

# Terms of Reference for Evaluation

**Vanuatu Community-Based Climate Resilience Project (VCCRP)**

**October 2022**

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# 1. PROJECT SUMMARY

<b>Type of evaluation</b>	Multi-component <ul style="list-style-type: none"> <li>▪ Baseline assessment</li> <li>▪ Midterm process and outcome evaluation</li> <li>▪ Endline outcome evaluation</li> </ul>
<b>Name of the project</b>	Vanuatu Community-based Climate Resilience Project (VCCRP)
<b>Project start and end dates</b>	October 2022 – September 2028
<b>Project duration</b>	6 years
<b>Project locations:</b>	Vanuatu – all six provinces (Malampa, Penama, Sanma, Shefa, Tafea, Torba)
<b>Donor(s)</b>	Green Climate Fund (primary), Government of Vanuatu (in kind), DFAT, Save the Children Australia
<b>GCF accredited entity</b>	Save the Children Australia
<b>Partners/co-executing Entities</b>	Save the Children Vanuatu Government of Vanuatu acting through its Ministry of Climate Change (MoCC)
<b>Green Climate Fund result areas</b>	<ul style="list-style-type: none"> <li>▪ Adaptation: Increased resilience of most vulnerable people, communities, and regions</li> <li>▪ Adaptation: Increased resilience of health and well-being, and food and water security</li> <li>▪ Adaptation: Ecosystem and ecosystem services</li> </ul>
<b>Save the Children theme</b>	Child poverty – Food Security and Livelihoods sub-theme Climate resilience (cross-cutting)
<b>Estimated impact</b>	90,157 people (direct) 110,000 people (indirect)
<b>Overall objective of the project</b>	Vulnerable and remote communities in Vanuatu become more resilient to the impacts of increasing climate variability, extremes, and change to their food security and livelihoods

## 2. INTRODUCTION

This document provides Terms of Reference (TOR) for a six-year, multi-component assessment and evaluation consultancy for the Vanuatu Community-Based Climate Resilience Project (VCCRP).

The VCCRP, which will run from 2022 – 2028, is a \$32,650,440 USD project principally funded by the Green Climate Fund (GCF), with contributions from the Australian aid program and Save the Children Australia. The project will be co-executed by Save the Children Vanuatu and the Vanuatu Ministry of Climate Change (MoCC), who will jointly manage activity implementation (which will be undertaken by a range of government departments and contractors). Save the Children Australia will act as the GCF Accredited Entity, with ultimate responsibility for project delivery. It will be implemented in all six provinces in Vanuatu.

Save the Children is seeking a consultant or consultancy firm to carry out a series of assessments and evaluations over the course of the six-year project: a baseline assessment in year 1 (due by end March 2023), a mid-term process and outcome evaluation in year 3 (2024-25), and an endline outcome evaluation in year 6 (2028).

The project background, consultancy scope, key questions, methodological guidance, reporting and governance, key deliverables and timeframes for its implementation are provided in the sections that follow.

### 2.1 Donor

The **Green Climate Fund** (GCF)<sup>1</sup> is the world's largest dedicated fund helping developing countries reduce their greenhouse gas emissions and enhance their ability to respond and adapt to climate change. The GCF aims to catalyse a flow of climate finance to invest in low-emission and climate-resilient development pathways, driving a paradigm shift in the global response to climate change. GCF activities are aligned with the priorities of developing countries through the principle of country ownership. The Fund pays particular attention to the needs of societies that are highly vulnerable to the effects of climate change, in particular, Least Developed Countries (LDCs), Small Island Developing States (SIDS), and African countries.

### 2.2 Partners / co-executing entities

Partners and co-executing entities for the project include:

- Save the Children Vanuatu (SCV)
- Government of Vanuatu, acting through its Ministry of Climate Change (MoCC). MoCC will enter into agreements with other government departments, including

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<sup>1</sup> Green Climate Fund: <https://www.greenclimate.fund/about>

Department of Climate Change (DoCC), Department of Local Authorities (DLA), Department of Agriculture and Rural Development (DARD), Vanuatu Fisheries Department (VFD), Department of Water Resources (DoWR), Department of Women's Affairs (DWA), Vanuatu Meteorology and Geo-Hazards Department (VMGD), and the National Disaster Management Office (NDMO).

## 3. BACKGROUND

### 3.1 Project context

Vanuatu leads the world disaster risk index as the country with the highest disaster risk score of 49.74, indicating it is the most highly exposed to natural hazards<sup>2</sup>. A global analysis of countries affected by the impacts of climate-related events (e.g. tropical cyclones, floods, heat waves) ranked Vanuatu 8th globally, based on losses per GDP percentage between 1999 and 2018<sup>3</sup>. These risks are evident in the recent and repeated hazards that Vanuatu has experienced, including TC Pam (2015), El Niño drought (2016), marine heatwave (2016), TC Hola (2018), TC Harold (2020) and regular flooding during heavy rainfall and tropical cyclones. These events have resulted in significant damage to infrastructure and livelihoods (with TCs Harold and Pam causing loss equivalent to 61% and 64% GDP, respectively).

The current available evidence indicates that the most significant climate change challenges facing communities in Vanuatu are due to increasing frequency and/or intensity of extreme events:

- Temperature: air and sea (minimum, mean and maximum daily temperatures and events such as heatwaves).
- Rainfall patterns (increased duration of dry periods, changing frequency and intensity of extreme rainfall and ENSO-associated rainfall).
- Tropical cyclones (increased intensity including severe wind and waves, and intense rainfall and flooding).

