



Terms of Reference:

External Consultant(s) to Conduct Participatory Evaluation & Re-Design for Inclusive Communities Volunteer-led CBR Project, Papua New Guinea

1. Summary

Project name	Inclusive Communities – Volunteer-Led CBR Project
Location	Home-based with travel to Port Moresby, Wewak, Vanimo & Aitape, Papua New Guinea
Consultancy type	End of project evaluation and redesign for scale up. Open to National (PNG) and International Consultants.
Consultancy dates	40 days between February 2020 and May 2020

2. Background

2.1 Organisation Overview

Callan Services for Persons with Disabilities National Unit (CSNU), a faith-based NGO, is the national coordinating and capacity building agency for all the 23 institutions in the Network of Callan Services working in collaboration with churches, other non-government organisations and development partners in strengthening the work of inclusive education and community-based rehabilitation services in Papua New Guinea (PNG). CSNU currently provides high-level governance and financial support to the Inclusive Communities Project.

Callan Vanimo Inclusive Education Resource Centre (IERC) is one of 19 IERCs within the Callan Services Network, delivering inclusive education, early intervention and community-based rehabilitation services to people with disability in the Vanimo region. Callan Vanimo IERC is the implementing partner of the Inclusive Communities Project currently funded by Mary MacKillop Today.

Mary MacKillop Today is a non-government organisation based in Australia. It seeks to transform lives of those affected by vulnerability or marginalisation through access to education and learning of practical life skills. Mary MacKillop Today is a member of the Australian Council for International Development (ACFID) and is fully accredited by the Department of Foreign Affairs (DFAT) and Trade and receives funding through the Australian NGO Cooperation Program (ANCP). Mary MacKillop Today provides governance, project management, design, monitoring, evaluation and learning and financial support to the Inclusive Communities Project.

2.2 Project Overview

The Inclusive Communities Volunteer-Led CBR Project aims to ensure people with disability enjoy a high quality of life and inclusion in all aspects of their community.

The project has two core Objectives:

- Community members within the 15 target locations are aware of the rights of people with disability and their role in creating an inclusive society.
- People with disability or transient impairment in the 15 target locations experience improved health, education and social outcomes by June 2020.

The project seeks to achieve this through; (1) regular community-based rights awareness and advocacy events, (2) training a cohort of CBR volunteers to assist in the identification, assessment, referral and rehabilitation of people with disability in target locations, (3) addressing access gaps through the provision of assistive devices, community-based early intervention and bridging with available health and education services, and (4) supporting the establishment of participant led Self-Help Groups.

The project has received support from the Australian Government via an Australian Aid: Friendship Grant (2019).

The project was first piloted between 1 July 2016 – 30 June 2017 at the Callan Vanimo IERC in PNG. Lessons learnt from this pilot were used to inform the development of a 3-year project design from 1 July 2017 – 30 June 2020.

A Concept Note has been developed by CSNU in collaboration with Mary MacKillop Today to scale-up and adapt the project through 4 additional IERCs starting with Aitape from July 2020; with a greater focus on remote-delivery approaches to inclusive education and early intervention.

3. Purpose

The purpose of the consultancy is to:

- (1) undertake an end-of-project evaluation of the Inclusive Communities project in Vanimo addressing the Evaluation Questions in Annex 1 in regard to project relevance, impact, effectiveness, efficiency and sustainability;
- (2) undertake a situation analysis in current and target communities in Vanimo and Aitape to explore attitudes toward and access to quality inclusive education (noting opportunities and constraints);
- (3) facilitate a participatory, community driven design process to scope and plan potential scale-up and adaptation of the project in Vanimo and Aitape from 1 July 2020; and
- (4) build the capacity of IERC, CSNU and Mary MacKillop Today staff and existing volunteers in the design and use of participatory design, monitoring, evaluation and learning approaches

4. Scope

4.1 Location

Home-based with travel to Port Moresby, Wewak, Vanimo and Aitape (and surrounding village locations), PNG. It is expected that the Consultant(s) will work with participating IERCs, CSNU and Mary MacKillop Today to determine an appropriate sample size for each phase of the consultancy. The Consultant(s) will be required to travel to remote communities to undertake community consultations and data collection.

4.2 Stakeholders

CSNU, Callan Vanimo IERC and Mary MacKillop Today are committed to participatory and community-led development. Both the evaluation and re-design phase should at a minimum, engage the following stakeholders:

- Children and adults with disability and their families in current and target project sites
- Community members in current and target project sites
- Representative organisations including Disabled Persons Organisations/Self-Help Groups
- Government Stakeholders including but not limited to the National Department of Education through the National Inclusive Education Unit, Provincial Departments of Community Development, Education and Health, and Local-Level Government
- Community leaders, ward recorders and church leaders
- Other Service Providers/NGOs/Civil Society Groups active in the areas
- IERC, CSNU and Mary MacKillop Today staff

4.3 Limitations

Several limitations to the evaluation process and scope are outlined below:

Sample size and community access: weather and geographical limitations will affect the access to more remote communities assigned to the sample. Close communications toward confirming visit dates will be vital, along with flexibility.

