

SC-PR-37 Terms of Reference (ToR)-ALB 2024 0330

External Expert to conduct an Evaluation of the Child Protection Program in Albania 2022-2024: Strengthened systems protected children

05-11-2024

Terms of Reference (ToR)

Background on Save the Children

Save the Children is the leading global independent organisation for children. Save the Children believes every child deserves a future. Around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share.

Our vision: A world in which every child attains the right to survival, protection, development and participation.

Our mission: To inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Our values: Accountability, ambition, collaboration, creativity and integrity.

We are committed to ensuring our resources are used as efficiently as possible, in order to focus them on achieving maximum impact for children.

Background information/context

In January 2022 Save the Children in Albania started the implementation of “Strengthened systems protected children” project under our Child Protection Program in the Municipalities of Gjirokastrë, Mat, Saranda. The purpose of the project is to advance the work in addressing the protection of children by a strengthened and functional child protection system through improvement of legal and policy framework at both National and local level; development and provision of integrated, inclusive and gender sensitive community services, raising the resilience of children, youth, and communities toward CP issues.

The proposed intervention reflects the Albania Country Strategic Plan 2022-2024, specifically Strategic Goal - “By 2024, most deprived children benefit from safe, inclusive, child centered, integrated policies and services”. This goes in line with: National Agenda for Children 2021 – 2024 and UN guidelines on Alternative Care. The De-institutionalisation reform is prioritised in Albania's Economic Reform Programme 2021–2023 and, in March 2021, the central government allocated funds to pilot in two municipalities the development of alternative

childcare services, such as professional foster care and guardianship, that will accelerate full and irreversible closure of residential institutions.

The intervention is built on two main pillars which express our specific objectives: the first component focuses on the Institutional level at central and local institutions, improvement of policy framework, and professional capacities of mandated mechanisms and quality of public service provision. The second component is linked with the empowerment of children, youth, parents and communities to engage more proactively in addressing issues of abuse, violence, harmful practices and able to address gender norms and disbalances into the target communities and raise awareness into gender equality. Models that have been developed and tested in the previous CP program will be consolidated, adapted, and handed over to the statutory institutions and services. A thorough documentation and capitalization of the work done so far in the CP area will be the focus and main component of the handover plan.

By December 2024 the project will be implemented for a period of 3 years and is subject to an end-term evaluation.

Objective

Save the Children is commissioning an evaluation of the Child Protection Program in Albania in order to give evidence on the extent of achievement against determined objectives, provide an analysis on the impact and shortfalls, identify positive models and practices, and provide where possible, new perspectives and recommendations on future areas of intervention and methodologies targeting child protection.

The Evaluation should include the indicators of the project and provide answers to the following learning questions:

General Project Impact

Overall Impact: How has the project contributed to the reduction of violence, neglect, abuse, or exploitation of children in the target areas?

At what extent are children, parents/caregivers and communities able to create enabling environments for children and to take action to keep children safe?

Legal and Policy Framework

Policy Development: Were the legal and policy frameworks for Alternative Care (AC) and De-Institutionalization (De-I) successfully developed and implemented? What specific changes were made?

Are Child Protection policies and practices (including Alternative Care) in place and responding to specific needs of children affected by multiple vulnerabilities?

Judiciary Training: How effective was the training provided to judiciary professionals on child-centered approaches and the UN Guidelines on AC?

Capacity Building

Professional Capacities: How have the capacities of local government units and social service professionals improved in terms of planning, monitoring, and delivering child protection services?

Community Center Staff: How effective was the training and support provided to the staff of Community Centers in delivering child-centered, inclusive, and gender-sensitive services?

Community and Family Engagement

Parenting Practices: How have parenting practices changed as a result of the Positive Discipline (PD) methodology and other parenting support activities?

Community Mobilization: How successful were the community mobilization efforts in creating protective environments and addressing harmful norms?

Child and Youth Empowerment

Resilience Building: How have the resilience and capacities of children and youth to cope with risky situations improved through the project activities?

Child Participation: How effectively were children and youth engaged in the project activities, and how did their participation influence project outcomes?

Service Provision and Case Management

Service Delivery: How effective were the Community Centers in providing core services such as psychosocial support, case management, and family strengthening?

Case Management: How well did the case management processes address the needs of children and families, and what were the outcomes of these interventions?

Sustainability and Handover

Sustainability: What measures were taken to ensure the sustainability of project outcomes, and how successful were these measures?

