Terms of Reference for

 Cost-Effectiveness Analysis Research

**Respectful and Safe Homes for Children: Promote Positive Parenting for Migrant Families** **Project**

March 2022

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# Project Summary

|  |  |
| --- | --- |
| Type of evaluation  | External Research |
| Name of the project | Respectful and Safe Homes for Children: Promote Positive Parenting for Migrant Families |
| Project Start and End dates | 2022.1.1-2024.12.31 |
| Project duration | 3 years |
| Project locations: | Guangzhou City and surrounding areas in Guangdong Province |
| Thematic areas | Child Protection |
| Sub themes | Family Protection |
| Donor | Save the Children Hong Kong/SC Hong Kong various donors/general funds |
| Estimated beneficiaries | - Estimated 16,380 migrant worker parents/caregivers reached by the 90-minute Parent Talks (90-minute PT) and Positive Parenting Group (PPG) sessions. - Estimated 270 adults be trained as Parenting without Violence (PwV) mentors/facilitators. - Estimated 1,050 adults completed the PwV Bronze online course directly.- Estimated 50,000 parents/caregivers reached by the short video series and online campaigns indirectly.- Estimated 1,080 migrant children reached by Children’s Group (CG) sessions.- Estimated 1,380 migrant children benefit from their parents who participate in the PPG sessions. |
| Overall objective of the project | This project aims to contribute to the building of respectful and non-violent homes for migrant girls and boys who are impacted by inequality and discrimination. The project will also advocate for the public and stakeholders to take action on eliminating physical and humiliating punishment (PHP) in the home. |

# Introduction

This document provides Terms of Reference for Respectful and Safe Homes for Children: Promote Positive Parenting for Migrant Families Project Cost-Effectiveness Analysis Research.

Respectful and Safe Homes for Children: Promote Positive Parenting for Migrant Families Project Cost-Effectiveness Analysis Research project is a three-year project implemented by Save the Children China (SC China) from 1st January 2022 to 31st December 2024. The project is funded by Save the Children Hongkong. The overall objective of the project is to contribute to the protection and development of migrant children in the home.

The main beneficiaries are migrant worker parents, migrant children, and local service providers. The project is implemented in Guangzhou and surrounded areas in Guangdong Province.

SC China seeks to undertake a cost-effectiveness analysis (CEA) of the project with the purpose of advocating to relevant Government Ministries and local partners to scale-up and sustain the approach beyond the SCI-funded project. The overall objective of the CEA is to undertake financial modelling on the cost of the project approach for CSOs to support mentors/facilitators to scale-up Parenting without Violence services to other areas and to sustain beyond NGO-support, to ensure the financial feasibility of the project intervention.

The project background, study scope, key questions, intended methodology (if applicable), reporting and governance, key deliverables and timeframes for its implementation are provided in the sections that follow.

# Background and Context

SC China has been implementing the Parenting without Violence (PwV) Common Approach in 19 cities/counties since 2015, mostly in rural areas. So far, 43,000 parents/caregivers have been influenced by PwV-related activities. Previous work has adapted a set of PwV services appropriate for the general context of China, including the Positive Parenting Group (PPG) sessions, Children’s Group (CG) sessions and Parent-Child Interaction Activity (PCIA), as well as corresponding manuals. A standardized mentor/facilitator training and certification procedure has been constructed, with 14 mentor workshops and 5 facilitator workshops designed in China.

In the past, PwV was mainly implemented in rural areas of China. In view of the population floating trend from rural areas to urban areas, this new project adapts and localizes the PwV Common Approach for one of the groups of parents and children most impacted by inequality and discrimination in China in the wake of COVID-19: migrant worker parents and children who have migrated with their parents (hereinafter referred as “migrant children”). Lack of time and knowledge for childcare brings substantial challenges to migrant worker parents on parenting, which might lead to worse situation of child neglect and domestic abuse for migrant children. Given the existing situations and current gaps, this project aims to meet the increasing needs of migrant families on child protection and parenting, especially during the COVID-19 pandemic.

**Project duration and location**

The project will last for 36 months, from 1st January 2022 to 31st December 2024. This project is implemented in **Guangzhou and surrounding areas in Guangdong Province**. Guangdong Province has the largest migrant population in China, and one of their main destinations is the capital city, Guangzhou.