The vulnerability of communities in Vanuatu to these climate hazards is driven by the country's geography and heavy dependence on natural resources for subsistence and income. Other factors that contribute to the country's vulnerability are a narrow economic base, a weak developing economy (recently graduated from LDC status, but likely to be pushed back to it by the economic impacts of COVID-19), poor inter- and intra-island communication and transport networks, and a decentralized and dispersed population often isolated during

<sup>2</sup> Behlert et al (2020) World Risk Report (2020) Available [here](#)

<sup>3</sup> Eckstein et al. (2020) Global Climate Risk Index 2020: Who Suffers Most from Extreme Weather Events? Weather-related loss events in 2018 and 1999 to 2018. Available [here](#)

disaster events (due to the country's vast ocean territory, with widely spread and sparsely populated islands).

### 3.2 Project summary

The Vanuatu Community-based Climate Resilience Project (VCCRP) will support highly vulnerable rural communities across 29 area councils in Vanuatu. The purpose of the project is to increase communities' resilience to climate variability and change. VCCRP will support communities and government to implement targeted adaptation actions and facilitate the development of decentralized governance structures that will enable remote and rural populations to adapt to changing climate trends and reduce disaster risk. The project provides an adaptation package covering a menu of actions to support households and communities to address key drivers of climate change vulnerability, minimize exposure and sensitivity and build resilience to unavoidable impacts. The adaptation package includes community-based, locally-led actions focused on minimizing sensitivity of food systems (agriculture and fisheries), reducing dependence on vulnerable income-generating resources through alternative livelihood options (particularly for women), improving access to critical services and addressing social inequities that exacerbate climate vulnerability. The adaptation package will also support communities to maintain healthy ecosystems and restore degraded habitats, to fortify food and livelihood security and reduce vulnerability to climate change-driven disasters, to enhance resource management and build adaptive governance systems.

#### *Project goal*

The overall objective of the project is “vulnerable and remote communities in Vanuatu become more resilient to the impacts of increasing climate variability, extremes, and changes to their food security and livelihoods.”

The project's theory of change 'paradigm shifting' goal statement is that **IF** vulnerable remote and rural communities in Vanuatu access and utilize locally-relevant climate information, integrate climate risks into community planning processes, and are supported to implement priority adaptation actions; **THEN** they will be more resilient to the impacts of increasing climate variability, extremes and change on their food security and livelihoods; **BECAUSE** their exposure and vulnerability to hazards will be reduced and their adaptive capacity increased.

The project will work to achieve this objective via activities under three interlinked components:

- **Component 1:** Government, civil society and communities are strengthened to support local resilience to climate change impacts, including by providing access to climate information and early warnings
- **Component 2:** Scalable, locally appropriate actions are implemented to meet community adaptation needs to create climate-resilient, sustainable development pathways (adaptation package)

- **Component 3:** Institutional adaptive capacity is enhanced by building adaptive governance systems at the local level and enhancing local-provincial-national linkages

### *Project structure*

**Component 1:** Government, civil society and communities are strengthened to support local resilience to climate change impacts, including by providing access to climate information and early warnings

- **Output 1.1:** Community-based climate change adaptation and disaster risk reduction mechanisms are strengthened
  - Activity 1.1.1 Establish Community Disaster and Climate Change Committees (CDCCCs) (if necessary) and build their capacity, including strengthening social inclusion and gender-balance
  - Activity 1.1.2: Increase CDCCC member capacity to identify climate change and disaster risks at the local level
- **Output 1.2:** Communities have increased understanding of climate change impacts and are supported to develop inclusive local adaptation plans
  - Activity 1.2.1: Community awareness raising on climate change risks to food systems, livelihoods and disaster risk via targeted information, education, and communication (IEC) materials and information sessions managed by Area Council Climate Change Officers and CDCCCs
  - Activity 1.2.2: Identify key local issues that drive climate vulnerability and use this to develop local adaptation plans and measure program impact
  - Activity 1.2.3: Development of inclusive Community Adaptation Plans and identification of key resilience building actions (selected from adaptation package menu)
- **Output 1.3:** Communities have increased access to climate information services (CIS) and early warning systems and the skills to utilise them as adaptation tools
  - Activity 1.3.1: Develop and distribute Climate Information Services (CIS) IEC products to support community adaptation awareness raising and adaptation planning processes
  - Activity 1.3.2: Build capacity of Area Council Climate Change Officers and CDCCCs to effectively utilize CIS in community planning processes

**Component 2:** Scalable, locally appropriate actions are implemented to meet community adaptation needs to create climate-resilient, sustainable development pathway

- **Output 2.1:** Local natural resources are more resilient to climate change impacts through implementation of nature-based solutions
  - Activity 2.1.1: Support adaptations that strengthen or rehabilitate coastal protection barriers, reduce risk of flood/landslides and improve water-security through nature-based solutions
  - Activity 2.1.2: Introduce/scale up improved agriculture methods to minimise erosion, facilitate groundwater recharge and distributing preventive species to communities

- Activity 2.1.3: Support communities to protect and rehabilitate habitats that support fisheries, particularly degraded coral reefs, seagrass meadows and mangroves
- **Output 2.2:** Climate-resilient agriculture for food security and livelihood development
  - Activity 2.2.1: Support adaptations to traditional farming methods to increase climate-resilience and increase food security
  - Activity 2.2.2: Introduce/scale up adoption of climate-resilient native food and cash crop varieties
  - Activity 2.2.3: Establish/scale-up community-, school- and home-based kitchen gardens for enhanced nutrition utilising climate-resilient crops
- **Output 2.3:** Climate-resilient fisheries for food security and livelihood development
  - Activity 2.3.1: Build community capacity on coastal resource management and monitoring that supports sustainable fisheries
  - Activity 2.3.2: Support communities to adopt primary community-based fisheries management to reduce climate change impacts
- **Output 2.4:** Women-led climate-resilient food processing and preservation established to support food security and diversification of livelihoods options
  - Activity 2.4.1: Introduce or scale up women-led local solutions for food processing and preservation
  - Activity 2.4.2: Support women to diversify into new agricultural/food commodities and value-add products that deliver greater income generating opportunities
  - Activity 2.4.3: Support women-led enterprises to access private partnership options to access new (distant) markets for value-add products