Language: a preference for an evaluator with Tok Pisin and/or PNG Sign language competency is desired. Callan Vanimo staff and volunteers can be available as interpreters on advance request. Data collection methods and tools should be available in Tok Pisin and English. A sign interpreter will be available.

Timing: the data collection and participatory analysis phases will need to be organised in collaboration with IERC staff, to align with their availability around the school and project calendar.

5. Methodology

The Consultant(s) will be required to select the consultation, data collection and analysis tools and approaches to be used to gain the information required to undertake each phase of the consultancy. The Consultant(s) will also work with Mary MacKillop Today, CNSU and the participating IERCs in defining the scope of the evaluation and design process, ensuring an appropriate sample size, timeframe and stakeholder management plan. The following approaches must be upheld throughout:

- Participatory: the process must capture the voice of all relevant stakeholders and ensure that opportunities for genuine participation, regular feedback and community review are provided.
- Strengths-Based: the process should identify the assets, resources, relationships and knowledge that exist within current and target communities that can be built upon and harnessed through the project
- Inclusive: the process must effectively identify and address through appropriate strategies the barriers that may prevent the participation of people affected by marginalisation in particular people with disability, women and girls, and others who experience vulnerability on the basis of their gender or gender identity, sexuality, indigeneity, race or ethnicity or any other factor. The

Consultancy Proposal must demonstrate understanding of barriers to participation for children and adults with disability and propose appropriate methods to overcome these barriers.

- Capacity Strengthening: The Consultant(s) will involve CNSU and IERC staff in all phases of the consultancy; and provide training to staff in data collection tools. The process should empower and build the skills of CSNU, the participating IERCs, Mary MacKillop Today staff and communities.

It is expected that the Consultant(s) will develop approaches for initial community engagement and regularly feedback the findings of the evaluation process, participatory design process and the resulting design document with key stakeholders, particularly expected project participants, in accessible formats to enable final community input. Approaches for community engagement and feedback should be outlined in the Consultancy Proposal.

The Evaluation proposal must adequately address potential risks, safeguarding issues and ethical considerations of the evaluation, particularly in regard to engaging with people with disability in the target locations.

A full proposed methodology is outlined in Annex 2.

6. Logistics and timeframe

1. Logistics

All logistics during field visits including accommodation will be arranged by CSNU and the participating IERCs. The Consultant(s) will be responsible for ensuring any additional costs are included in the budget to be submitted with the Expression of Interest.

2. Timeframe

The Consultant(s) may work a maximum of 40 days between 15th February and 15th May 2020. Any extension of Consultancy must be approved by Mary MacKillop Today and is subject to availability of funds.

The Consultant(s) will determine the timeframe for each phase with consideration of the required Consultancy Products listed below and the proposed methodology (Annex 2).

Timing of each Phase will depend on the preference of the Consultant(s). The scope of the project and remoteness of participating communities may require data collection and consultation for the evaluation, situation analysis and baseline phases to be undertaken within the same field visit.

7. Consultancy Products

Product	Details	Approval Required
Consultancy Proposal	The Consultant(s) will draft a 3-5 page proposal which at a minimum will outline the methodology, timeframe, overview of approaches and tools, stakeholder management plan, risk assessment, ethics considerations and budget for each phase of the consultancy.	CSNU, Participating IERCs, and Mary MacKillop Today

Draft Evaluation Report	The Consultant(s) will submit a draft evaluation report of the Inclusive Communities project in Vanimo with recommendations to MMT, Vanimo IERC and CSNU for comment.	N/A
Final Evaluation Report	The Consultant(s) will submit a final evaluation report of the Inclusive Communities project in Vanimo with recommendations and a 2-page executive summary in a format accessible to key community stakeholders.	CSNU, Participating IERCs, and Mary MacKillop Today
Draft Design	Draft design document for the expansion and re-design of the Inclusive Communities Project based on Mary MacKillop Today or other approved template and in line with Mary MacKillop Today's Design Document Guidelines. Must include clear situation analysis including an analysis of cross cutting issues (gender, disability, environmental sustainability) MEL plan (results monitoring framework) and accompanying data collection tools.	CSNU, IERCs and Mary MacKillop Today
Final Design	Final design document for the expansion and re-design of the Inclusive Communities Project. Should be accompanied by a 1-2-page executive summary in a format accessible to key community stakeholders	CSNU, IERCs and Mary MacKillop Today
Baseline	Baseline survey measuring output and objective level indicators listed in approved Design Document.	N/A

It is expected that the consultancy will be completed by the 15th May 2020. The Final Design document will be used to support implementation of a new three-year project in both IERC locations beginning on 1st July 2020. It is expected that the Consultant will determine the time required for the delivery of each product in consultation with CSNU, MMT and the participating IERCs. The specific deadlines will be negotiated based on proposed timeframe in the Consultancy Proposal.

