**Terms of Reference**

**Recruitment of an In-country consultant**

**As part of the activity:**

**Final/Endline Evaluation**

**“Joining Forces for Food Security and Child Protection in Emergencies (JF-FS&CPiE) in Bangladesh, Burkina Faso, Central African Republic, Ethiopia and South Sudan”**

**Prepared by:**

**Mamadou Thioune, Global MEAL Coordinator**

**© May 2025**

**Content**

[1 Context 1](#_Toc204604919)

[2 Purpose of the final evaluation and endline 1](#_Toc204604920)

[3 Objectives 1](#_Toc204604921)

[3.1 Specific objectives of the evaluation 1](#_Toc204604922)

[3.2 Final evaluation questions 1](#_Toc204604923)

[4 Key stakeholders involved 2](#_Toc204604924)

[4.1 Quantitative data - survey participants 2](#_Toc204604925)

[4.2 Qualitative methods - KIIs and FGDs 2](#_Toc204604926)

[5 Methodology and scope of the study/ evaluation 2](#_Toc204604927)

[6 Expected deliverables 3](#_Toc204604928)

[7 Intended users of the data and report 4](#_Toc204604929)

[8 Data quality assurance 4](#_Toc204604930)

[9 Timelines 4](#_Toc204604931)

[10 Selection criteria for consultants 4](#_Toc204604932)

[11 Proposal submission requirements 5](#_Toc204604933)

[12 Evaluation and selection criteria 5](#_Toc204604934)

[12.1 Technical Proposal (70%) 5](#_Toc204604935)

[12.2 Financial (30%) 5](#_Toc204604936)

[12.3 10. Payment Schedule 5](#_Toc204604937)

[13 Ethical and child protection statements 5](#_Toc204604938)

# Context

The Joining Forces for Food Security and Child Protection in Emergencies (JF-FS&CPiE) project represents the second phase of the Joining Forces for Child Protection in Emergencies (JF-CPiE) project, funded by GFFO. It further builds upon the foundations established in the first phase, now focusing on the interlinkage between food security and child protection in humanitarian settings, recognizing that unmet basic needs, particularly food needs, increase child protection risks. Consequently, the project aims to reduce violence, abuse, neglect and exploitation of girls, boys and adolescents affected by crises and food insecurity.

To evaluate the project’s impact and inform future programming, a final evaluation and an endline will be conducted. This process will assess progress against baseline findings, measure changes in attitudes, practices and perceptions among key stakeholders and communities and generate actionable learnings.

The evaluation will build on the findings of midterm reflection workshop, where the criteria of relevance, effectiveness, sustainability and inclusion and child participation were reviewed.

# Purpose of the final evaluation and endline

The purpose of this evaluation is to assess the performance of the JF-FS&CPiE project and capture project achievements, challenges, lessons learned and best practices to inform future similar programming in integrated child protection and food security interventions. It also draws on the project’s midterm review report and analyses different evaluation criteria.

The evaluation will also ensure accountability towards the participants of the programme, as well as the German Federal Foreign Office (GFFO), the project’s donor. On the other hand, it offers a learning opportunity for all implementing partners, and Joining Forces consortium members involved in the implementation of the project in Bangladesh, Burkina Faso, Central African Republic, Ethiopia, and South Sudan.

These terms of reference describe the framework, objectives, geographical scope, expected deliverables, methodological aspects, and technical requirements related to the final evaluation and endline study of the JF-FS&CPiE project.

# Objectives

The overall objective of this final evaluation is to assess four evaluation criteria relevance, effectiveness, sustainability, and inclusion and child participation of the project. In parallel, the endline survey aims to update indicator values in order to measure progress against baseline benchmarks.