**Component 3:** Institutional adaptive capacity is enhanced by building adaptive governance systems at the local level and enhancing local-provincial-national linkages

- **Output 3.1:** Adaptive local governance systems strengthened through sub-national planning
  - Activity 3.1.1: Support Area Council and Province officials to incorporate climate risk analysis into Area Council development plans and budgets
  - Activity 3.1.2: Build the capacity of local authorities to support operations of the CDCCCs and ongoing inclusive local adaptation planning processes
  - Activity 3.1.3: Support the National Disaster Management Office (NDMO) to design and establish a shock-responsive social protection system designed for the needs of the most vulnerable households.
- **Output 3.2:** Enhanced local-provincial-national linkages through knowledge management and creation of feedback loops
  - Activity 3.2.1: Capture lessons learned, emerging themes and best practices at the community level to ensure sub-national and national planning processes are informed by local needs and that local actions support national objectives
  - Activity 3.2.2: Support local authorities in monitoring and evaluation of national Climate Change and Disaster Risk Reduction (CCDRR) policies at the local level and increasing dialogue between stakeholders at all levels

## Project reach

The project will directly reach 90,157 people in 19,556 households and 282 communities across all six provinces (33% of the total population or 43% of the rural population) and a further 110,000 people indirectly (a further 40% of total population or 52% of the rural population).

By working directly with communities and indirectly via building governance capacity, the project will reach almost all rural communities.

## 3.3 Theory of change

The VCCRP follows the **Vanuatu Community Resilience Framework (VCRF)**<sup>4</sup>. The VCRF provides an overarching structure that focuses on meeting eight pre-conditions for climate-resilience and supports the closing of existing adaptation deficits<sup>5</sup>:

1. All community members have their basic needs met,
2. Access to a diverse, climate-resilient, set of livelihoods strategies,
3. Ability to engage in fair, inclusive and forward-looking decision-making processes,
4. Access to, and ability to utilise, traditional and scientific climate information,
5. Ability to innovate and take risks, particularly with regard to livelihoods,
6. Increased understanding of the changing context of shocks and stresses, and ability to take action to reduce risks,
7. Strong in-community and external networks to share and draw on knowledge, resources and ideas, and
8. Connected government at all levels that listens and is responsive to community needs, is innovative, and has strong leadership that is transparent and accountable.

The VCRF is a modified version of the Vanuatu Resilience Framework, developed under a previous community-based adaptation project<sup>6</sup>. This in turn was a modified version of the Local Adaptive Capacity Framework developed by government, NGOs and academic partners under the Africa Climate Change Resilience Alliance program<sup>7</sup>.

The components of the framework are the base pre-conditions for climate-resilient communities in Vanuatu. The pre-conditions are all inextricably interlinked and mutually reinforcing. The VCCRP will work to help ensure these pre-conditions are met as part of its approach to building community resilience via:

- The adaptation packages approach (Component 2), along with;
- Increasing access to information, building understanding, and supporting local level adaptation planning (Component 1), and;

<sup>4</sup> Pritchard, M. (2018) *Yumi Stap Redi Long Klaemet Jenis: Ex-Post Evaluation Report of the Vanuatu NGO Climate Change Adaptation Program*. Oxfam Australia. Available [here](#).

<sup>5</sup> See Burton (2004) Climate change and the adaptation deficit. In *Environmental Monitoring and Assessment*, paper 3, pp.25-33; and Frankhauser (2014) Understanding the adaptation deficit. In *Global Environmental Change* vol.27, pp.9-18.

<sup>6</sup> Pritchard, M. (2018) *Yumi Stap Redi Long Klaemet Jenis: Ex-Post Evaluation Report of the Vanuatu NGO Climate Change Adaptation Program*. Oxfam Australia. Available [here](#).

<sup>7</sup> ACCRA (2011) Consultation document: The ACCRA Local Adaptive Capacity Framework. Available [here](#). See also, Jones et al (2010) Towards a characterisation of adaptive capacity: a framework for analysing adaptive capacity at the local level, Overseas Development Institute. Available [here](#).

- Ensuring a strong local-provincial-national connection and two-way flow of climate-relevant information and knowledge (Component 3).

The core of the project is focused on the adaptation packages under Component 2. The package is a suite of adaptation activities that address the main drivers of community vulnerability (identified through a national vulnerability assessment and stakeholder engagement process, and aligned with the resilience framework) and form the basis of action for communities. The development of an adaptation package gives communities options to select the most appropriate and effective adaptations and provides certainty that GCF investments are addressing the main drivers of climate vulnerability specific to the needs in each individual community.

