking photographs/interview and ask if their photographs, verbatim or case stories could be used in report for public dissemination. Such consent must be documented and submitted to the OVOC Consortium Lead along with the final report.

Further, the consultant should be responsible to take ethical approval from the concern authorities which need to take ethical approval before data collection.

### 11. Supervision

The consultant will report to the OVOC Consortium Lead, who will oversee the successful execution of the end-line study with the support of NLNO PMERL specialist. The PMERL staff from OVOC countries will provide technical backstopping as needed to ensure quality and productive fieldwork.

### 12. Cost and Payment

The consultant should submit the total budget in the proposal with detailed breakdown including applicable government taxes. The transportation cost including local travel and accommodation of enumerators, and interpreters, as applicable, and other consultant should be borne by the consultant.

**Payment will be based on deliverables. The payment will be made in three instalments:**

Instalments	Percentage	Timeline
First instalment	30	After approval of end-line research proposal (inception report)
Second instalment	30	After receiving the first draft report of end-line evaluation
Final instalment	40	After approval of the final report of end-line evaluation

### 13. Evaluation/ Selection Criteria:

The following selection criteria will be used for technical evaluation of the proposals.

- Does the consulting firm/team leader have experience conducting relevant study? 25%
- Does the team leader have relevant academic qualifications? 10%
- Is the composition of the proposed team balanced in terms of gender and expertise? 10%
- Are the review methods/methodology proposed realistic and relevant to the objectives of assignment? 35%
- Are data analysis methods, data management and security mechanisms well explained? 15%
- Is the proposed field plan (timeline) realistic? 5%

#### 14. How to Apply:

Interested applicants should provide an expression of interest and proposal covering the following aspects:

- Detailed response to the ToR
- Proposed methodology, building on the ToR and suggesting additional approaches
- Detailed timelines
- Curriculum Vitae of the key team members
- Examples of relevant previous work
- Detailed budget, including daily fee rates and other eligible expenses in EUR, etc.

Applications that do not address all the above aspects as specified will not be considered.

Please send your application to [thailand.procurement@plan-international.org](mailto:thailand.procurement@plan-international.org) reference “**End-line Evaluation – OVOC Project**” in the subject line and kindly include support documents as outlined above. Application deadline **11 April 2024** (17:00 hrs., Bangkok time (GMT+7)).

**Only short-listed candidates will be contacted. Thank you for your interest.**