# Specific objectives of the evaluation

* RELEVANCE: To determine the extent to which the project objectives responded to the needs, vulnerabilities, and priorities of children, caregivers, and communities affected by crises and food insecurity;
* EFFECTIVENESS: To determine the extent to which the project achieved it’s intended objectives, and its results, as defined by its logframe indicators; including any differential results across age groups, male, female and people with disability;
* SUSTAINABILITY: To determine the extent to which the positive effects or impacts of the JF-FS&CPiE project intervention will continue beyond the project lifespan;
* INCLUSION and CHILD PARTICIPATION: To determine the extent to which the participation of children, adolescents, girls, boys, and persons with disabilities were embedded in the project cycle and contributed to improved quality, and accountability;

# Final evaluation questions

The final evaluation will address the following questions:

* RELEVANCE: To what extent were the project strategies to tackle CP and FS simultaneously relevant? Did the project miss out on some other important root causes of CP risks? To what extent has the project been relevant to the needs and priorities of the target groups, despite changes in the context?
* EFFECTIVENESS: What progress has been made in achieving the project's objectives? How did internal and external factors facilitate or hinder implementation? How did the project team respond to operational or contextual challenges? What has been the added value of working through a consortium?
* SUSTAINABILITY: How did key factors influence the achievement or lack thereof of sustainability? What strategies/measures did the project put in place to foster sustainability?
* INCLUSION and CHILD PARTICIPATION: How did the project include gender mainstreaming/transformation, child participation and disability inclusion in its design and implementation? What have been the result of such efforts?

# Key stakeholders involved

The final evaluation will draw on the perspectives of diverse stakeholder groups, both through quantitative and qualitative data collection methods, to ensure a comprehensive and inclusive analysis of project outcomes and impact:

# Quantitative data - survey participants

* **Children and adolescents (10-17 years)**: girls and boys living in the intervention areas, with specific attention to disaggregated data by age, gender, and disability, to assess their experiences and outcomes under the project.
* **Parents and caregivers**: adults responsible for the care of children in the targeted communities, providing insight into household-level changes, risks, and perceptions of support mechanisms.
* **Children’s**: directly supported by the project through structured peer engagement and participation activities.
* **Child Protection/Food Security workforce**: This includes social workers, para-social workers, and community volunteers, as well as frontline actors in related services such as health.

# Qualitative methods - KIIs and FGDs

* JF-FS&CPiE Staff: Project personnel incl. staff from both implementing will provide reflective insights.
* Implementing Partners and key community-level partners (i.e. local partners such as community-based organisations, grassroots groups or frontline service providers) will contribute perspectives on project delivery, engagement with participants, and local-level sustainability.
* Institutional representatives and coordination mechanisms: (e.g., Social Welfare, Health, CP/FS) will be consulted.
* Children will be conducted with the two targeted age groups: 10-14 and 15-18 years
* Community stakeholders: local leaders, teachers, health workers, and other community figures may be engaged to explore perceptions of change, ownership, and institutionalisation of practices introduced by the project.

# Methodology and scope of the study/ evaluation

**The methodological approach** to this exercise shall be a quantitative and qualitative mixed method approach with a convergent parallel design to validate findings using quantitative and qualitative data sources. Through survey, quantitative data will be gathered while qualitative methods, namely Focus Group Discussion and Key Informant Interview, will serve to gather qualitative data. These complementary methods will ensure triangulation of results and provide a strong basis for evidence-based conclusions on the performance of the JF-FS&CPiE project.

Before initiating the primary data collection, a comprehensive literature review will be conducted to inform any minor adjustments to survey tools and interview guides. Sources for the literature review will include:

* JF-FS&CPiE project proposal
* JF-FS&CPiE Logframe
* JF-FS&CPiE MEAL framework
* JF-FS&CPiE learning documents on technical approaches and methodologies
* Quarterly and annual narrative reports
* JF-FS&CPiE monitoring database
* Baseline report, Midterm Review report, needs assessments and related management responses

For the endline, the focus is on the quantitative survey using standardized tools to measure changes in key indicators tracked at both baseline and endline stages. These tools are reused from the baseline to ensure methodological consistency and data comparability.

For the final evaluation, additional qualitative tools will be developed to deepen the analysis and shed light on specific trends. These include FGDs and KIIs that allow a more nuanced understanding of the project’s relevance, inclusion and child participation, and sustainability.

These tools and methods are detailed in the following technical references:

* Evaluation matrix (linking tools to evaluation questions)
* Sampling framework and sample size strategy, which will follow the same sampling logic used for the baseline surveys.

**Scope of work of the in-country consultant**

Given that JF-FS&CPiE is a multi-country consortium project, the in-country consultants will play a central role in data collection and in ensuring the consistency and quality of data in each country. This work will be carried out in close coordination with the global MEAL Coordinator and the global consultant.

