**Terms of Reference**

**Project Title:** A violence free society for children in China (referred as “the project” in this Terms of Reference ‘ToR’)

**Project Locations (external evaluation):** Renshou(Sichuan), Nanjing(Jiangsu), Jingzhou(Hubei), Kaili(Guizhou), Guangzhou(Guangdong)

**Project Duration:** 2 years (January 1st, 2017-December 31st, 2018)

**Implementing Entity:** Save the Children China Programme (SC)

**Donor:** SC Hong Kong

* **Project Background**

The project started on January 1st, 2017 aimed at making child protection services functioning in SC project locations to prevent and respond to violence against children (VAC) and contributing to the development of China’s national child protection system.

SC worked with the Ministry of Civil Affairs (referred as “MoCA”) on child protection system building and strengthening under Memorandum of Understanding focusing ‘Minors’ Protection and Taking Better Care of Children in Difficulty’ in China.

Making child protection services functioning in SC project locations to prevent and respond to VAC is designed to be achieved through developing and promoting local child protection working mechanism, developing a set of key services (self-protection of children, positive parenting for parents/caregivers, appropriate adult service for children, child friendly justice, and case management services) pilot them in the project locations; providing capacity building for service providers to make these child protection services available and accessible to children and their families; and building up supportive public environment for VAC.

Using good practice contribute to the development of China’s national child protection system is designed to be achieved through advocacy at national, sub-national and local levels. The project had components of advocating for a legal framework for protection, a national and sub-national protection strategy, a child friendly justice system, budgeting, and development of local coordination.

**The key outcomes of this project include:**

1. To increase public awareness of child protection concerns;

2. To improve accessibility and availability of local preventative services;

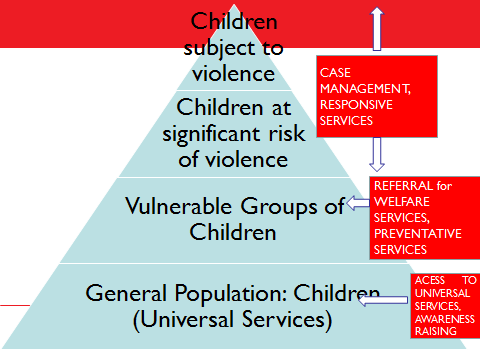
3. To support the development of local responsive services for children subject to and at significant risk of violence and their families;

4. To contribute project findings, international standards and best practice into the development of China’s national child protection system.

**The key project activities include:**

Public awareness raising activities at national and local level, provide training on self-protection for children through child friendly spaces, community and school, providing positive parenting workshop to parents and caregivers, promoting mandatory reporting at project sites, providing case management for children subject to or at high risk of abuse, promoting learning and sharing of good practice between project sites, supporting local partners to further develop local policies, participating in the policy and legal debate on child protection

**Target final beneficiaries for the project:**



**Beneficiaries of the project in addition to children:**

Parents and caregiver, community members, teachers, social workers, national and local government staff

* **Purpose of the evaluation**

This final evaluation is intended to assess the effectiveness, relevance, efficiency, impact on children and their families, and sustainability of child protection services and local child protection working mechanism. The evaluation should also answer what is the replicability and contribution to national child protection system and what is recommended local child protection model based on project practice. The evaluation would also provide recommendations for project interventions and child protection system strengthening and building on local level and national level.

This external evaluation will be conducted for Renshou(Sichuan), Nanjing(Jiangsu), Jingzhou(Hubei), Kaili(Guizhou), Guangzhou(Guangdong).

* **Target audiences of evaluation**

Save the Children Hong Kong, Save the Children China Programme, Ministry of Civil Affairs, Civil Affairs Bureau of project sites, Minors’ protection center of project sites, Civil Society Organizations (CSO), researchers, the public, SC UK and SCI

* **Key project documents**

Project documents will be collected and shared with evaluation team. The documents include but not limited to:

1. Proposal including logframe (indicators by year);  
2. Situational analysis report for four project sites, Renshou(Sichuan), Nanjing(Jiangsu), Jingzhou(Hubei), Kaili(Guizhou);  
3. Implementation plan and progress;  
4. Annual report and Semi-annual report to donor;  
5. Quarterly report from partners, activity report, summary report of intervention, and project activities monitoring results (including all relevant anonymized versions of all beneficiary survey’s data) ;  
6. Manual and curriculum about services.

