

TERMS OF REFERENCE

For the evaluation of the project

LOVELY HOME FOR EVERY CHILD – ESSENTIAL FAMILY LOVE

1. INTRODUCTION

These Terms of Reference (TOR) serve as a request for proposals from individual consultants who are interested in conducting an external evaluation of the project “**LOVELY HOME FOR EVERY CHILD – ESSENTIAL FAMILY LOVE**”. Details regarding contents of proposals and submission procedures are explained herein.

SOS Children's Villages Macedonia is a non-governmental social development organisation that has been active in the field of social protection and children's rights and committed to children's needs and concerns since 2000. SOS Children's Village Macedonia puts emphasis and focuses on family-based-care for children who have lost the care of their biological parents. Through the support for care of children in SOS foster families, SOS programs for youth care and consistent support for young people leaving care, the organization provides security, love and warm home for children who grow up in a stable family environment where they receive continuous individual support until they become young, contributing and financially independent community members.

SOS Children's Village Macedonia besides providing care for children without parental care is giving support to all children who are at risk of losing the care of their parents. Through working with and for families at risk we strive to prevent crises that can lead children to lose the care of their biological family. SOS Children's Village offers various forms of support to strengthen and stabilize families so that they will be empowered to independently manage their own lives and to care for their children. The family strengthening programs are very effective in improving the resources for families and communities, their ability to self-organize, employ or self-employ, as well as their responsibility for the welfare of their children.

SOS Children's Village Macedonia fully respects the different cultures and religions and its work is based on the UN Convention on the Rights of the Child, highly respects and promotes the rights of children and through their actions is trying to inform the general public, as well as all the partners and associates of the challenges that children are facing and calls for measures that will promote the welfare of children in the Republic Macedonia. Along with our lobbying activities, we encourage children to actively participate in decision-making processes that affect their lives.

a) Context of the project (political, natural, etc.):

The economic, social and political changes in the Republic of Macedonia have led to an increase in numbers and categories of citizens (including children) exposed to social risk. Due to these changes there has also been an increase in the need of using social protection services. The state, in order to meet these needs, uses its available resources and simultaneously uses the support from the civil sector, donors and international organizations.

In the social protection system, the protection of citizens exposed to social risk is generally conducted through help and support of families and individuals in order to overcome the situation they are into. In cases when additional care is needed, which overcomes the capacities of the family, the state provides this care and protection through an institutional protection system and a certain number of forms of non-institutional protection, such as

fostering families and day care centres. In the previous period there had been more intensive work on developing a fostering families' network and raising the fostering families' capacity for providing adequate care e.g. services for the final target group.

According to "National Plan of Action for the Rights of the Child in the Republic of Macedonia 2005-2015" presented in December, 2005, prepared by the National Coordinating Body headed by the Ministry of Education and Science with the decision of the Government in the first strategic objective gives priority to children without parental care through: improving protection for children without parental care-reform system of protection of children without parental care and creating conditions for provision of high quality, efficient and economical services organization focused on the protection of every child without parental care in his best interest and processes of deinstitutionalization of the child protection system and the gradual dominance of the application form of protection, which means the children living in a family environment. Some of the activities defined in the project are associated with:

Lack of knowledge about foster care by expert employees in centres for social work and other child care institutes;

- Lack of knowledge by foster families since they are not prepared and trained sufficiently on foster care and the specific problems related to foster care;
- Absence of adequate systems for monitoring and support to children by the social work centres during their stay in a foster family;
- Lack of preparation of the children and the foster-families before the child is placed in a foster family, especially regarding children with special needs who are over represented in foster care;
- Lack of systematic integration in society of youngster leaving the foster families when they are grown up.

b) Project Overview:

Overall objective of the project is to increase the quality and availability of care for children without parental care and their social inclusion in Macedonia and to enable to grow within a caring family environment and practice their human rights.

Specific Objective of the project is to build the capacity of professionals and strengthen their competences through trainings, transfer of knowledge, lessons learned and to provide institutional framework for operational and effective delivery of services.

Main project activities are:

Activity 1 - Implementation of PRIDE Model of Practice according to the defined scheme;

Activity 2 - Study visit in EU country where PRIDE is implementing;

Activity 3 – Development of standards & system for M&E for foster care services.

The project beneficiaries are the following:

Professionals working with foster families; existing foster families; prospective foster families; employees from state institutions working in the field of social protection (*Ministry of labour and social policy, Institute for social activities and Centre for social work in city of Skopje*) and employees of the SOS Children's village Macedonia.

The estimated project results are:

Result 1 – Strengthened and built capacities of professionals to enable conditions for "supportive environment" and improved essential & professional services for the foster families.

Result 2 – Provided "pilot" monitoring and evaluation criteria in order to establish effective standards & operational system with measurable indicators.

2. OBJECTIVES OF THE EVALUATION

2.1. Overall objective

The overall objective of this evaluation will be to determine the impact of the project.

2.2. Specific objectives

1. To assess the performance, impact and effectiveness of the activities implemented in the project: *Lovely Home for Every Child – Essential Family Love*.
2. To evaluate the efficiency of the project in relation to target group, cost and timeframe of the project.
3. To document the current project figures.

2.3. Desired results

The desired results of the evaluation are:

1. To assess the project achievements compared to the envisaged project results.
2. To provide commentary on the project output and outcome, the intervention logic and an analysis of the strategy and methodology used in the project.
3. To provide commentary on the current political, social and cultural factors impacting the implementation of the project.
4. To critically examine the change matrix and provide post-project figures along with a narrative explaining the reasons for under/over performance achievement.

