

Program Design and Baseline

Terms of Reference

1. Summary

Project name	Josephite Refugee Mentor Support Program (JRMSP)
Design type	Program Design and Baseline
Design consultancy dates	March - April 2023

2. About 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.

3. Description of Project

The Josephite Refugee Mentor Support Program (JRMSP) operates under the auspices of the Sisters of St Joseph. The purpose of this consultancy is to establish a program design and baseline to assist in enabling the program to continue its legacy under Mary MacKillop Today.

The JRMSP links volunteer mentors with young women and men who are commencing tertiary education at University or TAFE or proceeding to meaningful employment. The program was developed out of the recognition by the Sudanese leaders that their young people were failing to proceed to a meaningful life post school. Also, the young people graduating high school do not have the appropriate guidance to successfully navigate the tertiary education system, including accessing financial assistance services. The aim of the program is to empower these young people and their families to establish, strengthen and expand their educational and employment related networks and opportunities.

4. Purpose

The purpose of the consultancy

1. **Literature Review:** Literature review of best practice refugee mentoring programs in Australia.
2. **Design Document:** Facilitate a project co-design process with relevant community stakeholders to produce a Project Design Document that will be used to guide project implementation, risk management, and monitoring, evaluation, and learning.
3. **Baseline Report:** Collect data for the outcome indicators from the stakeholders aligned to the monitoring and evaluation plan detailed in the Design Document.

4. **Volunteer Management:** Advise on volunteer management models and compliance requirements.

5. Scope

The Design & Baseline will be undertaken in the following target communities and locations:

- a. South Sudanese community and stakeholders in Blacktown.
- b. Sisters of St Joseph, Mary MacKillop Today and current JRMSP Program Coordinator and Mentors based in Northern Sydney.

Mary MacKillop Today are committed to community-led development. Involving the stakeholders in all stages of project design, planning, implementation and review enhances empowerment of those involved and ultimately contributes to the ownership and sustainability of the project. For this reason, all stakeholders need to be involved in the design and baseline survey processes. Approaches to conducting planning and consultation sessions should take into consideration access, communicative, safety and social barriers that may prevent the participation of groups affected by marginalisation such as people with disability, women and girls or others who experience exclusion in target communities.

The Design and Baseline will include the following stakeholders:

- Past and current South Sudanese youth mentees, youth leaders and family members
- Current Mentors
- Selected High Schools in Western Sydney
- South Sudanese Community leaders
- Sister of St Joseph and Mary MacKillop Today

6. Outputs

Output 1: Literature review

A narrative synthesis identifying the key components and outcomes of effective refugee mentoring programs.

Output 2: Project Design

Together with Mary MacKillop Today and community stakeholders, the consultant will undertake a participatory project design process to:

- (1) determine the current priorities and aspirations of South Sudanese youth in the target communities regarding accessing tertiary education and meaningful employment.
- (2) determine the current barriers that exist in the target communities that may prevent South Sudanese youth realising these aspirations
- (3) develop a clear theory of change and project design in collaboration with community stakeholders which outlines how the project activities and inputs will enable South Sudanese youth to overcome these barriers to achieve these aspirations.

The outcome of this will be the development of a Design Document using the Mary MacKillop Today format or suitable alternative as approved by Mary MacKillop Today. It will enable Mary MacKillop

Today to implement, monitor, evaluate, and learn from the project. It will also enable Mary MacKillop Today to understand and manage the project, as well as ensure that it is aligned with Mary MacKillop Today's policies and priorities. The context analysis/needs assessment can be submitted as a separate report annexed to the Design Document if required.

The following is required to design the project, noting the emphasis on the participatory nature of the project design process:

- Context Analysis/Needs assessment
- Stakeholder analysis
- Articulation of theory of change for project
- Development of logical framework (or preferred format) for the project
- Development of a monitoring and evaluation plan for project, including verification of outcome indicators and development of appropriate monitoring/data collection tools
- Development of risk analysis, both generally and regarding child safeguarding and the prevention of sexual exploitation, abuse and harassment
- Investigation into and analysis of cross-cutting issues, particularly gender, disability, and sustainability

Output 3: Baseline Report

The baseline report will be completed with stakeholders measuring identified outcome indicators in the project design.

Output 4: Volunteer Management Practice Recommendations

Investigation and advise on volunteer management practices and including operational management, agreements, supervision, training, compliance requirements.

7. Methodology

Overarching Approaches

- Participatory: the process must capture the voice of all relevant stakeholders and ensure that opportunities for genuine participation are provided.
- Strengths-Based: the process should identify the assets, resources and knowledge that exist within the community 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.
- Capacity Strengthening: the process should empower and build the skills of Mary MacKillop Today staff and communities.