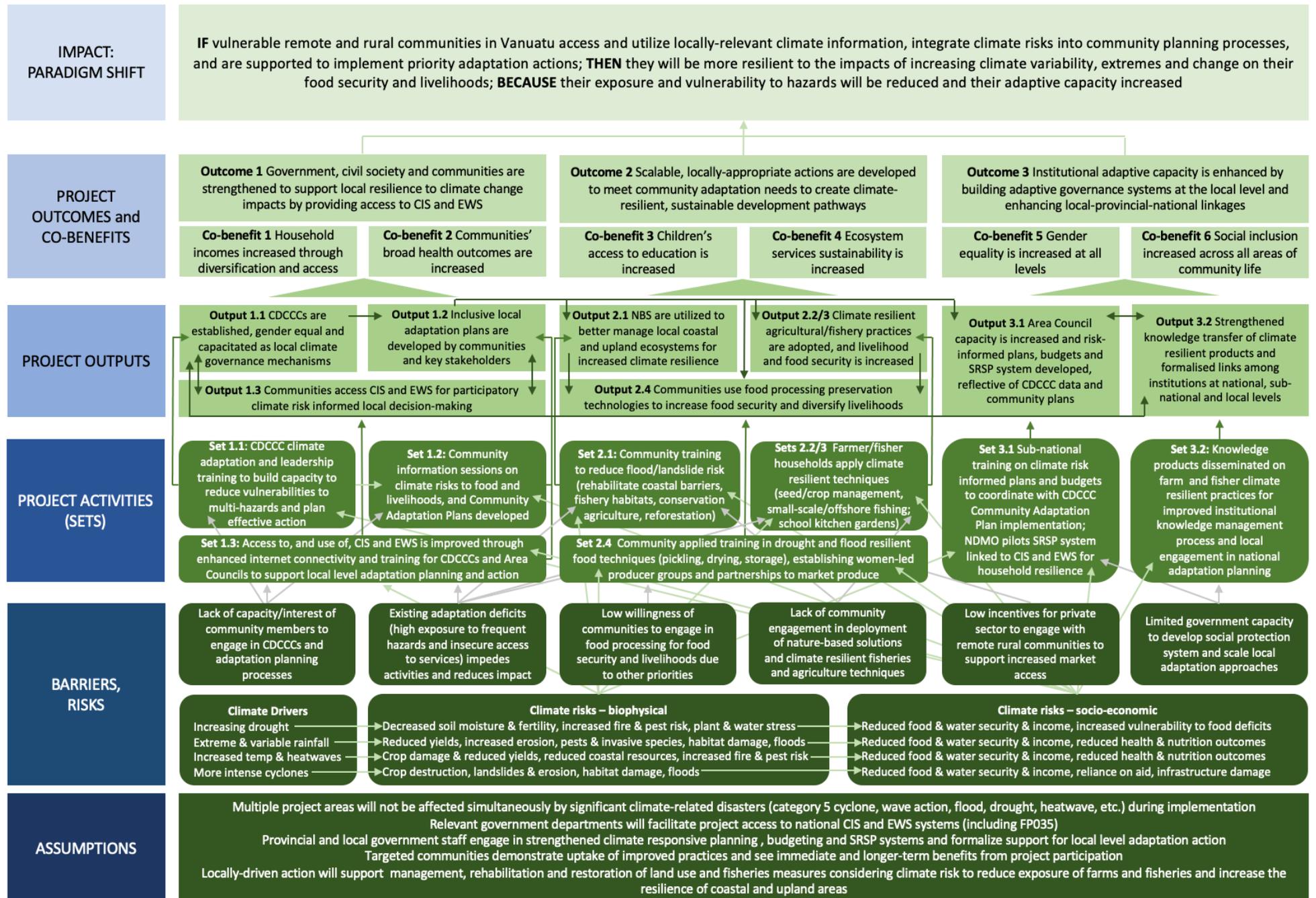
The project will help to shift communities from a purely traditional knowledge-based approach to resource management to one which incorporates climate science into traditional community-based decision-making. The project offers adaptation solutions building on local knowledge, skills and innovation in the use of local resources, with a particular focus on the key sectors that underpin food security and livelihoods in Vanuatu – fisheries and agriculture. Vulnerable communities and ecosystems will be more resilient to the impacts of climate change if science-based information can be coupled with traditional knowledge and relationships. Importantly, the project will focus on a bottom-up approach that empowers communities to drive the solutions and build on their existing capacity to ensure long-term sustainability in the project's approach to protecting the marine and agro-ecosystems. Project activities will promote behaviour changes among beneficiaries to help build resilient approaches to food security and livelihoods. Ongoing support from government and an increased local ability to access and effectively utilize future flows of climate finance will help ensure these changes are sustainable, as will supporting producers to access alternative livelihoods and income streams derived from more resilient agriculture and fisheries processes.

Immediate benefits will be achieved through community-level actions that address priority adaptation needs (including via increasing food security and diversifying livelihoods options), with a focus on addressing structural constraints to sustainable adaptation (specifically gender, age, disability, social inclusion and geography), increasing access to relevant and useable climate information and building adaptive governance systems. The actions will seek to reduce community vulnerability to current climate impacts.

Medium-term benefits will be achieved through the participation and empowerment of communities and government by increasing knowledge and awareness of climate change and its effects, improving access to and ability to use climate information and manage knowledge, and strengthening local governance systems and processes to increase individual and community resilience to anticipated near-term climate change impacts.

Long-term benefits will be achieved by working at local, sub-national and national levels to increase adaptive capacity and the ability to make forward-looking decisions in the face of a range of climate futures. For communities to have sufficient adaptive capacity, local planning processes need to be climate-resilient, adaptation actions need to be costed and included in budgets, local-national linkages need to be strengthened and gender and social relations need to be transformed. The project theory of change is summarized in Figure 1 below.

Figure 1: VCCRP Theory of Change



## 4. SCOPE OF CONSULTANCY

### 4.1 Purpose, objectives, and scope

#### *Purpose*

The **purpose of this consultancy** is to conduct a baseline assessment followed by a mid-term evaluation and an endline evaluation of the VCCRP.

#### *Objectives*

The consultancy main **objectives** are:

At **baseline** –

1. To establish baseline values for the GCF impact level, GCF outcome level, project specific indicators and co-benefit indicators (differentiated for groups) and project performance indicators (as relevant and where a baseline is required) (see section E [VCCRP Funding Proposal](#)).