* **Objectives and key evaluation questions**

**1. Section Weighting of Priority and Expectation of Depth of Coverage**

For the first five objectives, the expecting weighting of priority and expectation of depth of coverage is as below.

|  |  |
| --- | --- |
| Relevance | 15% |
| Effectiveness | 40% |
| Efficiency | 10% |
| Impact | 20% |
| Sustainability and Replicability | 15% |

**2. Evaluation Objectives**

a. To assess the effectiveness of the project and impact on children and their families; and

b. To assess the relevance of the project; and

c. To assess the efficiency of the project; and

d. To assess sustainability of the project; and

e. To assess the replicability of piloted child protection models; and

f. To assess determine ways to improve the project design or project interventions, with special focus on child protection system strengthening at local and national level; and

g. To identify lesson learned (both positive and negative) from project implementation including but not limited to partnership development, project management.

**3. Key Evaluation Questions**

*Effectiveness*

a. To what extend is the attitude towards violence against children and the public awareness in piloted communities?

b. What is the accessibility and availability of child protection prevention services targeting on children and their families?

c. How is the development of local responsive services for children subject to and at significant risk of violence and their families?

d. What is the impact on children’s child protection risk of local responsive services for children subject to and at significant risk of violence and their families?

e. Did the project achieve its targets?

*Impact*

g. To what extend and how (such as existing and potential channels) the project’s findings and practice contribute into the development of China’s national child protection system?

g. To what extend the local child protection mechanism operates in protecting children from violence?

h. To what degree national level activities contribute to influence national policy makers to adopt findings and practice of project?

i. Are the project activities adequate to realize the project objectives?

*Relevance*

j. Are objectives of the project in keeping with nationally and locally defined needs and priorities?

k. Should the design and direction of the project be changed to better address those needs and priorities?

l. How has the project approached and achieved community engagement, participation of children and their families, and accountability to children, both girls and boys – consultations with children, information sharing, child friendly feedback and complaints mechanisms, etc. in pilot communities

m. How has the project considered gender sensitivity both in the project design and its implementation of activities?

*Efficiency*

n. Are the program’s human resources and financial resources being used to achieve outputs of the desired quantity and quality?

o. Could the use of the resources be improved?

p. Is the project team structured to deliver results, with clear and distinct roles and accountabilities dispersed across component parts a structure and governance geared for effective and efficient decision making?

q. Is the team in proper management to respond to context change and data collected from pilot sites?

*Sustainability*

r. To what extent does the project established processes and systems that are likely to support the continued implementation of the project?

s. Are the involved partners and parties willing and able to continue the national and local child protection work on their own?

t. To what extent are the prevention services and responsive services likely to be adopted by the local and/or national governments?

*Replicability*

u. Is the piloted national child protection system and local child protection working mechanism ready to replicate?

*Project Design Improvement*

v. In what ways can the delivery of the prevention and responsive services be improved to lower the child protection risk of children?

w. How can the overall design of the project be improved to better achieve the project objectives?

* **Scope of the evaluation**

The scope of work of the evaluation will include the following and confirmed with SC:

1. Develop the evaluation framework, design and methodology;

2. Develop inception report for the evaluation, which highlights objectives and key questions, methodology, data collection methods, sampling considerations, timeline and logistics, etc.

;

3. Develop the evaluation instruments and conduct validation and field work of the same

Share key initial findings with SC and donor by November 23rd. Prepare a draft evaluation report to present findings by December 7th. Feedback on this report may include specific follow up requests to the External Evaluator on identified matters of interest to stakeholders, and should involve validation of initial findings with the project lead. Any such requests made within one week of sharing the draft evaluation should be answered in the final evaluation report.

4. Prepare the evaluation report and present the findings in a workshop to be organized for the purpose of disseminating results to intended audience

* **Evaluation design and methodology**

The evaluator is expected to undertake the evaluation in as rigorous manner as possible to produce information and make recommendations that are sufficiently valid and reliable based on data and analysis. All data and analysis should be disaggregated by gender, age, location, and service model. It is expected that the evaluator will conduct a participatory evaluation that will involve project implementers and target beneficiaries in all key evaluation tasks. Rights based approach and child participation is expected to apply in evaluation. The evaluator is required to conduct the evaluation in an inclusive (consider gender, and people with disabilities), and sensible way, which means taking social norms under different context into consideration.

