

**CALL FOR PROPOSAL  
TERMS OF REFERENCE (TOR)  
END-OF-PROJECT EVALUATION**

For

**CyberSafe Schools Project:**

**Cyber Safe schools – A contribution to the reduction of exploitation and abuse of  
children in the Philippines**

Funded by:

Federal Republic of Germany, Ministry of Economic Cooperation and Development (BMZ) and  
Kindernothilfe (KNH) Germany

Through

Stairway Foundation, Inc.

Evaluation Period:

February 1, 2024 – March 15, 2024

## **TERMS OF REFERENCE**

### **CONSULTING SERVICES FOR THE CONDUCT OF THE CYBERSAFE SCHOOLS PROJECT EVALUATION**

#### **1. Introduction and background**

Stairway Foundation, Inc. (SFI) is a nonprofit organization in the Philippines that serves as a learning and resource center on children's rights, with a special focus on Child Sexual Abuse and Exploitation Prevention (CSAEP) and Child Online Protection (COP) or Cybersafety, aiming to inspire and educate partners locally and internationally.

The CyberSafe Schools Project (CSP) is one of its ongoing initiatives. It is funded by Kindernothilfe (KNH) in Germany and the Federal Ministry of Economic Cooperation and Development (BMZ) in order to help reduce child abuse and exploitation in the Philippines by educating institutions that work with children, especially schools, about the risks associated with using the Internet and how to protect children from being sexually exploited.

With SFI as project lead, the project is implemented in four (4) regions across the country in collaboration with three other civil society organizations in the Philippines: the Self-Help Approach and Right-based Environment Inc. (SHARE, Inc.), based in the CALABARZON Region; the Bakyas Community Development Center, Inc. (BCDCI), located in Region VI; and the Foundation for the Development of Agusanons, Inc. (FDAI), stationed in CARAGA, while SFI's project area is in the National Capital Region (NCR).

The project is now in its last five months of implementation and is entering the end-of-project evaluation phase. Hence, Stairway issues this call for consultancy service for the conduct of CyberSafe Schools Project evaluation from February 1, 2024, to March 31, 2024.

#### **2. Brief description of the project**

The project was approved pre-pandemic and is expected to be completed from October 1, 2019 to April 30, 2023 including the no-cost extension project period.

The project is committed to strengthening children's rights and putting them into practice so that children can be protected from online exploitation and abuse with the help of preventive measures. Through the use of various training instruments, it contributes to behavioral change and increases children's resilience. In addition, capacity building measures enable those responsible to identify suspected cases of abuse more quickly and to react competently by strengthening structures and reaction mechanisms. With a view to further prevention aspects at local level, the project encourages local policy-makers to ensure the protection of children against online exploitation and abuse through legal provisions at local level.

The project contributes to the prevention of online abuse and exploitation of children by equipping institutions that work with children in such a way that they are able to provide training on the dangers of using the Internet and thus protection against sexual exploitation for the children themselves.

The various project activities aim to make this problem public so that its direct target groups—the child protection committee, teachers, and learners—as well as its indirect target groups composed of parents and barangays—will become aware of it and deal with the topic. It looks at long-term solutions that can help reduce the problem by involving these relevant stakeholders in schools not only to respond and manage cases of abuse but at the same time to include the discussion on child protection inside the classroom.

The COVID-19 pandemic has affected the implementation and resulted in a lot of changes to the project. On March 16, 2020, a week after the Consortium was formally organized and the plan for the implementation of the project was finalized, the Philippine Government declared a 6-month state of health crisis in the country. Schools nationwide were locked down, urging the Consortium to pause, observe, and wait for the Department of Education (DepEd) to issue a policy response to the existing health crisis prior to moving forward. Stairway started making the changes that were needed to adapt to the new normal.

The primary objective of the project is to enhance the security of children, both in their online and offline interactions with the Internet, within schools in the Philippines. This initiative aims to reduce instances of internet-based abuse and exploitation among children compared to the current scenario.

The specific objectives and outcomes of the projects are:

Outcome 1: 80% of the 40 project schools have child protection committees that actively counter the online abuse and exploitation of children and have a functioning case management system.

Outcome 2: 400 teachers are able to carry out preventive measures with regard to online abuse (e.g., various prevention courses (e-learning) on internet safety and the organization of information campaigns) and are able to react in the event of suspicion of online abuse or exploitation of children.

Outcome 3: 60,000 children have the necessary knowledge, skills, and attitudes to better protect themselves from online abuse and exploitation by the Internet.