**Prior to data collection**

* Pre-test tools and propose contextual adjustments to align with national specificities.
* Prepare a list of proposed adjustments in close consultation and coordination with the IPs and submit it to the global MEAL coordinator.
* Coordinate with the Global MEAL Coordinator to validate the readiness of data collection processes and ensure clarity of data management protocols.

**After data collection, in coordination with the Global Consultant & Global MEAL Coordinator**

* Code qualitative data, clean and organize the dataset, and coordinate with the Global Consultant and Global MEAL Coordinator to validate raw findings.
* Ensure the quality and completeness of collected data and follow up on missing or unclear information.
* Provide technical insights and clarifications during the analysis phase.

**Analysis**

* Contribute to country-level analysis (transcriptions[[1]](#footnote-2) and coding[[2]](#footnote-3)) and validation of findings.
* Support the Global MEAL Coordinator and the global consultant in finalising the consolidated qualitative data analysis.

# Expected deliverables

The expected outputs are:

* Validated training of the enumerators and pre-test reports.
* Cleaned and uploaded quantitative datasets.
* Coded qualitative transcripts and thematic summaries.
* Country-specific analysis matrix and recommendations.
* Participation in validation workshops (notes/minutes).
* Provide any additional contextual or analytical information requested by the Global MEAL team during the report drafting process.
* Deliver both quantitative and qualitative analyses, including a comprehensive narrative report for the country.

# Intended users of the data and report

The findings of the Endline and final evaluation will be disseminated to the Child Protection/Food Security Actors, partners/stakeholders (Joining Forces members, FS&CPiE working group, Child Protection cluster, donor, etc), the children, parents/caregivers and their communities and will be uploaded on JF-FS&CPiE project website for a wider use. Additionally, specific findings relevant to other stakeholders (government, cluster, sub-cluster, partners, etc.) will be shared with them to develop future programmes and interventions and to inform and update policies and strategies to improve performance of Child Protection/Food Security in JF-FS&CPiE supported countries and beyond.

The data generated by the evaluation will be used to develop a global consolidated report.

The consolidated report will be submitted to the GFFO, donor of the project.

# Data quality assurance

The global consultant will be supported the global MEAL by reviewing and providing feedback to in-country consultants on their qualitative data coding. This includes contributing to a quality assurance plan that outlines the systems and processes ensuring methodological rigour across countries.

The plan should include:

* Review and adaptation of tools to ensure validity and reliability
* Ensure the accurate transcription of the data collection tool
* Training of in-country consultants
* Data verification procedures (e.g. back-checks, supervisor-led controls)
* Data cleaning and preparation for analysis
* Addressing comments and data gaps identified by the global team

# Timelines

The consultancy will run from January 2026 to June 2026, with an expected input of up to 40 business days. The consultant must be available during key phases of the evaluation, including tool review, data analysis, and validation sessions (refer to the timeline).

# Selection criteria for consultants

For this exercise, the in-country consultant is expected to have:

* Extensive and proven expertise in designing and conducting evaluations using participatory, selective techniques, digitalising mobile data collection tools, and statistical software
* Proven expertise in child protection, child participation, and submit similar/previous work
* Experience in conducting gender sensitive evaluation/research with children and people with disabilities
* Relevant advanced university degree in social work, social science or another related discipline
* Experience in conducting studies in the implementing country
* Fluency in French (in Burkina Faso and CAR only) and English, as well as local languages (considered an advantage)
* At least 5 years’ experience in evaluations of human development/humanitarian work

# Proposal submission requirements

Interested candidates must submit a complete application by **08 September 2025**, including:

1. **Technical proposal**, comprising:

* A cover letter expressing interest;
* A brief explanation of how the in-country consultant will operationalise the global methodology in local context
* CV of the Lead Consultant, clearly outlining their expertise and relevant experience
* CVs of any additional team members involved in the evaluation
* Other supporting documents demonstrating the consultant’s qualifications (e.g. sample reports, completion certificates, references).