At **mid-term** –

2. To evaluate the intervention process and fidelity
3. To evaluate the extent to which the intervention is expected to achieve its objectives and its results, including a validation of the monitoring data collected by the PMU and differential results across groups
4. To develop operational and strategic recommendations that will inform the implementation of the project and set out any necessary corrective measures for the remaining period of the project.

At **endline** –

5. To validate endline values collected during monitoring for the GCF impact level, GCF outcome level, project-specific indicators, and co-benefit indicators
6. To evaluate the extent to which the intervention achieved its objectives and its results, including differential results across groups
7. To evaluate the extent to which the intervention contributed to the project's higher-level goal of achieving a paradigm shift in adaptation to climate change in Vanuatu
8. To develop key recommendations and lessons learnt/best practices that will inform the design of future projects

#### *Scope*

The **scope of the consultancy** includes the provision of the following services:

- 1) Assessment and evaluation design
- 2) Oversight of assessment and evaluation implementation
- 3) Assessment and evaluation quality assurance
- 4) Assessment and evaluation outputs

The consultancy outputs will include:

- a) Baseline package (Year 1 – must be finalized by end of March 2023)
- b) Mid-term process and outcome evaluation package (Year 3 – 2024-25)
- c) Final outcome evaluation package (Year 6 - 2028)

Each output package will build on and reflect back to the previous output package(s) and include an inception report, a draft assessment/evaluation report, a validation workshop or presentation, a final report, a management action workshop with the project team based on report recommendations, and an evidence-to-action brief or visualization (see Section 6: Expected Deliverables for more detail below).

The consultancy will extend for the project period October 2022 to January 2029 (3 months after project ends).

## 4.2 Intended audience and use of the output packages

Primary intended audience of the output packages are in the table below.

Stakeholder	Further information
Project donor(s)	Green Climate Fund (primary), Government of Vanuatu (in kind), DFAT, Save the Children Australia
GCF Accredited Entity	Save the Children Australia
Co-Executing Entities (managing day-to-day implementation)	Government of Vanuatu acting through its Ministry of Climate Change Save the Children Vanuatu
Government implementing partners (supporting direct activity implementation)	Ministry of Climate Change Ministry of Internal Affairs Ministry of Agriculture, Livestock, Forestry, Fisheries and Biosecurity Ministry of Lands and Natural Resources Ministry of Justice and Community Services Provincial government

	Area Councils
Community groups	CDCCCs
Beneficiaries	90,157 people in 19,556 households and 282 communities across all six provinces (33% of the total population or 43% of the rural population)
International development/humanitarian research community	Community-based adaptation and locally-led adaptation research and practitioner communities

Moreover, the output packages will be shared with the following stakeholders: MoCC, Save the Children Vanuatu (SCV), Save the Children Australia (SCA) and other key stakeholders in the national, regional and global community-based/locally-led adaptation research and practitioner communities.

The findings of the assessments/evaluations will be used for

- *adaptive management and evidence-based decision-making to improve project design and performance/implementation and set out any necessary corrective measures*
- *down-ward and upward accountability purposes,*
- *assessing evaluation criteria and draw lessons learnt/best practices (see 4.3)*
- *capture unintended effects (positive/negative) and*
- *inspiration, ideas and recommendations for future project proposals*
- *highlighting the potential and challenges of taking locally-led adaptation approaches to scale.*

The consultancy team will be required to propose how the primary audience will be involved throughout the evaluation process and how evaluation findings will be shared with each of the different stakeholders in the table above, particularly outlining how reporting back to communities, beneficiaries and children will be conducted in an accessible and child friendly manner.

### 4.3 Key Evaluation Questions

The table below lists some key evaluation questions for this project, evaluation questions can be drawn from this list.

Save the Children considers these questions to be open to discussion, and the consultancy team is permitted to propose adaptations to, prioritization of, removal of, or the addition of questions. The consultancy team is not expected to propose any changes to the key evaluation questions during the proposal stage. The consultancy team will, however, be required to undertake consultation with the SC consultancy project manager and other Save the Children staff at inception stage in order to further refine these questions.

Criteria	Key Evaluation Questions	Baseline	Mid-term	Endline
Accountability	<ul style="list-style-type: none"> <li>▪ How has the project approached accountability to children and the wider community?</li> </ul>		<b>X</b>	<b>X</b>
Coherence (including in climate finance delivery)	<ul style="list-style-type: none"> <li>▪ How well does the project fit in the country context?</li> <li>▪ How well does the project fit with the other existing interventions in the country? More specifically, how well does the project fit with other existing climate-funded interventions?</li> <li>▪ Is the Theory of Change, including its pathways of change and assumptions, valid?</li> <li>▪ Are there any suggestions for modifications to the Theory of Change related to the changes in context?</li> </ul>	<b>X</b>	<b>X</b>	<b>X</b>
Country Ownership	<ul style="list-style-type: none"> <li>▪ How well is country ownership reflected in project governance, coordination, consultation and implementation?</li> <li>▪ How well are country ownership guidelines followed<sup>8</sup>?</li> </ul>		<b>X</b>	<b>X</b>
Effectiveness	<ul style="list-style-type: none"> <li>▪ Is the project on track to achieve its intended outcomes?/Did the project achieve its intended outcomes?</li> <li>▪ Are there any differences in outcomes achieved by different groups?</li> <li>▪ Were there any unintended outcomes (positive/negative)?</li> <li>▪ Are the objectives of the project being achieved?</li> </ul>		<b>X</b>	<b>X</b>
Efficiency	<ul style="list-style-type: none"> <li>▪ Were objectives achieved on time? (and budget)</li> </ul>		<b>X</b>	<b>X</b>

<sup>8</sup> <https://www.greenclimate.fund/sites/default/files/document/guidelines-enhanced-country-ownership-country-driveness.pdf>

