

TERMS OF REFERENCE



**TOR DOCUMENT FOR THE COMMUNITY PROGRAMME FOR CHILDREN IN NEED EVALUATION:
ST. MARTIN CSA
NYAHURURU,**

2014

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1.0 INTRODUCTION AND BACKGROUND

This Terms of Reference (ToR) document highlights various aspects of the proposed evaluation of the Community Programme for Children in Need (CPCN) of St. Martin Catholic Social Apostolate (CSA). The evaluation is being commissioned by St. Martin CSA through the CPCN; one of the programmes of the organization. The programme is funded by Kindernothilfe (KNH), St. Martin CSA and the Community.

KNH is a Children development organization based in Germany. It partners with local organizations in Africa, Asia, Latin America and Eastern Europe with an objective of protecting the rights of the child. In Kenya, KNH is working with 13 partners with St. Martin CSA being among those implementing rehabilitation and reintegration interventions for vulnerable children. The work of KNH partners in Kenya and East Africa is monitored by a local agency; Community Trickle Up (CTU) situated in Nairobi.

During its strategic planning process for the period 2012/2015, the programme factored in an evaluation that is intended to shed light to intended and unintended outcome and impacts achieved on the target groups and its context. In addition, the results of the evaluation would also improve on-going work by adjusting current interventions and defining programme planning priorities in the new strategic plan. The proposed evaluation that will be conducted in the months of August and September 2014. This will help the programme improve its interventions, well-being of children and develop models of effective practice that can be shared with other development partners.

1.1 BACKGROUND TO THE PROGRAMME

St. Martin CSA is a religious grass roots organization, working for and with vulnerable groups of people in the society. It covers parts of Laikipia and Nyandarua Counties with a population of approximately 1 million people. The organization is a legal entity, registered as a trust; its offices are situated in Nyahururu town, 200 Km North West of Kenya's Capital City, Nairobi. The organization's mission is to empower the community to take charge of its own development and respond to its priority needs with special attention to vulnerable people. This is strongly anchored in the organization's motto, *'Only through community'*. St. Martin CSA has 4 programmes, each addressing a particular problem affecting a specific target group. All of them use the St. Martin approach in the intervention strategy thus complimenting each other and attaining greater synergy. St. Martin Approach is based on the principles of community participation in which the community itself takes the lead in prevention and mitigation of the problems affecting the targeted groups of people. The programmes who are the implementing partners are; Community Programme for People with Disabilities (CPPD), Community Programme for Peace and Reconciliation (CPPR), Community Programme Addiction and HIV (CPAHIV) and finally the programme that is the focus of the evaluation; CPCN.

1.1.1 Brief Description of the Programme

The Community Programme for Children in Need was founded 14 years ago and designed to address the increasing number of destitute children in the streets of Nyahururu town and its environs. The programme was originally known as the Community Programme for Streets and Needy Children. The programme has three rehabilitation centres, one for girls and two for boys. The reasons for these centres is to provide children from the streets and abusive situations with a place where they could be housed, rehabilitated and helped to make a decision on the future. The programme also works closely with community volunteers and other stakeholders in the field of children. This is by capacity building them to address the needs of children in need of care and

protection in the target community to intercept them before leaving for the streets. The programme therefore has two major components;

- The Curative Component
- The Preventive Component

1.1.2 Description of the Target Groups

a) *Potential street children*

These children live in the slums and *Kang'as*, they lack access to one or more basic needs and their rights are constantly abused. If no intervention is done they end up in the streets or quietly go into child labour and/or child marriage. Others drop out of school and become juvenile delinquents.

b) *Rescued children in need of care and protection*

These are children identified by the community, learning institutions, health facilities and government institutions. Often times they are cases of child neglect or child abuse mainly defilement. Others are child offenders committed to the programme by the court or referred by the District Children Officer (DCO), while others are survivors of domestic conflicts. Most of them present trauma symptoms and may require medical, psychological and/or legal assistance before they stabilize again in life.