The evaluation will be conducted with combination of qualitative and quantitative research method, including but not limited to literature review, interview, focus-group discussion, observation, survey, etc. to collect both primary data and secondary data. It is expected the methodology section will clearly explain why selecting method is chosen over other options; how sample size and selection of respondents/cases decide; discussion of the validity (internal and external) and reliability of the data and information; discussion of the limitations of the evaluation method and how each limitation was tackled to minimize bias.

Evaluation Design, instruments and tools developed by evaluators should be agreed with SC.

The evaluation should include an assessment against the project indicators.

Existing project documents and progress reports will be shared with the evaluator to facilitate completion of the evaluation.

* **Organisation, roles and responsibility**

Based on procurement process of SCI, any procurement exceeding 100,000 RMB will be required open tender procedure to select an evaluation team. This evaluation has met the line of open tender and selection process will be carried on based on SCI requirements.

**1. Evaluation team composition and required competencies**

The evaluation team has to be able to carry on two field trips to collect data at the same time. A team lead should be nominated for the evaluation team. The team leader will be the key contact person of communication between SC and evaluation team. She/he will be priority responsible person for communication and coordinating with SC and delivering result on time.

Competencies required for this evaluation includes:

Education background of key team members in child protection, development studies, social studies and/or other related field;   
Knowledge of child protection practice and policy;  
Prior experience of relevant topic evaluation, such as child protection and child right, two work sample when responding to this ToR;  
Experience of conducting evaluation for at least five NGO development projects;  
Prior experience of participatory evaluation and applying child participation in evaluation;   
At least 5 years’ research or practices experience in the child protection;  
Team member with prior experience of leading and designing evaluation, resume shared when responding to this ToR.   
Strong interpersonal and representational skills with a range of external actors;  
Excellent communication and writing skill both in Chinese and English;  
Abiding Save the children International Child Safeguarding Policy (please refer to Annex 3);

2. Key stakeholders for this evaluation

Since different project locations might have different stakeholders based on their implementation, a detail list of stakeholders will be shared with evaluation team once they are assigned.

|  |  |
| --- | --- |
| Roles | Stakeholder type |
| Project manager | Budget holder of the project, internal |
| Senior/Project officer of project sites | Key responsible people for each project site (Renshou, Nanjing, Jingzhou, Kaili, and Guangzhou), internal |
| Project assistant | Logistic Support, internal |
| Child Protection Thematic lead | Technical Support, internal |
| MEAL specialist | Technical Support, internal |
| Ministry of Civil Affairs | Partner |
| Local government agencies, including Civil Affairs Bureau | Partner |
| Minors’ Protection Center | Partner |
| Community/village level staff | Partner |
| Civil Society Organization, including social workers | Partner |
| School, teachers | Partner |
| Community members | Beneficiary |
| Children | Beneficiary |
| Parents, caregivers | Beneficiary |

* **Outputs**

The evaluation is expected to complete the above-mentioned scope of work and answer evaluation questions within timeline in next section. The deliverables are as follows:

1. Evaluation framework/design and implementation plan agreed with SC project team  
2. Evaluation instruments developed and validated  
3. Data collected and analysis result  
4. First draft of the evaluation report  
5. Final version of evaluation report, format in Annex 16. Evaluation report summary in English, format in Annex 2

7. Dissemination materials: PowerPoint of summary of evaluation for further dissemination

* **Timeline**

The format below is a draft version, which will make changes according specific project evaluation requirement and needs after communicating with evaluation specialists and partners

* **Plan for disseminating the findings and sharing learning**

The findings will be disseminated both nationally and internationally. Sharing event maybe design based on budget and resource available in 2019. Draft dissemination plan is listed as below. All related sharing have to be done by end of first half of 2019.

|  |  |  |
| --- | --- | --- |
| **Target audience** | **Ways of Sharing** | **Key responsible Person** |
| National policy maker | Face to face meeting presenting findings and good practice, promoting for replicate and policy change | Child Protection Thematic lead |
| Local government agencies | Face to face meeting presenting findings and good practice, promoting applying at local policy or services providing | Project manager, senior officers, and officers |
| Researchers, especially working on law revision | Seminars or face to face meeting presenting findings, aiming at reflecting good practice in law revision | Child Protection Thematic lead and project manager |
| CSOs | Sharing good practice both online and offline, manuals, curriculum, promoting applying in services | Project manager, senior officers, and officers |
| Public | Wechat article, sharing through our wechat account and other website | Child Protection Thematic lead and project manager working with communication department |
| SCI | English version shared through Child Protection Global Theme; joining other sharing event held by SCI | Child Protection Thematic lead |



