



TERMS OF REFERENCE

EXTERNAL EVALUATION AT END OF PROJECT PHASE IN NAIROBI

Evaluation Period: September to November 2018

Expression of Interest Deadline: 17:00 EAT on 2nd September 2018

An expression of interest application, with proposed methodology and budget, and CV should be submitted to Pendekezo Letu pendekezoletu@gmail.com

I. TOYBOX AND PENDEKEZO LETU (PKL)

Toybox is a UK charity with a mission to end the injustice of children living and working on the streets, one of the world's most vulnerable groups. Toybox has 25 years of experience collaborating with local partners in Latin America, Kenya and India to address the issues faced by street-connected children through programmes focused on prevention, intervention and reintegration. Toybox have been working in Nairobi since October 2015 with the local partner organisation Pendekezo Letu (PKL).

Pendekezo Letu (PKL) has been supporting street-connected children, their families and communities in the urban slum areas of Nairobi and Kiambu counties in Kenya for 20 years. They work in a holistic way to support vulnerable children, through rehabilitating children who are at risk, living and/or working on the streets, and those in conflict with the law, and supporting their families with economic empowerment and guidance, and empowering communities to protect their children from child abuse and to promote child rights.

Toybox and PKL have been collaborating on a project called "Safe from the Streets" started in July 2016 and this project phase will end in March 2019.

II. PROJECT OVERVIEW

Project name: **Safe from the Streets**

City Location of Project: **Nairobi and Kiambu counties, Kenya**

Project Duration: **July 2016 – March 2019**

Project Overview:

Aim: This project aims to strengthen the formal and informal child protection in Nairobi and Thika through empowering street-connected children, families, communities and authorities to realise the rights of children in their communities and when accessing justice.

The main areas of change the project is aiming for are:

1. Street-connected children in five slum settlements to know and exercise their child rights & responsibilities.
2. Communities in five slum settlements to have strong informal child protection systems and approaches.
3. Children in conflict with the law to have improved access to justice and are accepted back into the community.
4. Strong coordination between organisations supporting street-connected children in Nairobi.

III. EVALUATION OBJECTIVES

The primary purpose of this evaluation is to understand:

1. *What difference has the project made to people's lives?*
2. *How effective were our methodologies to support change?*
3. *What learning and recommendations should we consider in the next phase of this project?*

This evaluation is taking place at the end of a project phase. The key focus of this evaluation is to evaluate what the project has achieved in regards to the impact on the lives of children and communities, how this has been achieved and lessons learned from this process, and any key recommendations to inform the design of the next phase of the project (the next 3 years).

These objectives should be answered through key supporting questions such as those found in the table below. These questions adhere to the identified areas of the OECD DAC Criteria for Evaluating Development Assistance, mainly focusing on the areas of impact, sustainability, and effectiveness. In answer to all these questions, we want to hear and know the perception of children, families, communities and other relevant stakeholders.

Objectives	Key Supporting Questions
<i>What difference has the project made to people's lives? (Impact & Sustainability)</i>	To what degree have the changes desired (as captured in the outcomes and goal) been achieved? Were there any unexpected outcomes? Who has this project benefitted/affected and in what ways? Will the impact be sustained and will some of the activities be sustained by other stakeholders, if this was the plan?
<i>How effective were our methodologies to support change? (Effectiveness)</i>	In regards to, for example: <ul style="list-style-type: none"> - Adapting the project with lessons learned during implementation (including testing own assumptions), the context and community feedback - Working with other stakeholders - The monitoring of the project - Were the desired outputs being achieved and were there any better alternatives to achieve them?
<i>What learnings and recommendations should we consider in the next phase of this project?</i>	What are the lessons learned? What are the recommendations, including from the analysis of the suggestions from stakeholders? Are there any new and innovative suggestions for this project or future projects due to information gathered and analysed?

