

Terms of Reference and Workplan for Project Evaluation

Project Title	Strengthening Resilience and Security of Urban Informal Settlements in Battambang (Urban PASSA)
Type of Evaluation	<i>Mid-term</i> <input type="checkbox"/> <i>Final</i> <input checked="" type="checkbox"/> <i>Impact</i> <input type="checkbox"/> <i>Other</i> <input type="checkbox"/>
HFH Country and Location	Habitat Cambodia – Phnom Penh
Name and/or organization of the evaluator/s	External consultant
Evaluation duration	24 working days

I. Habitat Cambodia

Habitat Cambodia is part of Habitat for Humanity International and began operations in 2003. We work with diverse international and local non-governmental organizations, microfinance institutions, corporate partners, and local and national authorities to build a better life through safe and affordable homes.

Habitat Cambodia provides technical expertise, including safe and affordable house designs as well as water and sanitation programs, and an innovative approach to housing combining market development, housing finance and housing support services; advocacy for secure land tenure; and pro-poor housing solutions. Habitat Cambodia takes a more holistic approach to housing and works with partners in helping informal settlers gain access to secure tenure under the local government's social land concession scheme. Technical expertise is provided to micro-finance institutions and low-income families in constructing good-quality and affordable homes.

Since 2003, Habitat Cambodia has served more than 100,000 families to improve their living conditions through housing interventions, WASH facilities, community development programs, and partnership with microfinance institutions in the provinces of Phnom Penh, Siem Reap, Kandal, Prey Veng, Takeo, Kampot, Kampong Speu, Tboung Khmum and Battambang.

II. Project Briefing

Habitat Cambodia has been implementing a three-year project (July 2018 – June 2021), and the project will end by June 2021. This project works with 48 informal settlement communities in Battambang city. We also work with local government authorities, NGO partners, PASSA groups, and other relevant stakeholders. The project mainly addresses urban issues, shelter problems, and disaster risks by empowering poor communities through community-driven development and a capacity-building approach. The Participatory Approach to Safe Shelter Awareness (PASSA approach) is mainly applied to engage communities' action for long-term development. The capacity of housing-related legal is provided to target communities for promoting their voices and advocacy actions. This project is supported by the Australian Government NGO Cooperation Program (ANCP) through Habitat Australia and implemented by Habitat for humanity Cambodia. The breakout of the Covid-19 pandemic caused the delay of project activities, especially gathering events and community participation. The working approaches are changed due to the level of its

severity from time to time. Online communication has been employed. Habitat Cambodia has a Covid-19 guideline in place for organizational operation and project implementation.

Goal	Outcomes	Outputs
To strengthen disaster risk management capacities of local communities, especially first-line responders, in the 45 most vulnerable urban poor communities in Battambang Municipality.	Increased community's participation in decision making and management of disaster preparedness reducing vulnerability through PASSA.	Specific DRR needs of women, men, boys and girls, in particular, the poor in target communities repeatedly affected by disasters compelled to live in dilapidated conditions, are identified and formed
	Increased capacity on land frameworks and national housing policy among the community and local authorities.	45 urban informal settlements leaders received TOT on housing policy, and 2150 community people attended on raising awareness event.
	The capacity of Habitat for humanity Cambodia on Urban Programming improved through the development of Urban Strategy, an analysis of the National Housing Policy.	Analysis of housing policy undertaken and urban strategy developed.

Project activities:

- 45 PASSA Groups formed
- 180 people trained in PASSA methodology
- 180 people (4 leaders per PASSA group) trained in proposal writing, project management, leadership, and financial management.
- 1080 people participating in planning and implementation of the PASSA process
- 45 community action plans developed
- 45 PASSA CAPs presented to the government to leverage existing community development funding in Battambang
- 45 PASSA groups participating in a peer learning event/exchange visits to share knowledge and learning
- 15 micro-grants distributed to PASSA groups
- 45 Informal Settlement leader (1 per community) received TOT on housing-related policy.
- 900 Informal Settlement members received a housing-related policy from IS leaders under the support of Habitat for humanity Cambodia.
- 2150 people attended on raising awareness event on housing-related policy – social land concession(SLC), Circular 03, etc

III. Evaluation Design

Final Evaluation Objectives:

This evaluation aims to assess the outcomes, impacts, relevance, effectiveness, and efficiency of the project interventions on target beneficiaries and communities. The best practice and lesson learned from the implementation need to be captured, and the recommendation for future development will be provided. Here are the specific objectives:

1. Measure the project outcomes and impacts against indicators set in the logical framework of the project. Review the effectiveness in regards to (i) project's approaches and strategies; (ii) project management; (iii) project's strengths and weakness in project implementation; and (iv) identify the areas to be improved.
2. Review whether project activities can be deemed sustainable at the local level and identify steps that can be taken to enhance the sustainability of project objectives; Review implementation of cross-cutting policies and, together with partner staff, identify opportunities for strengthening policy implementation
3. Generate lessons learned and provide appropriate recommendations for Habitat for humanity Cambodia .