**Target group**

* Adults:

- Estimated 16,380 migrant worker parents/caregivers, will participate in the 90-minute Parent Talks (90-minute PT) and PPG sessions.

- Estimated 270 parents/caregivers, teachers, social workers, volunteers, and child officers, etc. will be trained as mentors/facilitators through the PwV Mentor Training and PwV Facilitator Training.

- Estimated 1,050 adults will be reached by the PwV Bronze online course directly.

- Estimated 50,000 parents/caregivers will be reached by the short video series and social media campaigns indirectly.

* Children:

- Estimated 1,080 migrant children will participate in the CG sessions.

- Estimated 1,380 migrant children will benefit from their parents who participate in the PPG sessions.

**Project design**

The overall objective of the project is “to contribute to the protection and development of migrant children in the home”. It is to be realised through four overarching outcomes:

1) Migrant worker parents’/caregivers’ knowledge, skills and attitudes to parent positively without using violence are improved.

2) Migrant children are empowered to feel valued, respected and safe within their families and communities.

3) The quality of PwV services is improved with professional and active PwV working teams and a high-quality PwV service package appropriate for migrant families in China.

4) The enabling environment is improved by raising the public and stakeholder’s awareness of PwV.

Project logframe please refer to Annex 1.

**Implementation and partnership**

SC China will collaborate with partner organizations to implement the project:

1. The project team will cooperate with a technical agent with expertise on training and trainer community development, to support the PwV Core Trainer Team and mentor/facilitator community building. It will support the project team to conduct training of trainers, supervision and guidance, and peer learning activities to cultivate mentors and facilitators. It will also join in the upgrading of PwV service package and SOPs.
2. The project team will partner with CSOs that mainly serve migrant population and enterprises that employ a great number of migrant workers to deliver PwV services for migrant worker parents and migrant children.
3. SC China will directly work on enabling environment improvement related works, such as launching social media campaign and establishing PwV Action Network. We will consult support from CUBIC for the planning and implementation of the social media campaign on eliminating PHP in the home.

With all data collected from pre-test and post-test during service delivery process, summative evaluation will be conducted to determine the outcome of the program on reducing physical and humiliating punishment of children in the home, how and why the approach worked (or didn’t), under what conditions and for whom. In addition, CEA research will be conducted with a research team from top university/research institution, starting from Year 1 and producing periodical findings over the project period to support the adjustment of intervention and provide evidence for project scale-up. Key findings of the result will also be shared with the public in a user-friendly way.

# Scope of Study

## Purpose, Objectives and Scope

This study is being conducted at the start of the Respectful and Safe Homes for Children: Promote Positive Parenting for Migrant Families Project. It will build upon the other SCI Cost-Effectiveness Analysis studies previously conducted.

This study will contribute to Save the Children global common approach cost-effectiveness analysis part.

The primary purpose of the study is:

• To demonstrate the suitability, sustainability, scalability and cost-effectiveness of the project and provide evidence and data for project scale-up.

 • To advocate the relevant Government Ministries and local partners to scale up and sustain the approach beyond the SCI-funded project.

• To ensure the financial feasibility of the project intervention

The study main objectives are:

|  |  |
| --- | --- |
| **Type of Evaluation** | **Overarching objectives/questions** |
| Economic | * Did the program/project provide value for money? (see key study questions regarding cost-benefit, cost-effectiveness, replicability & scale, efficiency and equity)
* What is the economic value of the programme outcomes, and how does that compare to the cost?
 |

The study team will be required to undertake consultation with the SC Project Manager and the study Working Group at the commencement of the project in order to further refine the study questions.

**Scope:** It is suggested to use a Parametric Cost Estimation method to estimate the project Direct Cost and Project Indirect Cost. Main project activities include training of core trainers, training of mentors and facilitators, services delivery for parents and children (including 90-minute Parent Talk, Positive Parenting Group sessions, Children’s Group sessions, Parent-Child Interaction Activities), toolkits development, social media campaign and stakeholder engagement activities, etc.

**Intended Audience and Use of the Study:**

Primary intended audience of the study are:

|  |  |
| --- | --- |
| **Stakeholder** | **Further information** |
| Project donor | Save the Children Hong Kong/SC Hong Kong various donors/general funds |
| Primary implementing organisation | Save the Children China Family Protection program team |
| Implementing partners\* | Xiaojinyan Community Welfare Service Centre |
| Government stakeholders | Civil Affairs Bureaus, Women’s Federation, China Centre for Children's Welfare and Adoption |
| Community groups | N/A |
| Beneficiaries | Children and adults involved in the program/project/s and the study |
| International development/humanitarian research community | N/A |

\*More partners will be further confirmed and engaged.