Handover Process: How effective was the handover process to local government units and other stakeholders, and what challenges were encountered?

Advocacy and Campaigns

Advocacy Impact: How successful were the advocacy efforts in influencing national and local policies related to child protection and alternative care?

Awareness Campaigns: How effective were the national and local awareness campaigns in raising public awareness about child protection issues?

The evaluation report will be used to help Save the Children in Albania:

- Assess the efficiency, effectiveness, relevance, sustainability and impact of the program and its implemented activities;
- Measure the extent to which the response has been accountable to the local needs and the level of child/beneficiary participation into the program;
- Examine how the program has mainstreamed cross-cutting issues such as promotion of gender equality and children's rights.
- Identify key successes and lessons learned from the program.
- Provide concrete recommendations and suggestions for future program interventions.

Given the various components of the child protection program, the proposed evaluation will need to assess how the various interventions have completed each other and contributed to achieve a systemic approach to child protection and impact for children. Different reports produced during project lifetime will contribute to feed the final conclusions of the proposed assignment. It is expected that the evaluation expert will conduct consultations and meetings with representatives of the following institutions/actors:

- Save the Children project team
- Community Centers
- Residential Institutions
- Representatives of Municipality
- Children and community
- Teachers

The expert is expected to develop the methodology of the evaluation which will detail sample size and criteria of selection, data collection methodology, the instruments, timeline, roles and responsibilities. The suggested methodology will be both qualitative and quantitative with special focus on qualitative one, in order to provide an in-depth picture of the Intervention.

The Final Evaluation report must clearly identify the evaluation's purpose (including its key objectives, questions and criteria) as set out in the evaluation's Terms of Reference (ToR). Analysis and findings should mention or consider the potential contribution of factors outside the intervention and identify or explain any unintended and unexpected changes (positive or negative).

In addition to desk review of main Intervention's documents and reports, key informant interviews and focus group discussions with stakeholders and beneficiaries are suggested based on a well-structured open-ended tool/questionnaire as main sources of information.

The tools need to be adapted to the target groups and relevant context, especially for data collection (interviews, FGD) events with children.

It is expected that the evaluation expert will also conduct consultations/meetings with representatives of the local and central institutions – as stakeholders and at the same time beneficiaries of the Intervention.

Location and official travel involved

Tirana with project site travel to Gjirokaster, Mat, Saranda

Services the Supplier will provide

- Expert holds the overall management responsibility of the evaluation, including designing and carrying out the evaluation, drafting the final report and debriefing the project team and key stakeholders.
- Expert will liaise with Save the Children staff throughout the process, providing regular updates and seeking their input and advice where necessary.
- Expert will develop an inception report detailing the methodology-stakeholders to be interviewed, tools to be developed, time frame for the evaluation which will be shared with Save the Children.
- Expert will develop checklists and tools for field interviews and data collection. The tools will be reviewed by Save the Children before finalization.
- Inception Report and Final Evaluation will be submitted through a Save the Children standard reporting template.
- Draft evaluation results are shared to Save the Children staff responsible to supervise evaluation process upon agreed calendar to provide inputs.
- Integrate Save the Children's feedback into the final version of the document as appropriate and present the finalized document to Save the Children upon agreed calendar in English.
- Expert will adhere to the timelines of the consultancy.
- Expert will ensure ethical child/parent participation.

Experience and skill set required

- Advanced university 's degree (Master's or PhD) in social sciences with proficiency in mixed method using both quantitative and qualitative techniques of evaluation, data analysis and report writing
- Extensive Knowledge on Child Protection and Child Rights;
- Proven expertise in research, evaluation and documentation of programs of similar size and scope in the respective sector;
- Knowledge of country specific policies, legislation and practices related to social/child protection, social inclusion and aware of international good practices in relation to child protection systems and services

- Demonstrated experience in conducting program baselines, evaluations, research for programs/projects in the respective sector that are worth not less than USD\$10,000;
- Evidence of having written a full evaluation report, including methodology and data analysis, with recommendations;
- Experience managing data collection, quality control and analysis;
- Background training or equivalent practical experience in Research, Monitoring and Evaluation;
- At least 10 years practical experience implementing and or providing M&E support to Child Protection programs;
- Ability to identify and describe key indicators for project success, and how to measure;
- Excellent presentation, communication and writing skills including Excellent English and Albanian language skills (written and oral);
- Proven ability to supervise diverse, multidisciplinary field teams;
- A record of success in seeing complex projects through to completion;

