

CALL FOR PROPOSAL

Date: September 02, 2024
Type: End of Project Evaluation
Project: Strengthening Child Protection Program in the Municipality of Puerto Galera
Funded by: Kindernothilfe Germany
Subject: End of Project Evaluation
Location: Puerto Galera, Oriental Mindoro

Background and Rationale

Stairway Foundation, Inc. (SFI) is a non-stock, non-profit, non-government child care organization and learning resource located in Puerto Galera, Oriental Mindoro, Philippines. The Stairway Foundation's programs and activities are geared towards promoting and protecting children's rights – is calling for endline end-of-project evaluation or summative project evaluation of the project "Strengthening Child Protection Program in the Municipality of Puerto Galera".

The end of project evaluation will serve as the basis in providing us with a clear picture of the status of project implementation, along with the concrete contributions of our project partners, as well as the gaps and areas for improvement. The main part of the evaluation should provide credible and verifiable insights regarding the achievement of targets and intended results. Furthermore, it should provide insights and practical recommendations on how to improve our approaches and strategies towards promoting and strengthening the child protection system.

Brief Description of Project

Stairway is implementing its 5-year Local Child Protection Project in collaboration with the local government unit and the Department of Education (DepEd) through its School Division Office of Oriental Mindoro. The project commenced in January 2020 and will close in December 2024. The project is implemented in the Municipality of Puerto Galera, with the overall objective, Children in the municipality of Puerto Galera are more protected from offline and online child sexual abuse and exploitation and from other child protection concerns, particularly in improving the functionality of multi-stakeholder child protection structures and system at the municipal, barangay, and school levels.

Its specific objectives (outcome) are as follows:

- **Outcome 1: Capacity Building of Child Protection Structures and Policy and Program Development**
 - Child protection structures are reactivated and strengthened for them to perform their mandated functions and develop programs, plans and activities for children using child rights programming with active child participation. Child rights and child protection are integrated in the design of local policies, plans, programs, processes and systems in Puerto Galera and reviewed on a regular basis.
- **Outcome 2: Child Protection Education and Awareness Raising and Advocacy**
 - Teachers, Children, and Families are more responsive in addressing child protection

- concerns through capacity development, awareness-raising sessions and advocacy
- **Outcome 3: Child Participation and Community Organization**
 - Community and child participation are intensified in the mainstreaming of child protection in communities in Puerto Galera.
 - **Outcome 4: Strengthening Direct Service Delivery**
 - Knowledge, skills and confidence of implementers are enhanced, particularly the MDT in providing appropriate and quality services for victims of violence against children, protective services for children are established, and all reported cases of VAC are acted upon by implementers accordingly.
 - The 14 abused and/or neglected street boys in Puerto Galera and other areas of Oriental Mindoro and Metro Manila who will be accepted into SFI's Family Home Program will develop protective behaviors and to develop positively through various health, psychosocial and creative interventions.

Main Project Outputs

The following are the major outputs:

- 1 Municipal Child Protection Policy developed and adopted.
- 4 schools adopted the localized child protection policies
- 1 monitoring and evaluation system developed
- 30 M/BCPCs and School CPCs trained and capacitated on child sexual abuse prevention, Child Protection/Cybersafety and handling of disclosures
- M/BCPC annual work and financial plan formulated based on the local child baseline research results.
- 75% increase in knowledge on child sexual abuse prevention, adolescent reproductive health and Child Protection/Cybersafety among M/BCPC and Schools CPC members
- 204 educators completed the CRC, CSAEP and cybersafe training
- 23 of ICT/EPP and ESP are trained using SFI's e-learning materials and were able to use and incorporate the learnings into teacher's instructions.
- Parents and guardians in 4 pilot Barangays especially from those families who are more vulnerable (dysfunctional families) have gained knowledge and skills on gender and child protection issues and positive/effective and gender transformative parenting.
- 2 Peer Educators groups gained confidence in facilitating advocacy sessions
- 6 MDT trained and mobilized to act upon VAC cases and have developed a stronger sense of commitment by performing their roles and functions as special bodies for the protection of children
- 3 MSWDO staff demonstrated an increase in knowledge and skills in case management protocols
- 18 boys in the Family Home Program developed protective behaviors and a positive outlook on life through psychosocial support, health services, effective case management, and creative interventions.

Target Groups

The direct target groups of the project are the Municipal Council on the Protection of Children key Members, especially the Multidisciplinary team (Social workers/MSWDO, PNP-VAWC, and MHO/Doctor), School Teachers (elementary and secondary school), particularly the School Child Protection Committee (School Head, Guidance Counselor, Child Representative), and Peer Educators. Institutionally, the project covered 1 LCPC, 4 BCPCs, 4 School CPCs, 204 Teachers, 24 ICT/EsP and EPP teachers, and 2 Peer Educators Groups.