c) *Children and youth living in the streets of Nyahururu town*

These are children/youth that live full time or part time in the streets of Nyahururu town. The full time street children have organized themselves into groups. Majority of them have lived in the streets for years and have attained the age of 18 years. They command street life and most of them have lost touch with their families.

d) *Parents of street and of potential street children*

These are parents and guardians of street and potential street children who live in the slums and *Kang'as*. The total population of these slums and *Kang'as* is estimated at 20,000. There is high social dysfunction in these areas characterized by myriad vices which trap them into poverty and are therefore not able to provide for their children.

e) *Community Volunteers*

These are community members recruited and their capacity developed by the programme. They are involved in the problem identification and analysis, prioritisation of needs, planning, implementation, monitoring and evaluation and in the general management. They are also involved in the implementation of programme activities at all levels including, decision making. It is volunteers who determine the pace and mode in which the programme develops and who take the lead in addressing the problems in their communities.

1.1.3 Strategic Responses

The objectives of the programme are;

The overall aim of the programme is to **improve quality of life of the children in need of care and protection**. Towards this aim the programme aims to achieve the following objectives

- *To enhance the capacity of target community to ensure the stability of (rehabilitated, rescued and reintegrated) children in need of care and protection.*
- *To enhance the capacity of target community to respect and safeguard children rights.*

(Refer to the attached log-frame for the outcomes, outputs and the indicators of the 2 objectives)

In order to address the violations of rights of children, the programme apply various strategies directly or indirectly to guarantee and safeguard the right of every child especially those at a greater risk.

a) Awareness

The programme creates awareness to enlighten the community on the rights of children and awaken their conscience on the plight of those who are at risk and those whose rights has already been violated. While awareness creation targets the wider community, special attention is given to parents, children, teachers and community resource persons in specific pockets where children are at greater risk.

b) Advocacy

This strategy is used to support, promote, protect and defend the rights of children. This is done through partnership with other stakeholders and through use of other existing structures. This project specifically;

- Advocates for equitable accessibility of health care for the poor to enable all children access quality services
- Advocates for child friendly, educative and entertaining programmes in schools and communities.

c) Rescue and rehabilitation

The programme embarks on alleviating suffering of children whose rights in one way or another have been violated or are not living in the expected standards of living. The programme therefore rescues those children in abusive situation through partnering with the community through volunteers, the police and the children officers. The programme runs the three centres one for rescue and two for rehabilitation of street boys.

d) Direct Support

In the centres the programme provides access to safe drinking water and sanitation, non formal education, shelter, food, security and love to children. The programme also provides support and material assistance to other vulnerable children outside the centres. This support include school uniforms, school fees, Medicare, counseling and family support.

e) Social Integration

The project is anchored on the concept of social integration where every child has a chance to participate fully in the family, schools, religious and community life. Children ought to grow in familiar social, cultural, religious and physical environment the same as their parents or family members.

f) Legal redress

The programme collaborates with the sister; CPPR in addressing violation of child rights through legal process. This project also works closely with the police for investigation and arresting of the offenders or violators and arraigns them in court. Children officers also are instrumental for taking legal action against other forms of child right violation including child neglect, rescue of children in abusive situations among others.

g) Empowerment

This project embarks on social and economic empowerment to parents of street and needy children and the street youth. This is achieved through trainings on group organization, culture and value of saving, entrepreneurship, preparing project plans, implementing and managing income generating activities and introduction them to Village Saving and Leading Association (VSLA). In addition they are empowered on leadership and responsible parenthood.

h) Strategic Partnering

This project recognizes that prevention and safeguarding of children rights cannot be realized by a single entity. For this reason as a strategy, the programme networks and collaborates with other stakeholders in addressing

issues of children in need of care and protection within and without the target area. This involves sharing of resources, exchange of information and strengthening of referral systems.

i) Community Action

This strategy is used to enhance community care systems where rights of children are naturally protected. The community is empowered and mobilized to prioritize guaranteeing and safeguarding children rights.