At the moment, the project is being implemented in 42 DepEd partner schools across the country, with the following breakdown:

| Implementing Organization | Area of implementation | Schools Division Office | number of school partners |
|---------------------------|------------------------|-------------------------|---------------------------|
| SHARE, Inc.               | CALABARZON             | Batangas Province       | 11 partner schools        |
|                           |                        |                         |                           |

|       |                         |                   |                    |
|-------|-------------------------|-------------------|--------------------|
| BCDCI | Region 6                | Bacolod City      | 3 partner schools  |
|       |                         | Negros Occidental | 5 partner schools  |
|       |                         | Kabankalan City   | 2 partner schools  |
| FDAI  | CARAGA                  | Agusan del Sur    | 10 partner schools |
| SFI   | National Capital Region | Caloocan City     | 4 partner schools  |
|       |                         | Malabon City      | 2 partner schools  |
|       |                         | Navotas City      | 4 partner schools  |

### 3. Purpose of the evaluation

The main purpose of the evaluation is to assess if the project interventions have contributed to the prevention of online sexual abuse of children, especially in the project pilot sites.

The evaluation will also describe the immediate and intermediate results of the project and, at the same time, evaluate the overall effectiveness and continuity of the project initiatives. It should also show how the project outputs were utilized. It is also expected that the report will include documentation of the good practices and recommendations for possible replication and expansion of the project. Lastly, the recommendations are expected to enhance the project design and current project implementation processes.

### 4. Objectives and Evaluation Questions

Below are the objectives of the evaluation:

#### Relevance

How were the objectives met? How far the objectives were accomplished vis-à-vis the target? What are the unintended outcomes as a result of the project interventions?

#### Effectiveness

To what extent the capacities and mandate of school structure (child protection committee) actors and mechanisms facilitate in the reporting, referral and case management processes?

How has the response to cases of sexual exploitation and abuse in schools and the monitoring of children and young people changed as a result of the project?

To what extent is the reduction of OSEAC in the barangays improved by the support of the project?

To what extent the trained teachers on cyber safety helped protect the children from Cybercrime?

How effective were the strategies identified? How was the participation of structures, teachers, school administrators and learners contributed in the implementation of the CSP?

To what extent the IECs developed helped in the increase of awareness and learning application by learners and teachers on cyber safety?

### **Efficiency**

How well the utilization of resources were managed, is it worth the results of the project? How the Staff competencies and stability contributed to the performance of project? To what extent the resources (personnel, tools, facilities) from the Department of Education helped sustain the project? What are the challenges in the internal staffing, communication systems, protocol of DEP Ed affected the project deliverables?

### **Sustainability**

Are the existing mechanisms, structures and policies worth replicating into other project areas? What are existing platforms (Student governance; CPC) of child participation that contributed to the implementation of the CSP capacity building program?

What were the risks at the structures, personnel hierarchy and programming of the Department of Education in the course of project implementation?

What were the mitigation measures? What recommendations can be drawn from these experiences?

What are the actual benefits and potential impact resulting from the project interventions, considering prospects for sustainability?

### **Impact**

How did the project contribute to the awareness of teachers and school institutions in cyber safety? To what extent the change in protective behaviour of children as a result of project interventions?

What are the significant lessons and best practices learned from the implementation, making recommendations to enhance future programs and foster organizational learning?

## **5. Scope of the evaluation**

The evaluation will cover the entire CSP implementation sites located in CALABARZON, Region VI, CARAGA, and the National Capital Region.

In particular, the project is implemented in 42 pilot schools. The identified pilot schools are located in municipalities where the implementing organizations have existing partnerships. The partner

schools are expected to actively participate and collaborate throughout the data gathering process. In cases where the evaluation respondents are minors, school heads or teacher representatives must ensure the necessary learner consent is obtained.

The target participants will be key representatives from the CSP project sites: Child Protection Committees (CPC), Araling Panlipunan (AP) and Edukasyon sa Pagpapakatao (ESP) teachers, learners, Schools Division Offices, Barangay Council for the Protection of Children (BCPC) representatives, parents, and other stakeholders in the project sites.

## **6. Methodology**

The consultant will independently conduct the evaluation activities in a participatory manner while gathering the opinions, perspectives, and feedback of the implementing organizations, school partners, direct beneficiaries, and other pertinent parties as applicable from the beginning and throughout the evaluation process.

Project documents and reports, with relevant information and details pertinent to the evaluation, will be shared to the consultant. These resources aim to assist the consultant in conducting a comprehensive and informed evaluation.