IV. EVALUATION TARGET AUDIENCE

- Toybox and Pendekezo Letu will use this information internally to design the process
- Some information will be used externally with other stakeholders and for advocacy purposes

V. METHODOLOGY

In developing this methodology, the consultant should consider the following points:

1. Methodology should be participatory, and should encompass key project stakeholders – including Toybox staff, PKL staff, child and adult beneficiaries, family members, communities, and local government, among others.
2. Quantitative and Qualitative data should be collected predominantly through primary data, through various methods such as focus group discussions, interviews, questionnaires, child-friendly tools etc. This data should also triangulate the indicators measured in the project.
3. Data should be disaggregated as much as possible (for example, gender, age, etc.)
4. Methodologies that include aspects of children, youth or community members collecting data will be viewed positively. This would include training on how to collect data with child-friendly methods.
5. If a baseline exists, this should be used to inform methods employed, whilst also providing indicator data against which comparisons can be made.
6. Retrospective Output and Outcome Measurement Methods/Tools to strengthen impact analysis.
7. Analysis of project documents and other relevant documents.
8. The consultant must sign and abide by PKL's and Toybox's child safeguarding policies, and will ensure that informed consent is provided for all interviews, focus group discussions, photographs and videos of children and adults.
9. Ethical standards should be adhered to and Toybox's Ethical Guidelines for Research and Monitoring Activities with Children should be signed by all involved in collecting and analysing data.
10. PKL should be consulted with at regular intervals, and will be part of the coordination process at all stages.
11. The findings of the project should be verified and shared with key stakeholders.
12. A strong analysis of the data is key. The analysis of this evaluation needs to be effective to inform a future project design.

VI. TIMELINE & DELIVERABLES

The evaluation should take place over the period **September to November 2018** with the final report being delivered by no later than **30th November 2018**.

As primary data is key, we expect that the consultant would be in the communities for at least 5 days.

The following deliverables will be expected:

1. **Methodology and work plan**– by **27th September 2018** (at least 10 days prior to commencement of primary data gathering). The plan should outline clearly the methodology, work plan and resources required. Toybox and Pendekezo Letu will feedback on any modifications that are required before the methodology and work plan are signed off and work on the evaluation can commence.
2. **Draft report**– by **11th November 2018**. An External Evaluation Report Outline will be provided to the consultant to support the structure of the report. The draft report will be reviewed and discussions will be held until approval.
3. **Verbal presentation**– this will be based on the reviewed draft report using PowerPoint and should be provided **the week of 19th November 2018**. PKL and Toybox will review the

report and feedback both in written form and verbally in this meeting. This verbal presentation will inform the verification workshop with the communities/stakeholders.

4. **Verification workshop - the week of 26th November 2018** with community members and stakeholders.

5. **Final report**– by30th November 2018.

VII. PROFILE OF THE CONSULTANT OR CONSULTING TEAM

- Experience of working with children and evidence a strong understanding and adherence to child protection standards.
- Experience of working with street-connected or vulnerable children is highly desirable, with experience/knowledge in Child Protection
- A strong background of assessments and evaluations using mixed methods is essential. It is desirable that some of this experience includes evaluation work.
- Strong interpersonal and workshop facilitation skills, particularly with young people and children, are essential. Knowledge of child friendly and ethical participatory methods are highly desirable, for example the Most Significant Change stories.
- Specific experience in working with and training youth to support data gathering (especially qualitative data) is desirable.
- Fluency in written and verbal English is essential. Knowledge of the local language is desirable.
- The independent consultant must be entirely independent of both PKL and Toybox, and should declare occasions in which they have been involved in work carried out for either organisation previously.
- Locally based consultants are encouraged to apply.

VIII. ROLE OF PKL

PKL will manage the evaluation consultant, and will:

- Provide relevant programme documents to the consultant
- Provide supportive supervision to the consultant (and research team if applicable) throughout the engagement period
- Mobilise respondents in communities, support the field work by the consultant and facilitate project staff involvement where relevant and agreed
- Measure the indicators of the project
- Provide support to the consultant with logistics for the validation workshop with stakeholders/communities
- Monitor the implementation of the evaluation including completion of deliverables
- Alongside Toybox, review the deliverables and provide feedback to the consultant

IX. PAYMENT, TERMS AND DELIVERY DEADLINES

- The consultant will be issued with a contract on selection.
- Once selected, the evaluator will develop an evaluation plan (methodology and work plan). This will include:
 - Reviewing secondary information
 - Developing and finalising the methodology
 - Planning and finalising the schedule for the field work
 - Analysing the findings from the indicator measurements (if available).

