

## Terms of Reference for ACT External Evaluation

### 1. Introduction:

Alliance for Conflict Transformation (ACT) was established by group of peace activists in 1999 with legal registration with Ministry of Interior in 2002. Similar to other peace NGOs in Cambodia, ACT is an independent, non-political, non-profit, and non-faith base organization, cooperating and serving target communities, students, journalists and other print and medial producers through capacity development in the area of conflict transformation/resolution and Peace-building work. ACT also aims to strengthen the mechanisms for peace in Cambodia. ACT prioritizes herself as a flexible and relevant organization, using theoretical concepts, good practice and quality research to adapt to Cambodian context for their operation and networking.

### The implemented projects from 2013-2015:

**Overall Objective:** To promote a foundation for peace in Cambodia through research and capacity building in media, and by strengthening peace builder's capacity to transform conflicts in their communities.

<b>Title</b>	<b>Peace research project and Peace journalism project</b>	<b>Indicators</b>
<b>Objectives</b>	<p>1- Peace practitioners have gained theoretical and conceptual knowledge in peace research methods and have applied it on 4 issues to increase strategic intervention into conflict settings</p> <p>2- Peace builders and members of the media adapt peace reporting and responsible representation of conflicts.</p>	<p>1- 20 attendees at each of the four social awareness events, with at least 1/3<sup>rd</sup> being women, demonstrate an increase in knowledge on methods to promote peace in their circles of influence.</p> <p>2- A collection of stories by transformed media actors and peace reporters demonstrating application of peace journalism strategies.</p>
<b>Period</b>	October, 2012 - December, 2015	
<b>Target beneficiaries</b>	Journalist, students, teachers, NGOs staff, and other relate medias.	
<b>Target areas</b>	Phnom Penh	

<b>Budget</b>	140,000 EUR (Project No: 20120337 G / KED-EK 36/2012)
<b>Donors</b>	BfdW

**The ongoing projects from 2016-2018:**

<b>Title</b>	<b>Media for Peace and Peace research project</b>	<b>Indicators</b>
<b>Objectives</b>	<p>1. Print and social media producers provide peaceful information and messages for sustainable peace to public audience.</p> <p>2. Research finding conducted by well-equipped researchers are used for policy change and improved practice at different levels by government and other stakeholders.</p>	<p>1- 75 direct target person (30% ladies) from different ethnicities, youth, print and social Medias, NGOs staff will create plate form for learning and sharing experience in Media for peace among direct beneficiaries and influencing their media publication.</p> <p>2- 15 direct target person (30% ladies) including students from different universities, teachers from difference schools, lecturers from different universities, staff from NGOs, and private sectors in Phnom Penh and Provinces. 300 indirect target person (30% ladies) from commune/village chief/council, community's people, religious group and ethnicities and soldiers.</p>
<b>Period</b>	January 2016 - December, 2018	
<b>Target beneficiaries</b>	Journalist and other relate medias, students, teachers, NGOs staff, ethnic, village chief, commune member, religious group, soldiers.	
<b>Target areas</b>	Phnom Penh and Takeo province	
<b>Budget</b>	180,000 EUR (Project No: N-KHM-2015-0171)	
<b>Donors</b>	BfdW	

## **2. Assessment objectives:**

The main objective of this external evaluation is to assess the effectiveness and efficiency of project implementation, to determine the relevance and fulfillment of the project objectives as well as capture initial outcomes/impacts that the project has contributed to the target beneficiaries, document good practices, lessons learned and recommendations for the current, for the ongoing project phase 2018 and the next phase. This review will also assess appropriate and in-depth understanding of the current situation of beneficiaries' rights to politic, economic and psycho-social justice within ACT's target areas.

The specific objectives of the review:

- To assess the impact and relevance of project intervention to the needs of the beneficiaries;
- To evaluate the effectiveness and efficiency of project implementation;
- To measure improvements and significant changes as an effect of project interventions using the standards outcome indicators of the project;
- To provide recommendation for next project phase

## **3. Method and Key questions:**

- This external evaluation will collection data techniques to measure the indicators contained in the logframe/result chains of existing and new projects. However, the detail methodology of the survey will be designed with direct consultation with ACT's team.
- Specific details of the number and location of sites visited for fieldwork will be determined during the first consultation phase. This is based on several considerations, the main ones being the number of sites involved in the project, the scope of activities implemented, and our revised estimation.
- The standard evaluation criteria: relevance, efficiency, effectiveness, sustainability and impact/outcomes of the project are used for this review.
- Provide specific recommendation to be improved next step project implementation
- The evaluation will also look back to the activities that carried out from 2013 to end of 2016 on:

**Relevance:** To what extent is the project addressing the real needs of target groups? To what extent are the project activities still relevant in delivering the objectives of the project? Are the indicators suitable and informative to assess project progress? To what extent has this project impacted the beneficiaries' living conditions, needs and lived realities? Has the project affected community involvement? How were the community and relevant stakeholders involved in the process?

**Efficiency:** How were specified project resources utilized? In particular, did the expended recourses maximize benefit to participants and the community? What could have been

improved? Did the ways of working/ the organizational structure or the project management support the working efficiency?

**Effectiveness:** Did the expended recourses adequately provide the desired benefits to participants and the community? How were beneficiaries selected? To what extent were the desired social, economic, and environmental changes/benefits achieved? What are the major factors influencing the achievement or non-achievement of the objectives? In what ways has the project improved the short-term and long-term economic, child rights, peaceful behavior and knowledge base of participants? How was the development of the program monitored and evaluated?