	<ul style="list-style-type: none"> <li>▪ Were activities cost-efficient? (What was the cost of delivering outputs? How were cost drivers managed?)</li> <li>▪ Was the project implemented in the most efficient way compared to alternatives?</li> </ul>			
Fidelity	<ul style="list-style-type: none"> <li>▪ Is the project being implemented as intended? Why / why not?</li> <li>▪ Is implementation meeting best practice?</li> <li>▪ What are the barriers and facilitators to implementation?</li> </ul>		X	X
Innovativeness in result areas and paradigm shifts	<ul style="list-style-type: none"> <li>▪ To what degree did project supported innovations help achieve the paradigm shift goal?</li> </ul>			X
Process	<ul style="list-style-type: none"> <li>▪ How well are staff/partnerships working together?</li> <li>▪ Could implementation of the program be improved in terms of coordination? If so, how?</li> <li>▪ How has learning and evidence been used throughout the program cycle to adapt and ensure the project remained relevant?</li> </ul>		X	
Relevance	<ul style="list-style-type: none"> <li>▪ Does the intervention respond to clearly identified needs and priorities of the project participants?</li> <li>▪ How important is the relevance or significance of the intervention regarding local and national requirements and priorities?</li> </ul>		X	X
Replicability	<ul style="list-style-type: none"> <li>▪ Is the project leading to replicable results?/How can the results of the project be replicated?/How replicable is the project?</li> <li>▪ Is the project model likely to be replicable to other contexts?</li> </ul>			X
Scale	<ul style="list-style-type: none"> <li>▪ Is there evidence that the project will reach greater numbers of beneficiaries through the implementation of an approach at scale?</li> </ul>			X

	<ul style="list-style-type: none"> <li>▪ Can the program/project be scaled up at cost? And how much would it cost?</li> </ul>			
Sustainability	<ul style="list-style-type: none"> <li>▪ Are the positive effects or impacts sustainable?</li> </ul>			X
Equity, equality, and inclusivity	<ul style="list-style-type: none"> <li>▪ Has the project accommodated for the needs of the community that may differ by gender, location, age, disability, and vulnerability status?</li> <li>▪ Have the project outcomes or results been equally represented?</li> <li>▪ What are the inclusivity gaps that the project has addressed or is addressing and what remaining aspects need to be considered further?</li> </ul>		X	X

## 5. EVALUATION METHODOLOGY

### 5.1 Evaluation design

It is expected that this series of assessments/evaluations will involve:

- Detailed desk review of program documentation, publicly available information and data, peer-reviewed research, etc.
- Non-experimental or quasi-experimental design
- Mixed-methods
- Random and non-random sampling as applicable

The design of the assessments/evaluations should enable focusing on the utility of both the assessment/evaluation process and products to key stakeholders, with the intent to provide learning opportunities, inform management decision-making, and improve overall project performance.

The designs should also enable clearly identifying and engaging communities and government stakeholders in a consultative and participatory process at the beginning of the evaluation – and use that input to guide the assessments/evaluations.

The selected consultant is expected to familiarize themselves with the GCF Evaluation Policy, the GCF monitoring and accountability framework, the GCF Evaluation Standards for Accredited Entities (AE), and the GCF Results Handbook (draft) (including GCF scorecard assessment of progress towards paradigm shift, GCF scorecard assessment of progress against enabling environment indicators), as the design of the assessments/evaluations as well as the output packages must adhere to these policies, principles and standards.

Save the Children does not have any further specific expectations as to which designs, methods, or sampling strategies are used.

Consultants are invited to propose a design at their discretion, which if selected, will be fine-tuned in collaboration with Save the Children during the inception period. Innovative or imaginative approaches are welcomed.

## 5.2 Data sources, data collection methods / tools, and data analysis

Data collection and data analysis processes are expected to be rigorous.

All primary data collected during the consultancy must facilitate disaggregation by gender, age, disability, location, and vulnerability status.

The consultant is responsible for sub-contracting any logistical support required (such as hiring enumerators) and for procuring equipment and materials. The PMU will help facilitate this process.

The consultant is required to source additional external data sources to add value to the assessments and evaluations, such as government administrative data.

Data analysis plans should be appropriate to the selected design. The consultant is expected to ensure that data is clean and goes through a quality assurance process before data is analyzed. All sources of data should be triangulated as part of the analysis process.

The consultant is responsible for identifying and procuring the necessary data analysis software.

A range of project documentation will be made available to the consultant that provides information about design and planned implementation and operation of the program.

The consultancy team is required to adhere to the [Save the Children Child Safeguarding policy](#), [Prevention of Sexual Exploitation Abuse and Harm \(PSEAH\) policy](#), [Bullying Harassment Discrimination Exploitation policy](#), [Privacy policy](#) throughout all project activities.

## 5.3 Ethical considerations

It is expected that this series of assessments and evaluations will be:

- **Child/youth participatory.** Where appropriate and safe, children and youth should be supported to participate in the evaluation process beyond simply being respondents. Opportunities for collaborative participation could include involving children and youth in determining success criteria against which the project could be evaluated, supporting

children and youth to collect some of the data required for the evaluation themselves, or involving children and youth in the validation of findings. Any child/youth participation, whether consultative, collaborative or child/youth-led, must abide by the [9 Basic Requirements for meaningful and ethical child participation](#).