Research/ Evaluation Questions: *Enumerate the questions you would like to investigate.*

Objective 1:

Effectiveness:

1. To what extent did the project outcomes and impact achieve against setting indicators and plan?
2. To what extent did the project address gaps in the overall project response, if any?
3. How was the selection process of beneficiaries made? To what extent has the project targeted the most vulnerable?
4. How do the project and implementing partners monitor and evaluate project performance and outcomes?

Significant changes and improvements

1. What significant changes and improvements have the beneficiaries experienced since the start of the project? To what extent did the project intervention influence the changes and improvements experienced by the beneficiaries?
2. What were the facilitating and hindering factors that contributed to the achievement of project outcomes and changes?
3. What were the impacts of covid-19 on project implementation and achievement?

Efficiency:

5. How efficiently were resources used? Could anything have been done differently to maximize the available resources better to meet project objectives?

Objective 2:

Relevance:

6. To what extent did the project interventions contribute to the community's needs and realities?
7. To what extent were the community and implementing partners been involved in the design, implementation, etc.?
8. How were cross-cutting issues responded to by the project (e.g., gender equality, disability inclusiveness, community participation, safeguarding, environmental sustainability, and climate change)?

Sustainability:

9. To what extent will the benefits of the project be sustained beyond the project?

Objective 3:

Lessons learned and recommendations

10. What were the good practices and lessons have the project learned on the following: i) project design, ii) partnership building, iii) family selection, iv) project implementation, and M&E?
11. What recommendations have been identified to improve project implementation and Habitat for humanity Cambodia work further?

Research Methodology and Scope:

The external evaluation team will recommend the most suitable methodology for this survey to ensure the accuracy and validity of the finding. Both qualitative and quantitative data collection techniques are recommended. The tools will be developed in English and translated into the local language. In the technical proposal, the consultant should indicate their proposed methodology, administrative work, timeframe, and budget to inform the first phase of the selection process. The successful consultant will be expected to provide a detailed methodology with tools for fieldwork as part of their inception report—all this bearing in mind the COVID-19 guidelines and do-no-harm.

As this assignment will be done during the Covid-19 breakout, the consultant needs to indicate how the assignment will be conducted in a safe mode for both implementing team and community and ensure the good quality of the finding. The appropriate means and tools should be recommended to use in the pandemic situation (as identified by the government and Habitat Cambodia).

The following are the recommended methods that will be used in this evaluation.

Data collection method	Participants
Desk review/Secondary data collection	Project Staff <i>(Review all relevant document provided by Habitat Cambodia)</i>
Survey questionnaire	Target beneficiaries
Key Informant interview and visit	Project staff, project partners, local authorities/relevant government officers
Focus group discussion	Target beneficiaries/informal settling people
Field observation/ transect walk	Homeowners
Case studies	Target beneficiaries/local authorities <i>(Case study need to be produced based on each project objectives)</i>

Note. The baseline study will serve as the benchmark performance for this evaluation, especially on measuring significant changes and outcomes at the beneficiary level. Qualitative information will help triangulate findings and expound further information collected in the household survey and secondary data review.

Expected result:

The deliverables and responsibilities as following are expected from the consultancy firm:

- An inception report will be prepared by the consultancy team and shared with Habitat Cambodia. The report should include a detailed methodology, including sample size, sampling plan, data collection tools, fieldwork, and data analysis plan.

- The consultancy team will produce a draft report and share it with Habitat Cambodia for review; the consultancy team will organize a consultation meeting with the Habitat team and present the finding (slide presentation recommended) for feedback and comments.
- Once feedback is provided by the Habitat team, the consultancy team will prepare the final report. The report will follow the same presentation logic and include, at a minimum: an executive summary, list of acronyms, introduction, baseline context and purpose, baseline framework and methodology, findings, case studies, conclusions and recommendations. Annexes should include the TOR, inception report, program indicators with basic values from the list of documents reviewed, list of persons interviewed or consulted and data collection instruments.
- The consultancy team will also prepare a PowerPoint presentation and two-page evaluation Brief. The Brief will include project information; evaluation background (purpose, evaluation team, timeframe, methodology); and evaluation results: key findings, conclusions, and key recommendations.