- Orienting the evaluation team on tools if required
 - Carrying out the field work
 - Analysing the findings and identifying recommendations
 - Report writing
 - Presenting to Toybox and the staff
 - Verifying the report with stakeholders.
- A payment schedule will be developed based on the deliverables (above) being approved by Toybox and PKL based on high quality work.

Payment stages are:

- 20% on approval of the methodology
- 30% on approval of the draft report
- 50% on sign-off of the final report

An expression of interest application, with proposed methodology and budget, and CV should be submitted to Pendekezo Letu pendekezoletu@gmail.com by **2nd September 2018 17:00 EAT**

Annex 1 – Evaluation Report Outline

The final report should not exceed 30 pages in the body of the main report. Appendices can be submitted in addition to this. The structured data from primary research should also be provided on submission of the final report. Rich media files that may be of use should also be submitted (for example, photographs).

Evaluation reports will use the following outline unless a donor-specific format is required.

Initial Pages

- Cover page
- Table of content
- Acknowledgements

Executive summary

- Progress against key indicators in the logframe
- Main successes and challenges
- Recommendations on project implementation for future programming

Summary of the Project and context

- Context / Need for the project
- Project overview (Project goal, outcomes, outputs and main activities, main project approaches)

Evaluation Purpose and Methodology

- Purpose of the evaluation (main purpose and evaluation aspects to be focused on)
- Evaluation Methodology (methods of data collection, sample sizes, data cleaning and analysis approaches)
- Limitations of the evaluation

Evaluation Findings and Analysis

- Quantitative findings
- Qualitative findings
- Analysis of Review Findings

Conclusions and Recommendations

Bibliography / Source information

Annexure

- Evaluation TOR, Questionnaires, FGD guides, other tools used, Documents reviewed, Data from primary research.



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14th August 2018

EXTERNAL EVALUATION AT END OF PROJECT PHASE IN NAIROBI (STREET-CONNECTED CHILD PROTECTION PROJECT)

Evaluation Period: September to November 2018

Expression of Interest Deadline: 2nd September 2018 17:00 EAT

Pendekezo Letu (PKL) has been supporting street-connected children, their families and communities in the urban slum areas of Nairobi and Kiambu counties in Kenya for 20 years. PKL has been partnering in Nairobi since July 2015 with the UK charity, Toybox, collaborating on a project called "Safe from the Streets", a street-connected child protection project.

PKL and Toybox are seeking to appoint an expert individual or organisation to undertake an external evaluation at the end of the project phase of 'Safe from the Streets', a street-connected child protection project. This project supports the strengthening of the formal and informal child protection in Nairobi and Kiambu counties through empowering street-connected children, families, communities and authorities to realise the rights of children in their communities and when accessing justice.

The successful applicant will have:

- Experience of working with children and evidence a strong understanding and adherence to child protection standards.
- Experience of working with street-connected or vulnerable children is highly desirable, with experience/knowledge in Child Protection
- A strong background of assessments and evaluations using mixed methods is essential. It is desirable that some of this experience includes evaluation work.
- Strong interpersonal and workshop facilitation skills, particularly with young people and children, are essential. Knowledge of child friendly and ethical participatory methods are highly desirable, for example the Most Significant Change stories.
- Specific experience in working with and training youth to support data gathering (especially qualitative data) is desirable.
- Fluency in written and verbal English is essential. Knowledge of the local language is desirable.
- The independent consultant must be entirely independent of both PKL and Toybox, and should declare occasions in which they have been involved in work carried out for either organisation previously.
- Locally based consultants are encouraged to apply.

Full details of the consultancy can be found in the Terms of Reference (TOR) document.

An expression of interest application, with proposed methodology and budget, and CV(s) should be submitted to Pendekezo Letu pendekezoletu@gmail.com by **2nd September 2018 17:00 EAT**

Yours faithfully,

Sarah Mbira

Director,

Pendekezo Letu

www.toybox.org.uk/our-work/projects/safe-from-the-street