Moreover, the study will be shared with the following stakeholders:

* Partner enterprises
* Academic institutions
* Save the Children International colleagues

The study 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.

## Key Study Questions

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Criteria\*** | **Key Study Questions** | **Formative** | **Process** | **Outcome** | **Impact** | **Economic** |
| Cost effectiveness | * What was the cost of delivering outcomes?
* What was the cost-effectiveness of different types of PwV services?
	+ Parents service: 90-minute Parent Talk, 20-hour PPG sessions, 12-hour PPG sessions and 6-hour PPG sessions
	+ Children service: 13.5-hour CG sessions with 20 participants per group (aligned with parents), and 20-hour CG sessions with 40 participants per group (not aligned with parents)
 |  |  | **X** |  | **X** |
| Cost-benefit | * What was the project’s direct program costs (including training, mentoring, education, IEC, public communication, human resource etc.)?
* What was project unit cost for families, children, mentors, teachers and other beneficiaries?
 |  |  |  |  | **X** |
| Replicability and scale | * Are the evaluation findings referable to other contexts?
* Is there any evidence that the intervention approach could scale up and reach a greater number of beneficiary?
* What are the costs to sustain or scale up the project?
 |  |  | **X** | **X** | **X** |

\*[OECD DAC Criteria](https://www.oecd.org/dac/evaluation/daccriteriaforevaluatingdevelopmentassistance.htm)

# Study Methodology

## Study Design

It is expected that this study will involve:

* a non-experimental design
* mixed methods

## Data Sources and Data Collection Methods / Tools

All primary data collected during the study must facilitate disaggregation by gender, age, disability, location/remoteness, and other vulnerabilities. Save the Children will provide guidance on tools and classification schemes for this minimum dataset.

Existing Save the Children data sources that can be drawn on in the evaluation and it is require to calculate/consider relevant cost base on following data source:

* Relevant financial data of the project
* Detailed information about the planned intervention model, including information about beneficiaries, scale, delivery method, detained budget lines, sequence, etc.
* Data on the original implementation, including produced outputs and/or outcomes (from the previous implementation data of Parenting without Violence (PwV) Common Approach in 19 cities/counties ; Page 2 , subsection 3 background and context)
* Original implementation costs disaggregated by cost categories and activities within each category (to be used for prospective estimation). For example, refer to research question on ‘What was the cost-effectiveness of different types of PwV services? a. Parent service or b. children service. It’s need to compute costs for parent /children sessions, The project team can provide the costs of different activity tasks to allow for isolation of session-specific costs from previous project or current project. Based on that information, the external team can then compute unit costs of session per participant.

Save the Children will not provide enumerators to assist with primary data collection. It will be a requirement of the study team to source additional external data sources to add value to the study, such as government administrative data. The team should also indicate how data triangulation will be realised.

A range of project documentation will be made available to the study team that provides information about the design, implementation and operation of the project. Documents include:

1. Parenting without Violence Evidence Digest
2. Cambodia costing analysis case study.
3. Value For Money Analysis ‘India Signature Programme’
4. Cost-Effectiveness Analysis ACCELERATING REDUCTION IN MATERNAL AND NEWBORN MORTALITY IN VULNERABLE AND MARGINALIZED COUNTIES (BUNGOMA, BUSIA AND WAJIR) IN KENYA
5. Indonesia return on investment case study

The study team is required to adhere to the Save the Children Child Safeguarding; Protection from Sexual Exploitation and Abuse; Anti-Harassment, Intimidation and Bullying; and Data Protection and Privacy include it as an annex policies throughout all project activities.

# Expected Deliverables

The study deliverables and tentative timeline (subject to the commencement date of the study) are outlined below. The external study team lead and Save the Children Program Manager will agree on final milestones and deadlines at the inception phase.

