**Terms of Reference for Final Evaluation**

**Project Title:** A violence free society for boys and girls in China

**Project Locations:** Beijing, Yunnan province (Cangyuan county, Kunming city, Wenshan Prefecture), Sichuan Province (Meishan prefecture, Hejiang county, Guangyuan city) and Guizhou province (Southeast Qian Autonomous Prefecture of Miao and Dong).

**Project Duration:** Three years (January 1st, 2019 – 31st Dec 2021)

**Implementing Entity:** Save the Children China Programme (SC)

**Donor:** SC Hong Kong

**Overall objective of the project:** Contribute to ensuring that boys and girls in China, especially “children living in difficulties”, left behind, migrants, and children with disabilities, are protected from all forms of violence.

**Project Background:**

China is home to 270.84 million children, the world’s second largest population of young people. However, as a marginalized group, children is not really on the top of the governmental political agenda. Children and their issues are often overlooked and left out when the country seeking for the rapid economic development， Still today, a vast number of children in China are still facing various serious challenges and exposed to high risk of violence and abuse in their everyday life everywhere according to what the data and research results showed in our recently developed Child Rights Situation Analysis (CRSA) and Country Strategic Plan (CSP, 2019-2021). The various group of most vulnerable children face more severe child protection challenges than others in China.

This project will focus on strengthening and scaling up the local child protection (referred as ‘CP’) mechanisms and model developed and tested in the previous project period. The scaling up to prefecture level, and its selected areas and new One-Stop Centers strategically selected jointly by SC China and its key governmental and judicial partners to contribute to the national CP system building and to actively engage in advocating for national and local child protection policies and key national legislations based on the best practices in these pilots。

This project will be implemented at the national level as well as in selected pilot locations in Yunnan province (Cangyuan county, Wenshan, Kunming), Sichuan Province (Meishan prefecture, Hejiang county, Guangyuan city) and Guizhou province (Southeast Qian Autonomous Prefecture of Miao and Dong).

The target group identified in the CRSA and CSP for 2019-2021 are children living in difficulties, left-behind children, migrants, girls, and children with disabilities. From a geographic perspective, we identified children in rural areas are the prioritised target since they have much less resources and supports and due to the remoteness of the location, they are easier subject to violence and abuse.

**Project Objectives**

OVERALL OBJECTIVE: Contribute to ensuring that boys and girls in China, especially ‘children living in difficulties’, left behind, migrants, and children with disabilities, are protected from all forms of violence.

SPECIFIC OBJECTIVE: The child protection system in China is strengthened through the establishment of effective local coordination mechanisms, the professionalization of child protection personnel to enable the delivery of quality service, the improvement of the legal and policy framework, and an increasingly child friendly justice system.

There is a child protection team to implement this project. We also collaborated with local partners from government sectors and CSOs to deliver the project activities. For some preventive and responding services part, sub-awards will be provided to local government and non-government partners to enable their pilot using of the SC supported prevention (parenting without violence) service and responsive (case management) service. The key governmental partners will be Ministry of Civil affairs and its local branches in the selected pilot locations, the Supreme People’s Procuratorate and its local branches, Ministry of Public Security and its branches as well the key non-governmental CP leading organizations and institutions, e.g. Beijing children Legal Aid and Research Center, Beijing Normal University Criminal Law Institute as well as the other local social work organizations in the selected local pilot locations.

Save the Children have supported towards the efforts of establishing a comprehensive national child protection system in China. The previous 2014- 2018 project has enable us successfully set up some key mechanisms and to form a basic structure of local child protection system in the pilot locations. The mechanisms and models built were tested and 3 improved in the previous project period and now ready to be further scaled up beyond the pilot locations. The programme design in this proposal is focusing on the scaling up based on the previous project results and all our continued efforts are to facilitate the gradual forming and development of a national child protection system in China in the period of 2019 to 2021. Based on above-mentioned background information, taking into consideration of current political and social environment, SC China country office’s resources, expertise as well as the grounds and foundations laid by previous project results and achievements, some key rationale behind the 2019-2021 programme design in this proposed including: Prompting child protection in China with a system approach; Theory of change for programme 2019-2021. As a single project is not able to comprehensively address all the core components of a child protection system, this proposed intervention focuses on four core elements, including the legal and regulatory framework, the coordination mechanism, the delivery of quality preventive and responsive services, and a child-friendly justice system.