Community members including children with disabilities, parents and families, and other stakeholders such as fraternities and faith-based groups will be involved in the implementation of the activities which cover community advocacy sessions on CSAEP, Gender Sensitivity, Positive Discipline and Gender transformative parenting to increase awareness and responsiveness in addressing child protection concerns. MCPC, BCPC, School CPCs and Peer Educators will play the leading role in the effective implementation of the project activities. The MCPC, BCPCs, and School CPCs will improve their function and roles in enhancing the child protection system and responding to child protection issues and concerns.

The Family Home Program targets 14 neglected and/or abused street children from Puerto Galera, other areas of Oriental Mindoro, and Metro Manila.

Evaluation Purpose

The main purpose of the end-of-project evaluation is to assess how the project interventions contributed to the strengthening of the child protection program in the Municipality of Puerto Galera, considering that this is a pilot project.

The summative evaluation should not only describe the immediate and intermediate results of the project but also the overall effectiveness, sustainability and continuity of the project initiatives, and illustrate how the project components and project outputs were maximized or utilized. In addition, it is expected to include documentation of good practices and valuable lessons and recommendations. These recommendations are intended to enhance project design, improve project quality, and refine implementation processes.

Specific objectives of the evaluation are as follows:

1. Assess the progress made in achieving the project objectives and targets, including associated indicators
2. Evaluate the effectiveness of the activities, interventions, and approaches to project implementation.
3. Identify both facilitating factors and challenges that hastened or hindered progress toward the project objectives. Analyze how these factors have impacted results, either positively or negatively
4. Document significant lessons and best practices gleaned from the current progress, making recommendations to enhance future programs and foster organizational learning
5. Analyze the capacity development needs of project staff concerning the project goal and outputs
6. Evaluate the effectiveness of the case management and overall approach in fostering the holistic development of each FHP beneficiary.

7. Examine the importance of establishing independent living initiatives for young adults who lack family support and have limited access to child-caring agency services.

Scope of the Evaluation and Criteria

The evaluation will cover the project implementation period from January 2020 to December 2024, with consideration of the remaining months prior to the project closure. The project is implemented only in the Municipality of Puerto Galera in particular to the MCPC, BCPCs (4 Pilot Barangays-Sabang, Dulangan, Poblacion and San Isidro), SDO Oriental Mindoro-Child Protection and Learners Rights, 4 public high schools and 1 private high school, Peer Educators (school and community-based), Public Teachers, and 14 FHP boys.

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: Municipal/Barangay Council for the Protection of Children (M/BCPC), Schools Division Office-Oriental Mindoro, School Child Protection Committees (SCPC), Peer Educators-school and community-based, teachers (ICT or EsP), Family Home Program boys, and other stakeholders in the project sites.

Questions to be answered by the evaluation

The evaluation shall address the following general questions:

- Did the project work as envisioned and as planned? Are the project interventions and measures adequate or sufficient to advance the project objectives in the long term, in particular in strengthening the child protection program in the municipality, are the child protection actors capable to response to the case of children, and are children and youth mobilized in all child protection initiatives?
- To what extent that the project contributes to the improvement of M/BCPC and School CPC function responding to child protection issues and concerns or to be able to discharge their mandate and fulfill their roles and functions?

Furthermore, the evaluation shall be guided by the key questions pertaining to relevance, effectiveness, efficiency, effects or results, and sustainability.

Relevance

- How useful and valuable the project is as perceived by the target groups and the LGUs?
- How appropriate and adequate are the project components, activities, and interventions towards the realization of the intended outcomes?

Effectiveness

- How did well the project meet its overall objective, to what extend did the project achieve the target outputs and intended outcomes as described in the proposal?
- What are the significant or key achievements of the project to date? What has not been achieved?
- To what extend the capacity training and development facilitate in handling disclosure, reporting, referral and other child protection concerns and activities



- To what extent the project contributed to the increase knowledge of children and youth in reporting child protection concerns
- How successful has the project in involving the community groups especially children themselves to actively participate in child protection initiatives and activities?
- To what extent the IECs developed helped in the increase of awareness and learning application of children, teachers and the community on offline to online child sexual abuse prevention and other child protection concerns?

Efficiency

- Were the funds adequate and clearly and sufficiently distributed and managed among the various project components? or maximized to deliver intended results?
- Was actual spending in line with the budget?
- Were collaborations with M/BCPC and SDO-Oriental Mindoro interventions and other partners were utilized to ensure better project performance?
- To what extent were project activities completed within the established timelines, and how did any delays impact the overall effectiveness?

Effects or results

- What are tangible and measurable results of the project in terms of improved M/BCPC and School CPCs function in addressing and handling child protection concerns?
- How did the project contribute to the awareness of teachers, children, and parents on children's rights, child sexual abuse prevention, adolescent reproductive health and child Protection
- To what extent that the teachers incorporated the learnings into teacher's instructions
- To what extent that the children develop protective behavior and increase in reporting by children?
- To what extent have the project interventions influenced the behaviour and practices in the community regarding offline and online child sexual abuse prevention, personal safety and protective, reporting and handling of disclosure?
- How did the project contribute to the realization of children participation?
- How well did the project contribute to the attainment or the short-and medium-term outcomes?
- What changes (in terms of local, social, economic, political, cultural and gender aspects) have been generated or produced by the project, directly and indirectly, intentional and unintentional, positive or negative?