- **Inclusive.** Ensure that beneficiaries from different ethnic, social and religious backgrounds have the chance to participate, as well as beneficiaries with disabilities and beneficiaries who may be excluded or discriminated against in their community.
- **Ethical:** The assessments and evaluations must be guided by the following ethical considerations:
  - Safeguarding – demonstrating the highest standards of behaviour towards children and adults.
  - Sensitive – to child rights, gender, inclusion and cultural contexts.
  - Openness - of information given, to the highest possible degree to all involved parties.
  - Confidentiality and data protection - measures will be put in place to protect the identity of all participants and any other information that may put them or others at risk.<sup>9</sup>
  - Public access - to the results when there are not special considerations against this
  - Broad participation - the relevant parties should be involved where possible.
  - Reliability and independence - the assessments and evaluations should be conducted so that findings and conclusions are correct and trustworthy.

It is expected that:

- Data collection methods will be age and gender appropriate.
- Assessment and evaluation activities will provide a safe, creative space where beneficiaries (adults and children) feel that their thoughts and ideas are important.
- A risk assessment will be conducted that includes any risks related to children, young people's, or adult's participation.
- A referral mechanism will be in place in case any child safeguarding or protection issues arise.
- Informed consent will be used where possible.

The consultant will not be required to obtain approval from a Human Research Ethics Committee, unless the selected bid proposes human subject research. It is the responsibility of the consultant to obtain that approval, if required. Save the Children will not provide assistance with this process.

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<sup>9</sup> If any Consultancy Service Provider, Freelancer or Contingent worker will have direct contact with children and/or vulnerable adults and/or beneficiaries and/or have access to any sensitive data on safeguarding and/or children and/or beneficiaries, it is the responsibility of the person receiving the consulting service to contact the local HR team and child safeguarding focal point to ensure vetting checks and on-boarding are conducted in line with statutory requirements, local policies and best practices guidance.

## 6. EXPECTED DELIVERABLES

The consultancy deliverables are outlined below. The lead consultant and the SC consultancy project manager (VCCRP MEAL Advisor) will agree on final milestones and deadlines at the inception phase.

Each output package should include:

1. A digital copy of the **final inception report** including any relevant annexes or appendices, and including, at minimum:
  - a. Summary of evaluation/assessment objectives, scope, and key questions
  - b. Detailed desk review
  - c. Detailed methodology, including data sources, sampling strategy, data collection methods and plans, data analysis methods and plans, quality assurance methods and plans, ethical considerations, and limitations
  - d. Assessment/evaluation matrix
  - e. Key deliverables, responsibilities, and timelines
  - f. Resource requirements
  - g. Stakeholder and child communication and engagement plan
  - h. Risks and mitigation plan
  - i. Copies of data collection tools in English and translated
2. A digital copy of the **final assessment/evaluation report** including any relevant annexes and appendices, and including, at minimum:
  - a. Executive summary
  - b. Background and context
  - c. Scope of the assessment/evaluation
  - d. Overview of the methodology, including an assessment/evaluation matrix and limitations
  - e. Findings aligned with the program components and the key assessment/evaluation questions
  - f. Conclusions that are based in evidence and outline implications of the findings
  - g. Evidence-based SMART recommendations
3. A digital copy of the **evidence-to-action brief or visualization** (exact product to be agreed in advance with Save the Children)
  - a. This output is envisioned as a brief (<3 pages) or visualization that summarizes findings and makes evidence-based recommendations for management action
4. A digital copy of the **presentation** and **minutes** from the management action workshop with the project team based on key findings and report recommendations
5. A digital copy of the **presentation** and **minutes** from the validation workshop / discussion
6. A digital copy of **data collection tools** with all translations
7. A digital copy of both **original and clean datasets** with the codebook, including field notes, recorded audio material, transcriptions, etc.
  - a. Any datasets with personal identifiable information should be encrypted
8. A digital **inventory of output package materials**

All reports are to use the Save the Children International templates, which will be provided. Reports should communicate relevant information and findings in a concise and systematic way, and should be written in an appropriately contextualized manner that facilitates use and understanding by diverse audiences.

All documents are to be produced in MS Word format and provided electronically by email to the SC consultancy project manager. Copies of all PowerPoint presentations used to facilitate briefings for the project should also be provided to Save the Children in editable digital format.

## 7. GOVERNANCE AND REPORTING

### 7.1 Governance

Save the Children will appoint a member of staff to be the Save the Children consultancy project manager. This person will be the primary point of contact for the consultant.

A MEAL sub-group of the VCCRP Steering Committee, led by the VCCRP MEAL Advisor, will be responsible for approving the submission of deliverables and ensuring timely payment.

The evaluation process, from baseline to endline, will be governed by a Project Evaluation Committee, which is responsible for providing direction and review draft outputs. The Committee will include the project's MEAL Advisor and PMU Team Leader, a government representative from Department of Climate Change, and SCA's GCF Project Manager. The Committee is expected to meet fortnightly when assessment/evaluation processes are active (from inception discussions to the submission and approval of the final assessment/evaluation package) and quarterly when these processes are not active.

### 7.2 Reporting

The consultant is to provide reporting against the project plan. The following regular reporting and quality review processes will also be used:

While an assessment/evaluation process for a consultancy is active :

- Verbal reporting each week to the Project's MEAL Advisor and SCA GCF Project Manager outlining progress made
- A written Progress Report (1-page) by email to the Project Evaluation Committee every fortnight, documenting progress, any emerging issues to be resolved and planned activities for the next month.
- Reporting to the Project Evaluation Committee fortnightly meeting.

### 7.3 Duration and timetable

Dates for undertaking assessments and submission of deliverables are dictated by the project's effective date (once all contract conditions have been met). This is anticipated to be late September 2022 but may change slightly.