**Deliverables and Tentative Timeline**

|  |  |
| --- | --- |
| **Deliverable / Milestones** | **Timeline** |
| The external study team is contracted and commences work | 2022/12/10 |
| The external study team will facilitate a **workshop** with the relevant stakeholders at the commencement of the project to develop the inception report. | 2022/12/25 |
| The external study team will submit an **inception report\*(in Chinese)** in line with the [provided template](https://savethechildren1.sharepoint.com/%3Af%3A/g/what/me/EvtNzatd2hlFgFZvAblFe98BeYqbxHcXg_CrZTLdP7Gp8Q?e=4dDyJ6), including:* Study objectives, scope and key study questions
* Description of the methodology, including design, data collection methods, sampling strategy, data sources, and study matrix against the key study questions
* Data analysis and reporting plan
* Caveats and limitations of study
* Risks and mitigation plan
* Ethical considerations including details on consent
* Stakeholder and children communication and engagement plan
* Key deliverables, responsibilities, and timelines
* Resource requirements
* Data collection tools (in line with the study matrix)

Once the report is finalised and accepted, the external study team must submit a request for any change in strategy or approach to the Save the Children Program Manager. | 2023/02/28 |
| **Final data collection tools (in Chinese)**:* Survey instrument
* Data collection mechanism
 | 2023/02/28 |
| An **interim PowerPoint presentation** including a summary of formative findings from the study. The focus will be on:* Summary of interim findings
* Any emerging program issues or risks (if applicable)
* Any changes that have had to be made to the study design (if applicable)
* Key tasks for the next stage of the study and any proposed refinements or changes to methodology (if applicable)
 | 2023/06/302024/06/30 |
| An **annual study report\* (in both Chinese and English)**([template available](https://savethechildren1.sharepoint.com/%3Af%3A/g/what/me/EvtNzatd2hlFgFZvAblFe98BeYqbxHcXg_CrZTLdP7Gp8Q?e=4dDyJ6) if useful though external actors may want to use theirs) including the following elements: * Executive summary
* Background description of the Program and context relevant to the study
* Scope and focus of the study
* Overview of the study methodology and data collection methods, including a study matrix
* Findings aligned to each of the key study questions
* Specific caveats or methodological limitations of the evaluation
* Conclusions outlining implications of the findings or learnings
* Recommendations
* Annexes (project logframe, study ToR, inception report, study schedule, list of people involved)

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. | 2023/11/182024/11/25 |
| **Data and analyses** including all encrypted raw data, databases and analysis outputs | 2023/11/182024/11/25 |
| **Knowledge translation materials:*** PowerPoint presentation of study findings
* Evidence to Action Brief\*\*
 | 2023/11/252024/12/02 |

\*All reports are to use the Save the Children [Final Study Report template](https://savethechildren1.sharepoint.com/%3Af%3A/g/what/me/EvtNzatd2hlFgFZvAblFe98BeYqbxHcXg_CrZTLdP7Gp8Q?e=4dDyJ6) Please also refer to Save the Children technical writing guide. The 2024 study report should contain both the findings in 2024 and the findings of the whole three-year project.

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

All documents are to be produced in MS Word format and provided electronically by email to the Save the Children Program Manager and MEAL Senior Project Officer. Copies of all PowerPoint presentations used to facilitate briefings for the project should also be provided to Save the Children in editable digital format.

# Reporting and Governance

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

* Verbal reporting each quarter to the Save the Children Program Manager and MEAL Senior Project Officer by outlining progress made over the past months.
* A written Progress Report (1-page) by email to the Save the Children Program Manager and MEAL Senior Project Officer every bi-annual, documenting progress, any emerging issues to be resolved and planned activities for the next month.

The external study team will also attend the regular Study Working Group (SWG) meeting. The SWG will meet every bi-annual.

# Study Management

**Study Tentative Timeline, with key deliverables in bold. The final timeline and deliverables will be agreed upon the inception phase.**