**SCOPE OF END OF PROJECT EVALUATION**

**-Purpose and key questions**

The primary purpose of the Final Evaluation is: To assess whether the project meets its planned objectives, identifying implementation successes and challenges, drawing lessons learnt, and forwarding recommendations for future programming.

*The key questions required to consider below evaluation criteria:*

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| --- | --- |
| Criteria | Evaluation Questions |
| Relevance | Is the intervention doing the right things? |
| Coherence | How well does the intervention fit? |
| Effectiveness | Is the intervention achieving its objectives |
| Efficiency | How well are resources being used? |
| Impact | What difference does the intervention make? |
| Sustainability | Will the benefits last? |

*The secondary questions will be confirmed with external evaluation team and be represented in the Inception Report before field survey*.

Besides, lists of cross-cutting evaluation questions will be required in the Final Evaluation:

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| Secondary questions |
| How does the gender sensitivity been considered in project design and implementation? |
| How were children meaningfully involved in project? |
| How does project consider family service to disabled or children in special needs? |

**-Scope of Final Evaluation**

As outlined in Project Background section, the project ‘A violence free society for boys and girls in China’ contributes to strengthen the Child Protection System in China, there are three outcomes:

* Outcome 1: Children victims of abuse have an increased access to child protection services thanks to the establishment of an effective child protection coordination mechanism in pilot areas.
* Outcome 2: Children and their families have access to quality preventive and responsive services provided by professional frontline social workers.
* Outcome 3: China's national child protection policies and mechanisms are informed through consultation with Save the Children, with the aim of ultimately prohibiting all forms of violence, abuse and exploitation by law, and of securing enforcement through adequate guidance documents.

Considering current context of project implementation, the Final Evaluation will be conducted both by Save the Children staff and an external Evaluation team. Internal staff will focus on data collection of government partners such as Ministry of Civil Affairs (Bureau), Minor Protection Centre, Public Security bureau, Procuracy, Court, Justice and so on; External evaluation team will focus on data collection of community beneficiaries such as children, caregivers, service providers like local NGOs. All the data will be integrated and analyzed by external evaluation team, and form a Final Evaluation Report.

Below geographical regions will be covered in the Final Evaluation:

Meishan City, Kaili City, Kunming City, Cangyuan County, which are direct pilot areas of project ‘A violence free society for boys and girls in China’.

Wenshan County, Hejiang County, Chaotian District, which are pilot areas of other project, with has same objectives and interventions of project ‘A violence free society for boys and girls in China’. Both projects aimed contributing China’s Child Protection System Strengthening. Therefore, these three geographic areas will also be included in the Final Evaluation of project ‘A violence free society for boys and girls in China’.

**-Stakeholders/audiences**

The key stakeholders/audiences for this Final Evaluation will include:

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| Stakeholder | Further information |
| Project donor | SC Hong Kong |
| Primary implementing organisation | SC Protection Operation team  SC Program Development Quality and Advocacy department  SC Communication team |
| Government stakeholders | Ministry of Civil Affairs and local Civil Affairs Bureaus  Local Minor Protection Centres  Local Public Security bureau, Procuracy, Court, and Justice |
| Implementing partners | Local CSOs provided preventative and responsive services |
| Beneficiaries (community groups) | Children and caregivers in pilot areas  Duty bearers of Mandatory Reporting |

The results of Final Evaluation expected be shared to different stakeholders through various key findings, such as after action review for internal staff, coordination conference with government stakeholders, summary meeting with local NGO partners, IEC or activities with community beneficiaries etc.

**Evaluation Methodology**

**-Research design and sampling**

The baseline will be designed with mixed methods, the Evaluation team need to explain why and how to design the Final Evaluation, and proposing sampling methodology which is reasonable and appropriate.

**-Data**

All primary data collected during the Final Evaluation must facilitate disaggregation by gender, age (here means children or adults). The Evaluation team is required to adhere to the Save the Children Child Safeguarding, which will be provided as annex of the contract.

Expected two or more complementary and distinct data collection methods or types of data are used, and multiple stakeholder perspectives are included in the data analysis to contribute evaluation results. The methods for data collection and analysis expected be justified and all limitations are described.

Save the Children will provide a set of data collection tool for reference, including FGD and in-depth interview, survey questionnaires and community service check list. The Evaluation team should consult with Save the Children for modification, or develop new tools if more applicable.