8. Consultancy Management

8.1 Consultancy Management

The consultancy will be managed by the Deputy Director at CSNU with support from Mary MacKillop Today. The Consultant(s) will send all correspondence and reports to the Deputy Director at CSNU who will disseminate to the Program Coordinator at participating IERCs and the Partnerships and Performance Group Leader at Mary MacKillop Today.

8.2 Budget and Payment

The Consultant(s) will be required to submit a detailed budget that includes all expenses that derive from the work of the consultancy. The Consultant(s) must take into account:

- The payment for this consultancy includes insurance, tax, and any other costs associated with the service.
- The expenses from transport, food, accommodation, and travel are assumed by the Consultant(s).

8.3 Conditions of Payment

Unless otherwise agreed, payment will be made in PNG Kina through Callan Services National Unit. The Consultant(s) will be required to invoice CSNU in line with the Consultancy Agreement. Payment will be phased based on the delivery and approval of key Consultancy Products:

- 20% upon the receipt and approval of the consultancy proposal
- 30% upon the receipt and approval of the evaluation report
- 30% upon the receipt and approval of the project design document
- 20% upon the receipt and approval of the baseline

How to Apply

Consultant(s) selection criteria

- Master's Degree in inclusive education, education, public health, community development or related field.
- At least 5 years' experience in project design and management, preferably focused on disability inclusive education or Community-Based Rehabilitation/Inclusive Development.
- At least 2 years' experience in undertaking participatory project design and evaluation including skills in mixed methods data collection and analysis.
- Technical expertise in inclusive education, community-based rehabilitation/community-based inclusive development or related field will be highly regarded.
- The Consultancy is open to National (PNG) or International Candidates.
- Candidates must have a legal right to work in Papua New Guinea.
- Tok Pisin and/or PNG Sign Language skills will be highly regarded.

Expressions of interest

Expressions of interest are due 7th February 2020. Please send all expressions of interest to Benson Hahambu, Deputy Director CNSU at benson.hahambu@callanservices.org or bhahambu@gmail.com

Should you have any questions, please contact Benson Hahambu on (+675) 7091 7746 or Sophie Jenkins, Partnerships & Performance Group Leader Mary MacKillop Today on (+61) 2 8912 2777.

All expressions of interest should include:

1. Current CV with details of 2 relevant referees
2. 1-page statement of capability addressing the selection criteria.
3. 2-page proposed design plan (including draft calendar of events, tools selected for each phase of the consultancy, list of proposed stakeholders, capacity building approach, and limitations of consultancy)
4. Quotation including daily rate, and confirmation of availability to complete the consultancy within the specified time frame

Safeguarding

CSNU and Mary MacKillop Today are committed to ensuring the safety, wellbeing and protection of children and vulnerable adults in our work, and therefore undertake recruitment screening of all Consultant(s). Any person working with or coming into contact with children in the course of their work with Mary MacKillop Today and CSNU must be willing to undergo a criminal record check or submit a statutory declaration (or

local equivalent) disclosing any criminal charge or conviction, and will be requested to provide a minimum of 2 referees. All Consultant(s) must also sign CSNU's Child Protection Policy and Mary MacKillop Today's Safeguarding Code of Conduct and comply throughout the consultancy. Any breach of the Policy or Code of Conduct may result in suspension or termination of the consultancy.