Design Methodology

The consultant is required to select the consultation/data collection and analysis tools and approaches to be used to gain the information required to design the project and share these tools and justification with Mary MacKillop Today throughout. It is expected that the consultant will feedback the findings of the 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 feedback should be outlined in the Design proposal.

Baseline Methodology

The methodology for collecting the data will be chosen and justified by the consultant. This will include determining the baseline survey sample size, developing the tools, facilitating data collection, and analysing the final data to be used in the monitoring and evaluation framework.

8. Logistics and timeframe

1. Logistics

This consultancy will be conducted at the Consultant's discretion with internet and phone access. The Consultant will be responsible for ensuring any additional costs including transportation to consultations in Western Sydney and North Sydney are included in the budget.

2. Timeframe

The consultant may work a maximum of 25 days during March 2023. Any extension of Consultancy must be approved by Mary MacKillop Today and is subject to availability of funds.

The consultant will determine the timeframe with consideration of the following proposed phases:

- Development of Consultancy Proposal/Design Plan
- Literature Review
- Development or adaptation of data collection tools and approaches
- Data collection and consultation with key stakeholders
- Data collation, documentation and analysis of results/findings
- Baseline report on key outcome indicators
- Volunteer Management Practice Recommendations
- 'Sense Making' process where findings are shared with and analysed by stakeholders consulted
- Delivery of Draft Project Design Document
- Feedback from stakeholders
- Feedback from Mary MacKillop Today
- Delivery of Final Project Design Document

There will be at least one week allocated between the Draft and Final Project Design and report for Mary MacKillop Today to send comments to the consultant for Final Project Design and report finalisation.

Timing of the Baseline Measurement will depend on the preference of the consultant and discussed with Mary MacKillop Today. The indicators will need to be included in the Final Design Document, but the consultant may wish to measure these indicators throughout the design process or once the Design Document is drafted.

9. Consultancy Products, Budget, and Payment

Consultancy Products

Product	Details	Due Date	Approval Required
Consultancy Proposal/Design Plan	Detailed Consultancy Proposal/Design Plan which outlines: <ul style="list-style-type: none"> • General approach • Stakeholder management plan • Overview of approaches and tools to be used in design • Timeline • Budget 		Mary MacKillop Today
Situation Analysis/ Consultation Findings	Summary of key findings and provision of raw data and/or collated data as required. This summary can form the basis of the Situation Analysis in the Project Design Document.		N/A
Draft Design and report	Draft design and report document based on Mary MacKillop Today or other approved template.		Mary MacKillop Today
Final Design and report	Final design document and report based on Mary MacKillop Today or other approved template.		Mary MacKillop Today
Baseline report	Baseline survey measuring outcome indicators. Report should include method, sample, timeline and tools.		N/A

Consultancy Management

The consultant will report to Australia Programs Group Leader at Mary MacKillop Today.

The Australian Programs Group Leader will approve the Final Design Document and report, Baseline, and Design Methodology Documentation.

All documents will be used as tools for learning for Mary MacKillop Today and other social organisations that they work with.

Budget and Payment

The Consultant will be required to submit a detailed budget that includes all expenses that derive from the work of the consultancy. The consultant 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.
- If the final products of the consultancy are not adequate or accepted by the (Partner) or Mary MacKillop Today, the consultant will reimburse the total value or partial value of the expenses in proportion to the final products presented.

Conditions of Payment

The consultant will be paid in bank funds transfer for the following products once they are approved:

1. Design Plan (25%)
2. Draft Design and Report Document (including Baseline and Recommendations) (25%)
3. Final Design and Report Document (50%)

How to Apply

Selection Criteria

- Academic qualifications
- Experiential: Co-design experience
- Technical: Project Design experience
- Desirable: Refugee Sector experience

Expressions of interest

Expressions of interest are due by February 23rd 2023. Please send all expressions of interest to Maria Attard to maria.attard@marymackilloptoday.org.au.

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. 1 page proposed design plan (including milestones, tools selected for each part of the design process and limitations of consultancy)
4. Quotation including daily rate, and confirmation of availability to complete the consultancy within the specified time frame

Safeguarding

Mary MacKillop Today is committed to ensuring the safety, wellbeing and protection of children and vulnerable adults in our work, and therefore undertake recruitment screening of all consultants. Any person working with or coming into contact with children in the course of their work with Mary MacKillop Today 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 consultants must also sign Mary MacKillop Today's Child Protection Policy and Prevention of Sexual Exploitation and Harassment 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.