2.4. Evaluation methodology and timing:

The evaluator should determine the evaluation design and methodology in consultation with the SOS Children's Village Macedonia and the responsible person in the national office, the Programme development director. The evaluation is expected to be carried out from beginning of November till mid-December 2017 with the following tentative time schedule:

- 1) Development of the appropriate methodology and instruments (deadline: 31 October)
- 2) Data collection (November)
- 3) Analysis and Report writing (deadline: 10 December)
- 4) Final report approval (deadline: 20 December 2017)

3. WORK PLAN

The evaluation will be carried out in 3 stages:

Stage 1:

Undertake a desk study analysing all documents regarding the operation, context, previous operations, and partners involved in the implementation of the project. These documents will be presented to the consultant who will then use the information to plan for the field study. At this stage, preparations for the field evaluation exercise will be finalized: key informants will be identified, resources will be mobilised and timetable for the field visit will be confirmed.

Stage 2:

At this stage, the consultant will hold preliminary discussions and interviews with key informants from SOS CV Macedonia national office staff, associates and key project implementers. The field work will consist of interviews and workshops to be held at field level with key SOS personnel, target group and partners and should encourage free and forthright exchange of views about the implementation and effectiveness of the intervention. Following

the evaluation, one meeting should be convened to discuss observations and findings of the evaluation with management and coordination staff of the organization.

Stage 3:

This is the stage for debriefing and submission of findings, including recommendations and conclusions.

- The first draft report should be submitted by electronic transmission in accordance with the report format given below to SOS CV Macedonia no later than 10 (ten) calendar days after the consultant's return from the field
- The final draft will be submitted to SOS CV Macedonia no later than 10 (ten) calendar days after the return of the consultants from the field and should incorporate the comments made by SOS CV Macedonia based on the first draft of the report.

4. LOGISTICS

SOS Children's Village Macedonia will provide all relevant documents upon conclusion of the contract. SOS Children's Village Macedonia and its local partners will assist in organizing interviews and project visits.

5. REPORT

5.1. The evaluation will result in the drawing up of "**LOVELY HOME FOR EVERY CHILD – ESSENTIAL FAMILY LOVE**" evaluation report written in a straightforward manner, in **English and Macedonian**, of a maximum length of 18 pages including the Executive Summary, which should appear at the beginning of the report. The evaluation report should be submitted to SOS Children's Village Macedonia in electronic and printed form and copy of the report on (CD-ROM or flash disk having the report in Word format) including all annexes that must be submitted together with the final reports' hard copies.

5.2. The report format appearing below must be strictly adhered to:

- Cover page
 - Title of the evaluation report:
 - Country, Project Name
 - Date of the evaluation
 - Name of the consultant

- Table of contents

- Executive Summary:

A tightly drafted, succinct and freestanding Executive Summary is an essential component. It should be short, no more than two pages. It should focus on the key purpose or issues of the evaluation, outline the main points of the analysis, and clearly indicate the main conclusions, lessons learned and specific recommendations. Cross-references should be made to the corresponding page or paragraph numbers in the main text.

The structure of the Executive Summary must be as follows:

- Evaluated action
- Date of the evaluation
- Consultant's name
- Purpose & methodology

- Main conclusions: These conclusions should refer to the main evaluation criteria and cross-cutting issues dealt with by the consultant and set out under the purpose of evaluation of the terms of reference.
- Recommendations
- Lessons learned

- Main body of the report:

The main body of the report shall refer to the points listed under desired results. In-depth technical analysis of each intervention will be provided as an annex to the main report. It shall elaborate, although not necessarily in the same order or following the same structure, the elements included in the Executive Summary. It will include references to the methodology used for the evaluation and the context of the project. In particular, for each key conclusion there should be a corresponding recommendation. Recommendations should be as realistic, operational and pragmatic as possible; that is, they should take careful account of the circumstances currently prevailing in the context of the project, and of the resources available for implementation, both locally and internationally (16 pages maximum).

- Annexes

- Terms of Reference;
- List of persons interviewed and sites visited;
- Map of the areas covered by the operations financed under the project
- Abbreviations.

5.3. All confidential information shall be presented in a separate annex.

6. CRITERIA FOR SELECTION OF CONSULTANTS

- 6.1. Evaluation will be done by a team of experts with experience in monitoring and evaluation of projects in the field of social protection and child's and human rights.
- 6.2. The members of the team will work closely with the organisation. One of them will be designated Team Leader and will have the added responsibility of overall co-ordination of the mission, elaboration of the Executive summary report and the coherence of the final report, both in terms of content and presentation.
- 6.3. The criteria that will be used for selection are as follows:
 - 6.3.1 Method: The proposed method for evaluating the impact of the project is suitable.
 - 6.3.2 Timetable/work plan: The timetable/work plan are realistic and meet the needs of the project
 - 6.3.3 Cost: The cost of the proposal given the availability of data, analysis, method, and other aspects of the proposal are reasonable and feasible.
 - 6.3.4 Experience: The level of training and experience of the consultants in undertaking impact evaluations and recommendations from organizations for which the consultant(s) have worked previously.
- 6.4. Proposals should include details on data use, indicators of impact, method, strategy for institutional analysis, work plan, costs, and CV of the consultant(s).

7. CONTENT OF THE OFFER

Offers should include:

- CVs of all experts involved in the evaluation
- A draft version of the methodology that will be applied
- A detailed cost estimation
- A proposed schedule with an indicative estimation of working days required.

8. SIGNATURES

Executive Director, place, date

Consultant, place, date