Management Arrangement and Protocols:

The consultant team will spearhead this evaluation survey with support from the provincial office and National Office representative, Habitat Australia and the Asia-Pacific Office. The Habitat Cambodia must first approve the research design, tools and final report before proceeding with the conduct of the evaluation. Also, the tools that the evaluators will use must be reviewed and provided input by Habitat before pre-testing. Communication and dissemination of key findings to a wider audience must first be approved by Habitat Cambodia beforehand.

IV. Requirement skilled and experiences:

As the consultancy is comprehensive, the consultancy team is expected to have a mix of skills relevant to the assignment. The team needs to have a team leader (national or international) and a research team (nationals). We expected that the consultant team is the social science expert specializing in disaster risk reduction (DRR), land tenure, housing, and law with a post-graduate degree in social science or a comparable qualification. The required key experiences, knowledge and skills of the consultant include:

- Legal status recognized by the Government of Cambodia, enabling the organization to perform the tasks mentioned above under the laws of Cambodia.
- Minimum 5 years experience managing household-level surveys of similar scale such as program strategy development, design and evaluations and must have demonstrated experience with research and participatory methods.
- Strong capacity and experience in planning and organizing survey logistics
- A good network of experienced enumerators, supervisors and data entry clerks.
- Be strong capacity in data management and statistics.
- Strong knowledge in the following software for data analysis such as STATA, CS-Pro, and SPSS
- The firm has demonstrated knowledge and experience with the housing, law, land tenure, and DR3 sectors and the ability to conduct and equity-focused research and analysis.
- Strong in writing and analytical skills (a sample of recent analytical reports is requested).

- Demonstrate ability to work in a multi-cultural environment and ability to establish good and effective relationships with stakeholders.
- Knowledge of the environment, advocacy, land right, market development, and child protection will be an added advantage
- Have relevant experience in working with governments and international organizations on consultancy assignments.
- Be excellent written and verbal English language skills; fluency in Khmer.
- Have local experiences in Cambodia and knowledge of Cambodian culture.

V. Activities timeline

Activity	Timeframe
<ul style="list-style-type: none"> • Desk review of key documents • Initial briefing about the program; • Draft Inception report, detailing evaluation tools, methodology, and detailed evaluation schedule; • Questionnaire developed 	7 working days
<ul style="list-style-type: none"> • Field data collection and data entry • Field visit to the project area • Data analysis • Draft evaluation report share to Habitat for humanity Cambodia for comments 	10 working days
<ul style="list-style-type: none"> • Presentation of key findings, • Feedback on the draft evaluation report, revision, and lesson learned 	5 working days
<ul style="list-style-type: none"> • Final evaluation report for submission to Habitat for humanity Cambodia 	2 working day
Total:	24 working days

VI. Application procedure:

If you are convinced and meet the above qualifications and requirements, please submit your CV and letter of interest to the Procurement Unit, Habitat Cambodia, through e-mail: procurement@habitatcambodia.org by **04 June 2021**.

Only shortlisted candidates will be notified.

Please Notice that:

- The curriculum vitae (CV) should be maximum of three pages. It should outline your qualifications and relevant experience and a maximum one-page analysis highlighting your understanding of the work and the proposed methodology that you will apply to deliver the intended objectives.
- The letter of interest should be a maximum of ten pages, which should include the following:
 - Organizational profile of consultancy agency if there is
 - A proposal following the terms of reference (ToR) by indicating the number of days to complete assignment and methodologies to be used
 - A detailed financial proposal (financial bid), including daily cost per major activity
 - A tentative work plan and timeline

VII. Payment schedule:

- 20% upon receiving the first inception of the report
- 40% upon the submission of the drafted report
- 40 % upon delivery of final report (in both hard and soft copies) as required and acceptable to Habitat for humanity Cambodia.

Payment will be made within 15 days upon acceptance of the report.

HABITAT'S STATEMENT OF EXPECTATIONS SURROUNDING SAFEGUARDING

Habitat for Humanity Cambodia requires that all consultants take seriously their ethical responsibilities to safeguarding our intended beneficiaries, communities, and all those with whom we work. Habitat for Humanity Cambodia has particular responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation, and abuse; safeguards the rights of beneficiaries and community members (especially children); and promotes the implementation of Habitat for Humanity's code of conduct.