Annex 1: Evaluation Questions

Focus Area	Explanation	Proposed Evaluation Questions
Relevance/ Appropriateness	Measures whether the approach was tailored to the specific community needs/priorities; and the priorities of stakeholders	<ul style="list-style-type: none"> • Were the strategies adopted relevant and adequate to meet the education and health priorities of people with disability in target locations? • To what extent does the project align with, complement and enhance government policy (namely the National Policy for Disability and the National Inclusive Education Policy)?
Efficiency	Measures outputs in relation to inputs (including financial inputs, human resources, time etc.).	<ul style="list-style-type: none"> • To what extent is the relationship between inputs and outputs timely, cost-effective and to expected standards? How could efficiency be enhanced in future programming? • To what extent has the project utilised and enhanced local services and resources? How could these supports be better leveraged in future programming?
Effectiveness	Measures whether the project achieved its objectives as outlined in the project design document.	<ul style="list-style-type: none"> • To what extent has the project achieved its stated objectives? What factors have enabled achievement? What factors have hindered achievement? • How effective were the strategies and tools used in the implementation of the project? (This should explore the effectiveness of the volunteer-led approach) • How effective has the project been in responding to the changing needs and priorities of communities throughout implementation?
Impact	Measures broader and often unexpected results of the project (both positive and negative)	<ul style="list-style-type: none"> • What have been the most significant changes in the target communities? • To what extent has the project produced unintended outcomes (positive and negative)? • How has the project improved the way relevant service providers work together to meet the needs of people with disability? What gaps still exist? • In what way has this project changed/impacted the root causes of exclusion of people with disability?
Sustainability	Measures whether the project benefits are likely to continue beyond completion. This should explore financial, environmental and social sustainability.	<ul style="list-style-type: none"> • To what extent has the project-built capacity within target communities to better promote the rights and inclusion of people with disability? • What is the likelihood of the continuation of project outcomes and benefits after completion of the project? • What additional resources, inputs or collaborations will be required to enhance sustainability?
Cross-Cutting Issues	Measures if the project benefits were felt equitably, and if broader social impacts (empowerment, gender equity, disability inclusion etc.) resulted	<ul style="list-style-type: none"> • To what extent did primary stakeholders (i.e. people with disability and their families) participate in project design, review and decision-making? How could this participation be enhanced? • To what extent has the project promoted the safeguarding of children and vulnerable adults? How could this be enhanced? • Have people participated in and benefitted from the project equitably? Why, or why not? (This should include analysis of gender and disability)

Annex 2: Proposed Methodology & Timeframe

Phase	Purpose	Methods/Actions	Products/Deliverables	Proposed Completion
Consultancy Proposal	<ul style="list-style-type: none"> ○ Clarify expectations for consultancy and confirm methodology, deliverables and timeframe 	<ol style="list-style-type: none"> 1. Draft Consultancy Proposal and seek feedback from CSNU, MMT and IERCs 	<ol style="list-style-type: none"> 1. Consultancy Proposal 	Within 1 week of consultancy agreement
Evaluation – Inclusive Communities Project, Vanimo	<ul style="list-style-type: none"> ○ Evaluate the relevance, effectiveness, efficiency, sustainability and impact of the project in Vanimo ○ Identify lessons learnt and recommendations to feed into future 3x year partnership and program scale up/expansion 	<ol style="list-style-type: none"> 1. Desk Review of Project Documentation and relevant government policy documents 2. Development/adaption of data collection tools 3. Training for IERC and CSNU staff in data collection methods 4. Participatory data collection, collation and analysis 5. Community ‘Sense-Making’ & Feedback 6. Report Writing 	<ol style="list-style-type: none"> 1. Menu of data collection tools and methodology 2. Draft Evaluation Report 3. Final Evaluation Report 	30 March 2020
Participatory Project Design & Baseline (Vanimo and Aitape)	<ul style="list-style-type: none"> ○ Understand current attitudes towards, and levels of access to, quality inclusive education in target communities ○ Identify needs, priorities and contributions of target communities and key stakeholders in both Vanimo and Aitape ○ Identify enabling and constraining factors within target communities 	<ol style="list-style-type: none"> 1. Project Design workshops with staff, volunteers, participants and key stakeholders 2. Collate results and present findings 3. Draft design and present/feedback session 4. Incorporate feedback and finalise draft (incl. MEL plan) 5. Develop MEL tools 6. Undertake baseline of project indicators 	<ol style="list-style-type: none"> 1. Multi-Year Project Design & Budget (1 July 2020 – 30 June 2023) 2. MEL Framework/Results Monitoring Framework with baseline data and tools 	15 May 2020

	<ul style="list-style-type: none"> ○ Develop project design in collaboration with staff, participants and key stakeholders ○ Document project design including theory of change, activity plans, cross-cutting issues analysis, risk analysis and budget ○ Develop MEL/Results Monitoring plan and accompanying data collection tools, measure baseline data for key project indicators 			
Capacity Development	<ul style="list-style-type: none"> ○ Ensure process is empowering for and builds the capacity of staff and volunteers to undertake future design, monitoring, evaluation and learning 	<ol style="list-style-type: none"> 1. Ongoing engagement, training and reflection throughout consultancy 2. Develop Methodology Document featuring menu of tools that can be used by CSNU and IERCs moving forward 	1. Methodology Document and/or menu of tools for ongoing use	15 May 2020 (plus ongoing capacity building throughout consultancy)