Date	Process	Deliverable
October 2022 – end February 2023 (report due 5 months from effective date)	Baseline assessment (desk and field work)	Baseline assessment
April 2024 – end October 2025 (report due 3 years and 1 month from effective date)	Mid-term process and outcome assessment (desk and field work)	Mid-term process and outcome evaluation
June 2028 – end November 2028	Endline outcome assessment (desk and field work)	Endline outcome evaluation

### 7.4 Management and financing of the consultancy

The consultant will carry out the work remotely, with the exception of data collection and training. Periodic in-person meetings at the Save the Children offices in Melbourne and/or Port Vila can be arranged as needed and as agreed. The consultant is responsible for including travel costs in the financial proposal. No office space will be provided by Save the Children.

Payments to the consultant for each output package will be made according to the allocations that are proposed by the consultant and agreed upon before contract signature.

Each output package will follow the following schedule of payment, regardless of the total percentage allocated for the package.

Output package deliverable	Percentage
Submission of final inception report including annexes and appendices	30%
Submission of draft assessment/evaluation report	30%
Submission of final output package and completion of the validation workshop	40%
Total	100%

## 8. CONSULTANT PROFILE

Interested consultants will be required to submit an application using the Invitation to Tender form (ITT), which should demonstrate adherence to the following requirements.

Save the Children is seeking a consultant / consultancy team that is able to fulfill all of the deliverables outlined in the TOR over the course of six years. Save the Children reserves the right to terminate the contract if the consultant(s) fail to meet the terms of the contract with regards to timelines and quality standards.

### *Required experience*

To be considered, the consultant or the consultancy team together must have demonstrated skills, expertise and experience in:

- Designing and conducting baselines, process evaluations, and outcome evaluations for large-scale, complex, multi-sector projects
- Analyzing and interpreting quantitative data including complex survey data
- Analyzing and interpreting qualitative data
- Conducting project evaluations or research in the field of community-based/locally-led climate change adaptation, climate information services and climate governance systems
- Leading socio-economic research, evaluations, and/or consultancy work in Vanuatu and/or another Pacific island country
- Theories of change and how they can be used to carry out evaluations
- Communicating technical and/ or complex findings to non-specialist audiences (especially report writing and presentation skills)
- Open, collaborative working with clients

There is a high expectation that:

- Members (or a proportion) of the consultancy team have a track record of previously working together.
- A team leader will be appointed who has relevant post-graduate qualifications, the seniority and experience in leading complex evaluation projects, and who has the ability and standing to lead a team toward a common goal.
- The team has the ability to commit to the terms of the project and have adequate and available skilled resources to dedicate to this consultancy over a period of 6 years.
- The team has a strong track record of working flexibly to accommodate changes as the project is implemented.

### *Required language skills:*

- Output packages and communication with Save the Children staff will be in English.
- The majority of data collection tools will be written in English and translated into Bislama. Most data collection activities will be conducted in Bislama, although some may be conducted in English or French, and data collection activities in some areas may

require full or partial translation of the tools from English or Bislama to other local languages.

- Being able to conduct data collection trainings in Bislama will be an asset.

## 9. HOW TO APPLY

### 9.1 Proposal package

Interested candidates are invited to submit a technical and financial proposal using the **Invitation to Tender (ITT) form** available [here](#) by 11 November 2022. Interested candidates may also reach out to [lisa.norvall@savethechildren.org.au](mailto:lisa.norvall@savethechildren.org.au) with any questions. The proposal package should include responses completed in the ITT document with attachments as required:

1. A **technical proposal** containing:
  - a. 1) your relevant competence to undertake this consultancy, 2) your past experience in relation to the objectives and scope of this consultancy, and 3) [optional] any additional relevant detail that may demonstrate your availability/readiness for a six-year consultancy
  - b. A description of your technical understanding of the task, with proposed top-line methodologies for each assessment/evaluation (baseline, mid-term, and endline) including justification for the proposed designs.
  - c. Detailed CVs of key professional (s) who will work on the evaluation. Please include a table describing role of each team member in the evaluation.
  - d. Three samples of previous similar assignments completed in whole or in large part by the lead consultant – samples of baseline reports, process evaluation reports, and outcome evaluation reports are preferred
  - e. Details of three reference clients/supervisors for whom you have provided services similar to the deliverables requested here. References will only be contacted for shortlisted applicants.
  
2. A **financial proposal** containing:
  - a. An excel file outlining the proposed budget for the consultancy

The total maximum budget allotted for this consultancy is USD 340,000. The financial proposal should be inclusive of any and all related expenses necessary to undertake the assignment, including travel, accommodation, equipment, materials, and sub-contracting of logistics needs. Proposals should also include an estimated personnel allocation, as well as estimations of other applicable costs.

While the proposal for the allocation of the sum is at the consultant's discretion, the following may be used as guidance:

1. Baseline assessment (30%)
2. Mid-term outcome and process evaluation (30%)
3. Endline outcome evaluation (40%)

Save the Children seeks value for money in its work. This does not necessarily mean "lowest cost", but quality of the service and reasonableness of the proposed costs.

Given the complexity and long duration of the assignment, Save the Children will consider the financial proposal to be a proposal, and expects to undertake a financial discussion and negotiation process with short-listed and/or the preferred consultant prior to contracting.

## 9.2 Selection criteria

Consultants will be short-listed according to the following criteria:

1. Submission of all required proposal components (Required)
2. Relevance and quality of the technical proposal, including
  - a. Relevance of the consultant's profile, experience, and stated capacity (25%)
  - b. Relevance and quality of the proposed methodology and technical understanding of the task, including environmental/sustainability impact (25%)
  - c. Relevance and quality of the submitted sample works (20%)
3. Financial proposal does not exceed stated budget (Required)
4. Suitability of the financial proposal (30%)

Short-listed candidates will be interviewed and engage in a discussion process with Save the Children to ensure that both parties have a similar understanding of the scope and purpose of the consultancy. References may be checked at this stage, after which Save the Children will make a final decision and begin the contracting process.