Sustainability

- What are the major factors or key ingredients necessary to sustain the gains of the project? What measures are put in place to guarantee that the positive effects of the interventions are sustainable over time?
- Are the existing mechanisms, structures and policies worth replicating into other project areas? (SGLG, Peer Educators, LCPC, School CPC)
- To what extent have the LCPC and School CPC taken ownership of the project initiatives, and how does this contribute to the sustainability of the outcomes?
- What are the lessons learnt from the project that may inform future project designs?



Approach and Methodology

The evaluation consultant/team will independently conduct a participatory evaluation providing meaningful involvement of the implementing organizations, partners, beneficiaries, and other pertinent parties as applicable. Needless to say, the evaluation shall consider the opinions, perspectives, and active involvement of children and other primary stakeholders from the beginning and throughout the evaluation process.

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

It is expected that the evaluation consultant will conduct field or area visits to obtain the necessary qualitative and quantitative data that provide evidence or answers to the evaluation questions set forth. 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 Municipal/Barangay Council for the Protection of Children, school child protection committee members, teachers, peer educators and Family Home Program boys.

It is recommended that the evaluation consultant conduct a debriefing workshop to validate the findings and gather feedback, insights, and reflections from the target groups regarding the observations, conclusions, lessons, and recommendations to be put forward.

Tasks and Responsibilities of the Evaluation Consultant

The Evaluation Consultant will manage the entire review process from start to finish, coordinating closely with the Project Officer, Project Assistant, and Program Coordinator of the Family Home Program, and, as needed, with the Program Coordinator of the Community Assistance Program. This includes handling logistics such as travel, meetings, and supplies, ensuring a smooth evaluation process. The consultant will provide regular updates to stakeholders and document the process for future reference.

Evaluation Outputs / Deliverables

The evaluation will run from October 2024 – November 2024. The consultant will be required to submit a detailed work plan during the inception period.

The expected deliverables of the evaluation are the following:

Inception report and detailed work plan, tools for the end-project evaluation to be submitted five days after signing the contract/service agreement. The Inception Report should at least cover the following:

- Overview of the Evaluation
- Roles and responsibilities of the members of the evaluation team
- Evaluation framework
- Evaluation methodology
- Evaluation Matrix
- Data collection Tools
- Analysis Plan
- Work Plan

Draft evaluation report: A draft evaluation report should be submitted two days before the feedback meeting with Stairway.

Final evaluation report: the final evaluation report to be submitted at the end of the evaluation. The report shall comply with the format and minimum requirements (35-40 pages in length, excluding its annexes).

Qualification of the Evaluator/Evaluation Team

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;

Evaluation Timeframe

The evaluation will be conducted from October 1- November 30, 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



Management of the Evaluation

While the evaluation consultant shall remain independent or autonomous, Stairway shall maintain certain oversight functions and shall perform the following tasks and responsibilities:

Person Responsible	Role
Consultant	<ul style="list-style-type: none"> ● Prepare the evaluation inception report and work plan, and communicates progress every 2 weeks thereafter. ● Conduct field visits as deemed necessary. All visits and meetings shall be coordinated through SFI. ● Prepare an evaluation report that describes the results of the engagement, highlighting the use of output and outcomes, recommendations, and lessons learned. ● Prepare a report that will highlight the project's realized outcomes and sub-outcomes and their interconnections
KNH Philippines	<ul style="list-style-type: none"> ● Review and ensure that the evaluation procedure is implemented in compliance with KNH
SFI	<ul style="list-style-type: none"> ● Prepare ToR, ● Recruit the evaluation consultant and circulate the report of the evaluation to the concerned stakeholders ● Brief the evaluator about the project ● Ensure that the agreed-upon deliverables of the consultant are submitted on timely basis ● Review and endorse the inception/final report, including the methodology, tools and work plan to KNH. Provide inputs and feedback to the draft evaluation report. ● Brief the stakeholder or target respondents on the purpose of the evaluation ● Coordinate schedules of fieldwork for evaluators and assist in notifying the target respondents, informants and participants ● Assist in organizing meetings and interviews with stakeholders ● Extend the required facilitation and other coordination assistance ● Participate in debriefing meeting or workshop
Finance Officer	<ul style="list-style-type: none"> ● Assist in reviewing the proposed / indicative budget for the evaluation research ● Prepare and effect payment for the consultant as per the agreed scheme or as stipulated in the service contract

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



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 September 13, 2024 to admin@stairway.ngo copying amihan@stairway.ngo donna@stairway.ngo faye@stairway.ngo. In the subject line, please include your *full name* along with the following words "*Consultancy Application: Local Child Protection Project Evaluation*."

Only shortlisted candidates will be notified and contacted for an interview.