2.0 PURPOSE OF THE EVALUATION

The purpose of the evaluation is to enable the programme;

- Shed light to intended and unintended outcome and impacts achieved on the target group and its context
- Analyze the experience gained in the programme- document successful strategies and concept that should be applied in enhancing the quality of its work.
- Provide recommendations that can improve on-going work (by adjusting current interventions and defining programme-planning priorities during its strategic planning this year.
- Create a good learning opportunity for the organization.
- Enhance shared learning among partners

3.0 OBJECTIVES FOR THE EVALUATION

This evaluation would be guided by the objectives proposed below;

IMPACT

- To assess the contribution of the programme in the improvement of the quality of life of children in the target area.

EFFECTIVENESS

- To assess the effectiveness of the programme in mobilizing local stakeholders in provision and protection of child rights
- To assess the effectiveness of the programme strategies in improving the lives of children in need of care and protection

RELEVANCE

- To assess the relevance of the programme interventions in addressing the rights of children in the community
- To assess the appropriateness of social economic support strategies for parents of children in need of care and protection in support groups
- To evaluate the relevance of trainings offered to the programme volunteers and beneficiaries in addressing child rights in the community

EFFICIENCY

- To evaluate the efficiency of the programme in implementing its interventions
- To assess whether the programme monitoring system and the structures are sufficient.

SUSTAINABILITY

- To assess the sustainability of the programme exit strategies for the rehabilitated children

- To assess the extent of sustainability of the programme interventions in the community in addressing the rights of children.
- To assess the extent to which the three rehabilitation centres under the programme are sustainable

TARGET - ACTUAL COMPARISON

- To assess the extent to which children participate in the planning and implementation of the programme activities

4.0 SCOPE OF THE EVALUATION

The evaluation will be conducted in the programme target area. However, for the case of reintegrated children, a need to move out of the target area may arise. A cross section of the programme's target groups proposed to be included in the evaluation in line with the proposed evaluation objectives include: volunteers (centre volunteers, community volunteers, volunteer teachers and foster parents), parents of needy children, children (in the centre, rehabilitated/reintegrated and from needy families), staff, representatives from institutions (sampled churches and schools where the programme has had working relationship) and key community members (Police, DCOs). The following table provides statistics of the programme's target groups from which a sample of respondents can be drawn;

Table 1: Programme Statistics

	Target group	No.	Total	Location
1.	Staff;			
	• Coordinators	2	12	Office
	• Assistant Coordinator Trainees	2		
	• Field Staff	2		
	• Rehabilitation Workers	2		Centres
3.	VOLUNTEERS			
	Community Volunteers		35	
	• Town Zone	17		Nyahururu Town
	• Marmanet	6		Muthengera/ Sironi
	• Mairoinya	7		Mairoinya trading centre
	• Manguo	7		Manguo estate
	• Maina	2		Maina Estate
	Contact Persons		62	
	• Within Target area	43		
	• Outside target area	19		
	Teacher Counselors	17	17	
	Foster parents	12	12	
	Centre Volunteers			
	• St. Rose	6	14	Centres
	• DIC	4		
	• Rehab	4		

4.	Parents of Needy Children <ul style="list-style-type: none"> • In support groups • Not in Support groups 	59 63	122	
5.	Children/youths <ul style="list-style-type: none"> • In the centres • Reintegrated in the period • Needy in the community • On the streets 	38 97 172 93	400	
6.	Collaborators <ul style="list-style-type: none"> • Police • DCOs • Chiefs • Judiciary • Other CClIs 	3 4 4 2 2	15	Nyahururu police station Nyahururu, Subukia, Rumuruti, Nyandarua Nyahururu, Kibathi, Manguo, Maina Magistrate – Children’s court Nyahururu Good shepherd in Marmamet Shuhudia in Gatimu

5.0 METHODOLOGY

To meet the objectives of the evaluation, the consultant is expected to use participatory approaches. The evaluator will be expected to ‘triangulate’ data from several sources. In line with the data to be collected and the types of respondents targeted, the following methods are proposed:

5.1 Literature review: This method will help to gather information on the effectiveness of the various strategies used by other development agencies to improve the lives of vulnerable children and youths, their success rate, gaps and opportunities that exist among other issues.