**-Ethical considerations**

It is expected that this evaluation will be:

* Ethical: The Final Evaluation must Take 5 principals[[1]](#footnote-1) into account – Minimizing the risk of harm; Obtaining informed consent; Protecting anonymity and confidentiality; Avoiding deceptive practices; Providing the right to withdraw.
* Child safeguarding – demonstrating the highest standards of behavior towards children.
* 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.
* 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 evaluation should be conducted so that findings and conclusions are correct and trustworthy.

It is expected that:

* Evaluation activities will provide a safe, creative space where children feel that their thoughts and ideas are important.
* Informed consent will be used where possible.

**EXPECTED DELIVERABLES AND TIMELINE**

The Final Evaluation deliverables and due dates (subject to the commencement date of the evaluation) are outlined below. The Evaluation team leader will advise SC MEAL focal point immediately of any risks or issues that may impact on their ability to provide the deliverables by these due dates.

**Deliverables and Due Dates, with key deliverables in bold.**

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| **Deliverable** | **Who is responsible** | **Due Date** |
| * Evaluation tender submissions * Tender review and selection of evaluation team * The evaluation team is contracted and commences work | Project Manager/SC supplier chain/ Evaluation team | Early of Jul |
| Evaluation team will facilitate a workshop with the relevant stakeholders at the commencement of the project to develop the **Inception report\*(Draft Version):**   * Save the Children will provide a template for inception report. * Once the report is finalised and accepted, the evaluation team must submit a request for any change in strategy or approach to the evaluation manager or the steering committee. | Evaluation team | End of Jul. to SC China  Mid of Aug. to SC HK |
| **Inception report\* (Final clean version)**   * [**Informed**](javascript:;)[**consent**](javascript:;) included * **Data collection tools** included | Evaluation team | Mid of Sep. |
| **Conduct field survey, data collection.**   * SC will focus on data collection of government partners such as Ministry of Civil Affairs (Bureau), Minor Protection Centre, Public Security bureau, Procuracy, Court, Justice and so on; * External evaluation team will focus on data collection of community beneficiaries such as children, caregivers, service providers like local NGOs. * All the data will be integrated and analyzed by external evaluation team, and form a Final Evaluation Report. | Protection team/  Evaluation team | Early Nov |
| An **Evaluation Report\* (Draft Version)** including the following elements:   * Save the Children will provide a template for evaluation report. * A consolidated set of feedback from key stakeholders will be provided by Save the Children within 2 weeks of the submission of the draft report. * Data analysis methodology should be presented in Final Evaluation Report | Evaluation team | Early of Nov. to SC China  End of Nov. to SC HK |
| **Final Evaluation Report\* (Final clean version)** incorporating feedback from consultation on the Draft Evaluation Report | Evaluation team | End of Dec. |
| **Knowledge translation materials:**   * PowerPoint presentation for full report of Final Evaluation * PowerPoint presentation for summary of Final Evaluation, such as key findings, recommendations, lessons learned and so on * Evidence to Action Brief | Evaluation team | End of Dec |

\*All reports are to use the Save the Children Evaluation report template.

\*\* The Evidence to Action Brief is a 2-4 pages’ summary of the full report and will be created using the Save the Children Evidence to Action Brief template.

**Evaluation team composition and required competencies**

* Education background of key team members on child protection, development studies, social studies and/or other related field.
* previous experiences of work on child protection and policy
* At least 5 years’ research or practices experience in the child protection. Leading socio-economic research, evaluations or consultancy work in China that is sensitive to the local context and culture, particularly child rights, gender equality, ethnicity.
* Conducting ethical and inclusive research involving marginalised, deprived and/or vulnerable groups in culturally appropriate and sensitive ways
* Experience of conducting evaluation for NGO development projects.
* Prior experience of participatory evaluation and applying child participation in evaluation.
* Strong interpersonal and representational skills with a range of external actors. Managing and coordinating a range of non-government, community groups and academic stakeholders
* Report writing and presentation skills.

**There is a high expectation that:**

* Members (or a proportion) of the evaluation team have a track record of working together.
* A team leader will be appointed who has 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 evaluation over the period.
* The team has a strong track record of working flexibly to accommodate changes as the project is implemented.

**Annexes**

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| Annex 1: Report Template | Annex 2: Inception Report Template | Annex 3: Save the Children Child Safeguarding Policy | Annex 3：Logframe |
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1. More information please see [principles of research ethics](https://dissertation.laerd.com/principles-of-research-ethics.php) [↑](#footnote-ref-1)