The consultant is expected to utilize a wide range of methods (i.e., mixed, both quantitative and qualitative) to assess the overall efficacy and outcomes of the project. The detailed evaluation design and methodology shall be developed by the evaluator(s). The consultant can suggest or propose a methodology that will best meet the purpose of this study.

For data gathering concerning learners, the principles of children's rights will be observed. For the collection of data concerning the learners, the CSP will assist the consultant in securing the approval of the Schools Division Office (SDO) and schools concerned.

The data and information shall be gathered through primary and secondary sources, as well as direct observations, focus group discussions, and key informant interviews. The target participants in the focus group discussions are the selected child protection committee members, teachers, learners, and the BCPC focal persons.

The consultant is also expected to implement a validation workshop to present and validate findings and gather feedback from the evaluation participants prior to finalizing the report.

The evaluation is divided into five phases, where the data gathering tools will be developed by the consultant, in consultation with Stairway Foundation.

### **1. Desk review**

This includes program documents, studies on child sexual abuse and exploitation in the Philippines and program products such as materials for advocacy and training. This will provide information on the journey of the program and how it adapts to the changing context of child sexual abuse and exploitation in the Philippines.

2. *Interviews and focus group discussions with staff, implementing organizations, partners, government offices, beneficiaries and other key stakeholders*

This can be both face-to-face and online Key Informant Interview (KII). An online questionnaire in English with Tagalog subtext will be developed for an online and/or face-to-face Key Informant Interview (KII) and will be sent through the emails of respondents, or administered through phone calls, Messenger, Zoom, Google Meet and other online platforms. Alternatively, respondents will have the option to receive physical copies to accomplish or opt for a face-to-face interview based on their preference. CSP Implementing Organizations will assist in securing the list of respondents with their phone number, email and Facebook account.

3. *Consolidation of data and data analysis*

This will be according to the objectives and key questions of the evaluation.

4. *Presentation of results*

The findings of the evaluation will be presented to CSP IOs and selected stakeholders. A validation presentation will be conducted to give opportunity for the participants to validate and comment on the results of the study.

5. *Final report writing*

The report will have the following format.

- a. Cover Page
- b. Title page, table of contents, acronyms
- c. Executive summary
- d. Project description
- e. Evaluation purpose and intended audience
- f. Evaluation objectives, scope and methodology (including constraints and limitations on the study conducted)
- g. Findings and Analysis
- h. Conclusions
- i. Recommendations
- j. Annexes, including interview list (following the rules under the Data Privacy Act) data collection instruments, and key documents consulted TOR)

## **7. Deliveries**

The evaluation will run from February 1, 2024 – March 15, 2024. The consultant will be required to submit a detailed work plan during the inception period.

Expected deliverables should be in English and are as follows:

1. Make an inception report with detailed methodologies, work plan, and tools for the end-of-project evaluation to be submitted five days after signing the contract/service agreement. The inception report should include the following:

Overview of the Evaluation

Roles and responsibilities of the members of the team

Evaluation Framework

Evaluation methodology

Evaluation matrix  
Data Collection Tools  
Analysis Plan  
Work Plan

2. Prepare a draft evaluation report to be submitted before the feedback meeting with SFI.
3. Present the evaluation results to stakeholders.
4. Craft a final evaluation report. The final evaluation report shall be between 35-40 pages in length, excluding its annexes. A report that will highlight the project's realized outcomes and sub-outcomes, and their interconnections (i.e., the cause-and-effect relationships and connections between the outcomes). The report should show the pathways of change and the relationships between the various outcomes—including both intended and unintended outcomes that have been realized as a result of the project. Lastly, the report should also highlight the contextual factors that may have influenced the outcomes, unrealized outcomes (if any), gaps, and strengths and weaknesses of the project, among others.

## 8. Consultants Requirements and Selection

The required qualifications and experience are as follows:

- At least with a bachelor's degree in Social Science or any related course, a Master's degree is an advantage
- At least 3 years of proven track record/experience in conducting evaluation research and leading survey research and assessments, both quantitative and qualitative;
- Must have knowledge and experience working on children's rights and child protection issues, particularly on child sexual abuse and exploitation;
- Must have experience in Monitoring and Evaluation (child related sectors);
- Experience with similar evaluation work on child rights is an advantage
- Demonstrated high-quality report-writing in English;
- Ability to work independently, ability to juggle and coordinate various tasks simultaneously;
- Ability to prioritize tasks, be well organized, reliable and trustworthy;
- Being able to speak and/or understand Visayan dialect is an advantage.