5.2 Documents review: The method would be used to gauge on the effectiveness of the programme performance based on past evaluation reports, progressive reports among others. In addition this method could also be used to assess the level of sustainability depending on the documented frequency and amount of resources contributed by the community to the programme.

The method could also be useful in correlating the information received from the volunteers on their participation in programme’s activities with more interest on slum scouting. Existing programme documents and reports will be shared with the consultant.

5.3 Interviews: This method will be used to collect data from a wide range of respondents ranging from the volunteers, representatives of institutions, parents, children, staff and government officials

5.4 Focus group discussions: This method will be used to collect data from the children in the centres, parents and the volunteers.

5.5 Case Studies: This method will help put pieces of information into perspective and to show impact.

However, the consultant is free to propose other methods which he/she would feel are more appropriate and effective in collecting the information required without compromising its quality.

6.0 DELIVERABLES

6.1 Submission of Pre-evaluation deliverables

The consultant should submit an expression of interest and an inception report to St. Martin CSA (one soft Copy in word and another in PDF format) incorporating proposed plan of execution, methodology within one week of receiving the ToR document. A detailed budget should be attached to the inception report. All official correspondences and reports should be written in English with the following specifications Arial, font 12, and 1.5 spacing for the report.

- The inception report will be studied by the evaluation committee together with CTU.
- Interview, selection and contracting of the consultancy will be done.
- The consultancy shall revise the execution plan as may be suggested by the evaluation committee.

6.2 Submission of Mid-Study deliverables

The consultant will submit a draft report for consideration by the evaluation committee who will provide feedback/ corrections within an agreed time frame.

The consultant should effect the corrections and present the report in a validation workshop/forum with all the selected stakeholders identified and recommended by St. Martin CSA, CTU and KNH.

The consultant is also expected to submit all filled in questionnaires, interview, FGD guides, data sets and key informant guides statistical analysis or any other collected data used in the evaluation.

6.3 Submission of Post-Study deliverables

The final report presented will broadly adhere to the following format:

- Executive summary (covering the process, findings and recommendations)
- Background of the evaluation areas.
- Description of the objectives of the assignment and execution methodology
- Evaluation results and analysis
- conclusions and recommendations

7.0 SPECIFICATIONS FOR THE CONSULTANT OR CONSULTANCY TEAM.

The lead consultant will be a local i.e. from within our country. She/he should provide the following expertise:

- A higher degree in a relevant field of study.
- Proven experience in working on issues of children and youth in rescue, rehabilitation and reintegration programs.
- Sound analytical and technical competence in the subject matter.
- Familiarity of tools and techniques related to Participatory Evaluation Process of children and youth projects.
- Excellent interpersonal and communication skills and ability to adopt child friendly communication while interviewing or interacting with children in the course of evaluation.
- Strong skills and proven track record in conducting Participatory Project Evaluations.
- Proof of having conducted similar exercises in Kenya or any other African countries.
- Excellent report writing skills and ability to present data and graphics in user friendly manner.
- Fluency in Kiswahili.

8.0 RESPONSIBILITIES DURING THE EXECUTION OF THE EVALUATION

8.1 Responsibilities of the consultant

The lead consultant will assume the overall responsibility for designing, coordinating, analyzing and reporting on the evaluation within the terms of reference. The consultant is expected to facilitate validation and

contextualization as per the ToRs. He/she is expected to work closely with St. Martin CSA and other participating partners during the evaluation process. The successful consultant will also be expected to adhere to the deadlines and timely submission of the deliverables.

8.2. The role of St .Martin CSA

St. Martin CSA will support the consultant during the assignment with all necessary logistics, including a driver, a vehicle and fuel (charged at the market rate) and desk space. CSA will also facilitate appointments with the target groups and any other stakeholders participating in the Evaluation.

8.3 The role of CTU

The community Trickle Up (CTU) will offer technical support and guidance to the St. Martin CSA through the initiation stages of the evaluation and in selection of the evaluation consultant(s). It will also act as a link between St. Martin and KNH.