**Sustainability:** To what extent will the outputs and outcomes continue to provide benefit to program participants/beneficiaries? Can the beneficiaries continue activities contribute to peacebuilding after the project ends and nominated resources expended? What is the level of ownership of the project by target groups and will it continue after the end of external donor support? What are the major factors which might affect the sustainability of the project?

**Impact:** To what extent has this project contributed to the changes in the lives of beneficiaries, in terms of social, economic, cultural, and technological conditions? What are the impacts from the implementation of the programs, whether the intended or unintended ones (both positive and negative) which are already apparent? What real difference have the activities so far implemented had in the lives of the beneficiaries?

#### **Organisational effectiveness:**

In how far are human resources, quality of work and internal environment including governance adequate in relation to programmes and external relations? How effective have management strategies been adopted and implemented? How is second line leadership developed? What has been the role of the Board, role of staff in the planning, monitoring and implementation of the organization? How effective are the organisational structure and the internal communication/ coordination system as well as the division of roles and functions?

#### **Management of the Review Process:**

The review process will be conducted in consultation with consultant team, Executive Director, Project Coordinator/Manager and Officer, throughout the duration of the consultancy. It is initially envisioned that four formal management meetings should be scheduled throughout the process. However, clarification of the frequency of meetings and nominated participants will be detailed during the first consultation process. This collaborative approach is proposed to ensure continuity and effectiveness of the advisory process and involvement of stakeholders and beneficiaries.

## **Report writing:**

The report format will follow the basic standard. The confidentiality will be kept with informed consent (verbal consent will be focused). Specifically, the consultant teams will primarily and precisely articulate the result of the findings according to the identified themes, five final evaluation components (relevance, efficiency, effectiveness, sustainability and impact), intended/unintended, positive and negative outcomes and impact of the project as well.

The assessment will use both quantitative and qualitative methods to evaluate the project. Two key perspectives should frame all evaluation activities:

- Outcome/Effectiveness – have the project delivered the results they aimed at?
- Relevance – to what extent that ACT responded to critical issues encountered by its intended beneficiaries? Are current training package (topics and methodologies) relevant with the needs of beneficiaries?

The detail/concrete evaluation's questions will be discussed and decided together with ACT teams after signing of the consultancy contract. However, the evaluation might address the following key questions:

- a) To what extent have the project activities achieved its goals, objectives and expected results?
- b) Have the project been efficiently (cost-effectiveness) implemented?
- c) What has been the impact of project activities for intended beneficiaries? (e.g. promote sustainable peace and conflict transformation, and promote cooperate and respect the diversities including identities, cultures and needs). And have there been any unforeseen impacts?
- d) What challenges were confronted by ACT and partners and how where these addressed?
- e) How has ACT responded to the change of society and the needs of the beneficiaries? Have the projects been modified or developed accordingly?
- f) How has ACT tried to encourage participation of targeted beneficiaries in the project?
- g) What recommendations can be made on the future direction of ACT support?

The evaluation teams will develop detail questionnaires submit to ACT executive director for approval before conducting interview and FGDs at the fields.

**4. Process of the evaluation/time frame:**

<b>Work Phase</b>	<b>Specific Task</b>	<b>Schedule</b>	<b>(Working Days)</b>
<b>Preparation (2 days)</b>	Desk review	July, 2017	1
	Design of Outline for Interviews and Focus Groups	July, 2017	1
<b>Data Collection (11 days)</b>	Conducting Interviews & Focus Groups (including track walk): 1. Peace research project (Phnom Penh & Takeo) 2. Media for project (Phnom Penh)	August-September 2017	7
	Conduct small survey with key direct beneficiaries	September 2017	4
<b>Analysis (5 days)</b>	Coding/Translation of Interviews	October 2017	2
	Data Entry		1
	Analysis		2
<b>Reporting (2 days)</b>	Report Writing, submission, feedback, and finalize report	October 2017	2
<b>Total</b>			<b>16 days</b>

**5. Expected of Product:**

The evaluators are able to assess the work required and are contractually obliged to deliver the products that need to comply with the specified features as the ToR is a contractual component (interim/inception report, draft of the final report and final report). The report template will focus on Acknowledgement, Forward, Title Page, Report Template, Table of Contents, List of Acronyms and Abbreviations, Executive Summary, Project Description, Assessment Design/ methodology used, Findings on relevance, effectiveness, efficiency, impact and sustainability, Conclusion & Recommendations (based on findings, realistic, specific and addressed), Annexes, about this Document.

**6. Qualifications of evaluators:**

The evaluators must experience relate to consultation of evaluation:

- clearly knowledge and demonstrable expertise on peacebuilding, peace research and peace journalism/media field.
- Excellent experiences in designing and conducting quantitative and qualitative research/evaluation.
- Strong analytical skills and knowledge of Cambodia governance, cultural context and Khmer language.
- Demonstrable experience in evaluation of complex programs and ability to conduct high quality research, meet deadlines and respond to requests and feedback provided timely and appropriately.
- Excellent written and verbal communication and reporting skills in English.
- The evaluators are aware of the expectations and requirements of the commissioning organization and are thus able to assess whether they are able to apply the quality of evaluation to ensure donor perspective and signification change.

#### **7. Content of the evaluator's offer:**

The interest national evaluation firm should submit the application including how the consultant(s) meets the Term of Reference (ToR), financial proposal, CV and detailed qualifications and working experiences of project evaluation by soft copy to Mr. Hean Hak via email [act@act.org.kh](mailto:act@act.org.kh) or contact via phone: 077 762466 before 1<sup>st</sup> of May 2017.