1. **Financial proposal, including:**

* A detailed budget for the entire assignment, broken down by cost categories
* The budget should clearly specify:
  + **Consultant’s professional fees (daily rates x number of days)**
  + **Applicable taxes**
  + **Other related implementation costs (e.g. travel, communication, data, accommodation cost).**

# Evaluation and selection criteria

The technical proposal will account for 70% of the overall score, and the financial proposal 30%, for a total of 100%. The evaluation and selection criteria for the technical proposal are as follows:

# Technical Proposal (70%)

* Proposed methodology and technical approach (25%)
* Realistic and coherent timeline (10%)
* Relevant professional experience in child protection and humanitarian contexts (15%)
* Experience with gender, child participation and disability (10%)
* Knowledge of child protection and food security issues in target countries (10%)

# Financial (30%)

* Cost-effectiveness and clarity of budget proposal
* Legal Administrative documents Such as; Trade License, TIN, BIN, Tax Certificate.

# 10. Payment Schedule

* Operational plan approved (20%)
* Data submitted and validated (30%)
* Final qualitative data analysis approved (50%)

# Ethical and child protection statements

**Child Protection:** The in-country consultant will comply with all applicable policies of the implementing agencies under the JF-FS&CPiE consortium, including Child Protection, Code of Conduct, and Safeguarding policies. These include but are not limited to: Child Protection Policy, Disability, Gender and Age Inclusion Policy, Protection of Participants from Sexual Exploitation, Abuse and Harassment (PSEA), Anti-Fraud and Anti-Corruption Policy.

In addition, the following ethical considerations must be strictly observed throughout the evaluation:

**Consent:** Informed consent must be systematically obtained from all participants, including parents/caregivers of children, prior to interviews or the use of stories as part of case studies. Consent may be verbal or written, depending on what is most appropriate in context.

**Confidentiality:** Consultants must protect the identity and personal data of participants. All data will be anonymised. Any information shared by participants must only be disclosed to authorized global team members. However, confidentiality must be lifted in cases where a child’s safety is at risk.

**Privacy:** Consultants must avoid intrusive questions and always ensure children are free to skip any question. Children should be clearly informed that they are not obliged to answer questions that make them uncomfortable.

**Expectations:** Enumerators must manage expectations responsibly and refrain from making any promises that cannot be kept or guaranteed by the project.

**Response plan:** In case children or other stakeholders disclose incidents of violence or abuse, a response plan with clear referral pathways will be in place. This includes access to health care, psychosocial support, legal assistance, and protection services. The in-country consultant must coordinate with the consultants and ensure this plan is operational prior to data collection.

**Data protection and sharing:** Data protection protocols must be embedded into the evaluation design. All data must be encrypted, stored on password-protected devices, and maintained on secure servers. Data access will be limited to authorized project personnel only—specifically the Global MEAL Coordinator. The in-country consultant agrees not to disclose any data or results to third parties.

**Safeguarding:** The in-country consultant must fully comply with the safeguarding policies of JF-FS&CPiE partners and will be required to sign all related policies before contracting. Gender balance must be ensured in the data collection team to allow appropriate interaction with male and female respondents. All concerns related to safeguarding must be reported within 24 hours to the designated safeguarding focal points. Background checks on all consultants and subcontracted personnel must be completed.

**Training:** All in-country consultants and enumerators must be trained on data collection tools, ethical protocols, safeguarding, data protection, informed consent, and inclusion criteria. Enumerators must sign a confidentiality agreement or Non-Disclosure Agreement (NDA) prior to deployment.

**Note:**

As part of this final evaluation and endline process, ethical review will follow the procedures of Plan International’s Ethics Review Committee (ERC).

**Checklist for in-country consultants - operational steps**

**Note for consultants:**

* Review and familiarize with the global MEAL framework and final evaluation tools.
* Liaise with implementing partners to validate sampling areas and household lists.
* Identify and train enumerators with emphasis on ethics and child safeguarding.
* Pre-test tools and share adjustment proposals with the Global MEAL Coordinator.
* Ensure ethical compliance: informed consent, data protection, and child safeguarding.
* Oversee quantitative and qualitative data collection and ensure quality control.
* Apply coding matrix to qualitative data and prepare structured summaries.
* Participate in validation meetings with MEAL teams and global coordinator.

1. For Burkina Faso and Central African Republic, where data collection will be conducted in French, in-country consultants will transcribe and code the data in French and submit it to the global MEAL coordinator. [↑](#footnote-ref-2)
2. Ibid [↑](#footnote-ref-3)