8.4 The role of Kindernothilfe (KNH)

KNH will partner with St. Martin CSA by Funding the Evaluation exercise, offer technical guidance and support either directly or through CTU, and also monitor the evaluation process through CTU or directly.

8.5 Code of Ethics

The consultancy will have to abide by the Child Protection Policy (CPP) of St. Martin CSA, our organization values and culture, and our codes of ethics. All engagement will be carried out confidentially. The consultancy will neither use, nor appear to use, information acquired during the course of this engagement for either personal advantage or the advantage of a third party.

9.0 TIME FRAME

The Consultant will submit an execution plan that would fit within the suggested framework;

Activity	Timeline	Comments
1. Developing a time frame for the evaluation process	25 th February 2014	The evaluation committee that comprises of management committee members, programme's staff, Training and facilitation department and an administrator of the organization met and developed the time frame.
2. Draft the Terms of Reference (ToR) that will define the objectives of the evaluation	March – April 2014	The sub-committees from the evaluation committee were formed and tasked with the responsibility of developing the various parts of the ToR document. A draft ToR document was compiled.
3. Agreeing on the ToR and negotiating with KNH	25 th July 2014	The evaluation committee to meet and review the draft and then submit it to KNH for approval
4. Invitation to tender	28 th July 2014	The programme to send the agreed upon ToR to identified consultants. Consultancy sends inception report outlining how it intends to carry out the evaluation, proposed instruments of study, number of persons, proposed itinerary and budget.
5. Selection of a consultant	9 th August 2014	The evaluation committee to select a consultant,

		appoint and commission selected consultancy to conduct the evaluation.
6. Consultancy to develop refined tools and evaluation methodologies as per the feedback of the evaluation committee	23 rd August 2014	The evaluation committee to review the execution plan of the consultant together with data collection tools and give comments.
7. Data Collection, analysis and report writing	To agree with consultant	Consultancy to carry out the evaluation in the field. The programme to plan for field visits and meetings with respondents as per agreed itinerary. Present the first draft of the evaluation report.
8. Validation report	(1 day)	Hold validation workshop and receive feedback.
9. Review and submit final report	1 week	The consultancy to review draft report with comments from the validation workshop and submit final report to the committee.
10. Report ratification	1 day	Final amendments made and report sent to KNH for ratification. After ratification, the report to be presented to the programme and the key decision makers in the organization to develop a plan of action.
11. Adoption of recommendation	September 2014	The programme to implement recommendations made in the report during the strategic planning process.

10.0 BUDGET

The consultancy should attach a detailed budget for the assignment where budget items like consultancy fee per day, transport cost, cost of accommodation, stationery cost among other items are clearly stated and explained.

11.0 MODE OF PAYMENT OF CONSULTANCY

Payment will be made in Kenya Shillings. St. Martin CSA will pay 30% of the agreed sum on signing the contract and 30 % on submission of the draft report and 40% on approval of the final report. Payment will be subject to deduction of withholding tax of 5%. The consultant is expected to submit an invoice to St. Martin CSA before any payment is processed.

12.0 PROPOSAL DETAILS AND CONTACT INFORMATION

Interested and appropriately qualified consultants should submit to St. Martin CSA technical (clear description of the approach, methodology and tools to be used) and financial proposal for the evaluation assignment by 7th August 2014. They should indicate their qualifications and experience together with a detailed execution plan. The applications should also attach CV and letter of motivation, as well as three (3) referees, samples of similar evaluations carried out, should be sent electronically to info@saintmartin-kenya.org with two signed copies delivered to St. Martin CSA offices, Nyahururu along Nyahururu- Nyeri Highway Next to Nyahururu Mary Immaculate Catholic Church postal address 2098 - 20300 Nyahururu. The shortlisted candidates will be expected to appear for an interview at the St. Martin CSA Office at Nyahururu. The shortlisted candidates invited for the interview are expected to meet all their cost including travel and accommodation if applicable to Nyahururu for the interview.