## 9. Roles and responsibilities

Below is an outline that describes the roles and responsibilities of all parties involved in the evaluation process:

| Person Responsible | Role   |
|--------------------|--|
| Consultant         | <ul style="list-style-type: none"><li>● Prepare the evaluation inception report and work plan, and communicates progress every 2 weeks thereafter.</li><li>● Conduct field visits as deemed necessary. All visits and meetings shall be coordinated through SFI and IOs.</li><li>● Prepare an evaluation report that describes the results of the engagement, highlighting the use of output and outcomes, recommendations, and lessons learned.</li></ul> |



|                 |   |
|-----------------|---|
|                 | <ul style="list-style-type: none"> <li>• Prepare a report that will highlight the project's realized outcomes and sub-outcomes and their interconnections.</li> </ul>   |
| KNH Germany     | <ul style="list-style-type: none"> <li>• Review and ensure that the evaluation procedure is implemented in compliance with the BMZ guidelines</li> </ul>  |
| SFI and IOs     | <ul style="list-style-type: none"> <li>• Prepare the TOR</li> <li>• Responsible for the procurement of consultancy services</li> <li>• Brief the evaluator on the project</li> <li>• Ensure that agreed-upon deliverables of the consultant are submitted on timely basis</li> <li>• Review and endorse the inception/final report, including the methodology, tools and work plan to KNH</li> <li>• Brief the stakeholder or target respondents on the purpose of the evaluation</li> <li>• Coordinate schedule of field work for evaluators and assist in notifying the target respondents, informants and participants</li> <li>• Assist in organizing meetings and interviews with stakeholders</li> <li>• Extend the required facilitation and other coordination assistance</li> <li>• Participate in debriefing meeting or workshop</li> </ul> |
| Finance Officer | <ul style="list-style-type: none"> <li>• Assist in reviewing the proposed or indicative budget for the evaluation research</li> <li>• Prepare and effect payment for the consultant as per the agreed scheme or as stipulated in the service contract</li> </ul>  |

Conflict of interest. Except if SFI shall otherwise specifically agree in writing,

1. the consultant shall not engage directly or indirectly in any business or professional activities that would be in conflict with her or his work;
2. the consultant is not related up to 4<sup>th</sup> degree of consanguinity affinity to any project staff with monitoring function or to any board of trustees.

Adherence to Child Protection and Anti-Corruption Policies. The consultant shall observe and adhere to these policies by understanding and acknowledging the policy statement provided.  
<https://www.kindernothilfe.de/information/material-and-downloads/publications>

Confidential Information. Except with prior written consent from SFI, the consultant shall not at any time communicate to any person or entity any confidential information acquired through this consultancy.

## 10. Timeframe

The evaluation will be conducted from December 15, 2023 – March 15, 2024. The time allocated shall include the completion of the following tasks/processes:

- Desk Review, study and analysis of project related documents and reports
- Submission of Inception Report / Coordination Meeting
- Preparation / Coordination for Field Work; finalization of data collection tools
- Fieldwork / data collection / data consolidation / Debriefing Workshop / Initial report writing

- Data consolidation, review, and analysis; finalization of first draft
- Presentation of Results / Feedback Meeting
- Finalization and submission of final Evaluation Report

## 11. Mode of payment

The consultant shall be paid the consultancy fee as follows:

- 30% after the approval of the inception report
- 30% after presentation of the draft report
- 40% after approval of the final report

## 12. Proposals

The proposal should include the following components:

1. Detailed Curriculum Vitae (CV): Inclusion of detailed Curriculum Vitae of the key individuals slated to be involved in the consultancy. Furthermore, it should provide a clear delineation of their respective roles in the evaluation process.
2. Technical Proposal: Outline of the technical approach for conducting the evaluation. This should:
  - describe the evaluation approach to be used;
  - indicate the methodology to be employed, accompanied by initial recommendations on sample sizes; and
  - identify the tools and methods for data collection, analysis, etc.
3. Financial Proposal: Submit a clear indicative budget that will cover both consultancy and operating expenses necessary to implement the evaluation process.
4. Proposed Evaluation Schedule: Submit proposed timeline for the evaluation.

Please submit your proposal application in English no later than January 8, 2024 to [grace@stairway.ngo](mailto:grace@stairway.ngo) copying [teena@stairway.ngo](mailto:teena@stairway.ngo). In the subject line, please include your *full name* along with the following words “*Consultancy Application: CSP Evaluation*”.

Only shortlisted candidates will be notified and contacted for an interview. Applications received after the deadline or incomplete applications will not be considered.