Expected Deliverables

SCI expects the following deliverables to be provided:

Deliverable Number	Deliverable Title	Description	Format and Style
1	Inception Report and Tools	The expert will prepare an inception report which details the evaluator's understanding of the evaluation and how the evaluation questions will be addressed. This is to ensure that the evaluator and the stakeholders have a shared understanding of the evaluation. The inception report will include the evaluation matrix summarizing the evaluation design, methodology, evaluation questions, data sources and collection analysis tool for each data source and the measure by which each question will be evaluated	Save the Children Format
2	Field work and data collection plan	The number of people engaged in data collection, for how many days and completion status	Word Document
3	Data analysis	Complete analysis graphs and interpretation	Excel dataset; Word narrative

4	Draft report for comments and input from the project team	The expert will prepare draft Evaluation Report for Education project, of the proposed format of the report and checklist used for the assessment of evaluation report). The report will be submitted to the Program Implementation Director/ Director of Program Development, quality, and advocacy. Comments will be provided within 5 days after receiving the Draft Report. The report will be reviewed to ensure that the evaluation meets the required quality criteria. The report will be produced in English	Save the Children Format
5	Final Report	The final report for the project will include comments from Save the Children, outlining recommendations and proposals for the update and strengthening of SC model/ approach(es), tools (design, planning, implementation measurement), expertise and capacities.	Save the Children Format

Timeline

Estimated Commencement Date:20-11-2024

Estimated End Date:13-12-2024

Expected Level of Effort (LoE): 21 working days

Deliverable Number	Deliverable Title	Submit To	Delivery Date
1	Inception Report and Tools	PDQ and Program Implementation	20-11-2024
2	Field work and data collection plan.	PDQ and Program Implementation	27-11-2024
3	Data analysis	PDQ and Program Implementation	02-12-2024
4	Draft report for comments and input from the project team	PDQ and Program Implementation	09-12-2024
5	Final Report	PDQ and Program Implementation	13-12-2024

Out of Scope

N/A

Status updates/reporting

Acceptance

The deliverables will be accepted within 5 working days from the submission.

General assumptions and dependencies

Responsibilities of Save the Children

- Provide all required background materials to the consultants in a timely manner
- Oversee the service provider by managing the consultancy contract
- Monitor adherence to specified deadlines; facilitating access to required information.
- Provide guidance throughout all phases of execution, approving all deliverables, and facilitating access to any documentation (or any person) deemed relevant to the evaluation process
- Share deliverables with stakeholders
- Perform quality control, as required of all deliverables
- Monitor adherence to specified deadlines

Safeguarding Policy: As a condition of entering into a consultancy agreement the consultants must sign Save the Children International Child Safeguarding Policy and abide by the terms and conditions thereof.

Payment information

The following payments will be made to the consultant using an agreed mode of payment;

Upon approval of inception report and tools: [50%]

Upon approval of final study report: [50%]

The Fees are inclusive of all costs, overheads and expenses, including travel, subsistence and accommodation.

Other important information

N/A

How to apply for the services

The service provider is expected to submit a proposal, including:

If interested in applying for this study, interested candidates should present the followings and should not exceed 7 pages:

- CV and References and ID copy;
- Proposed approach and outline design of the study including work plan reflecting the key outputs/deliverables and proposed timeframes;
- Written evidence (e.g. study reports attached) of previous work, meeting the requirements laid out in this Terms of Reference or online links to access the reports;

- A statement of availability and commitment to undertake and complete the consultancy within indicative assignment dates;
- The proposed Fee expressed in Euro for the completion of the study and number of days planned to be engaged in this task (within the foreseen LoE, fee should be inclusive of income taxes withheld at the source).

The deadline for responses is: 15-11-2024

The application should be submitted within 10/11/2024 with the subject "Application for Expert for Evaluation of the Child Protection Program in Albania 2022 - 2024: Strengthened systems protected children" at the following e-mail address:

info.albania@savethechildren.org

The award criteria consist of the following:

Criteria	Description	Score
Technical proposal	Comprehensiveness (completeness) and coherence (consistency) of the proposal	15
Technical proposal	Methodology: proposed intervention approaches (models)	20
Technical proposal	Feasibility of proposal and timeline	10
Financial proposal	Financial offer	40
CV of the applicant	Expert: experience of the expert with similar projects (in child protection and child rights, etc)	15
TOTAL SCORE		100