|  |  |  |  |
| --- | --- | --- | --- |
| What | Who is responsible | By when | Who else is involved |
| Study tender submissions due  | Study proponents | 2022/11/20 |  |
| Tender review and selection of study team  | SC tender review panel | 2022/11/25 | SC Project TeamMEAL SPOAdmin |
| Documentation review, desk research | External study team | 2023/01/30 |  |
| Consultation | External study team | 2023/02/28 | SC Finance |
| Draft inception report | External study team | 2023/02/28 |  |
| Review of draft inception report | SC Project Team | 2023/03/10 | SC Project TeamMEAL SPO |
| Inception report | External study team | 2023/03/17 |  |
| Data collection training workshop to SAA partners | External study team | 2023/03/31 | SAA partners |
| Data collection | External study team | Monthly | SAA partners |
| Data management and analysis (coding, transcriptions, data cleaning, integration and analysis) | External study team | Bi-annually | SC Project TeamMEAL SPO |
| Interim PowerPoint presentation | External study team | 2023/06/302024/06/30 |  |
| First draft of the annual study report | External study team | 2023/11/042024/11/04 |  |
| Review of first draft annual study report  | SC Project Team | 2023/11/112024/11/18 | SC Project TeamMEAL SPO |
| Validation of study findings and recommendations  | SC Project Team | 2023/11/112024/11/18 | MEAL SPO SAA PartnersTechnical Advisor |
| Meeting with the external study team to finalize the Annual Study Report | SC Project Team | 2023/11/112024/11/18 | MEAL SPO, external study team |
| Annual study report and submission of data and analyses | External study team | 2023/11/182024/11/25 |  |
| Knowledge translation materials | External study team | 2023/11/252024/12/02 |  |
| Project team meeting to develop Study Response Plan  | SC Project Team | 2024/12/16 | SC Project TeamMEAL SPOTechnical Advisor |
| Study final report (together with response plan) posted on OneNet and reviewed (see page 1 above for platform links) | SC Project Team | 2024/12/31 | SC peer reviewers |

# Study Team and Selection Criteria

Interested consultants will be required to submit an Expression of Interest in line with the provided template, which should demonstrate adherence to the following requirements.

### Understanding of Requirements and Experience

To be considered, the study team members together must have demonstrated skills, expertise and experience in:

* Designing and conducting Cost-Effectiveness Analysis evaluations using experimental / quasi-experimental / other design
* Conducting studies in the field of Economic Studies, particularly in relation to Positive Parenting
* Leading socio-economic research, evaluations or consultancy work in China that is sensitive to the local context and culture, particularly Cost-Effectiveness Analysis, child rights, gender equality, ethnicity, religion and minority groups and/or other factors
* Conducting ethical and inclusive studies involving children and child participatory techniques
* Conducting ethical and inclusive studies involving marginalised, deprived and/or vulnerable groups in culturally appropriate and sensitive ways
* Managing and coordinating a range of government, non-government, community groups and academic stakeholders
* Experience conducting study in humanitarian contexts
* Sound and proven experience in conducting evaluations based on OECD-DAC evaluation criteria, particularly utilisation and learning focused evaluations
* Extensive experience of theories of change and how they can be used to carry out evaluations
* Strong written and verbal skills in communicating technical and/ or complex findings to non-specialist audiences (especially report writing and presentation skills)
* A track record of open, collaborative working with clients

There is a high expectation that:

* Members (or a proportion) of the study team have a track record of previously working together.
* A team leader will be appointed who has the seniority and experience in leading complex study 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 study over the period.
* The team has a strong track record of working flexibly to accommodate changes as the project is implemented.

### Financial Proposal

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. Proposals shall include personnel allocation (role / number of days / daily rates / taxes), as well as any other applicable costs.

# Schedule of Payment

The following payments will be made to the consultant using and agreed mode of payment.

* Upon approval of inception report and tools in Year 1: [17%]
* Upon submission of interim PowerPoint presentation in Year 2: [20%]
* Upon approval of annual study report in Year 2: [44%]
* Upon approval of annual study report in Year 3: [19%]

# Annexes

**Annex 1: Project Logframe**



**Annex 2: List of project documents to be consulted**

Annex 2.1 Parenting without Violence Evidence Digest

Annex 2.2 Cambodia costing analysis case study.

Annex 2.3 Value For Money Analysis‘India Signature Programme’

Annex 2.4 Indonesia return on investment case study

**Annex 3: SCI Evaluation Scoring for perspective consultants**

|  |  |
| --- | --- |
| **Category** | **Evaluation Quality Criteria** (used for internal scoring after completion) |
| **Purpose, Design and Methods** | 1. Does the evaluation report clearly identify the evaluation's purpose (including its key objectives, questions and criteria) as set out in the evaluation's Terms of Reference (ToR)? |
| 2. Are the data collection and analysis methods a clearly justified approach to addressing the evaluation's purpose and questions? (Do they provide valid, reliable and ethical data?) |
| 3. Is the methodology suitably tailored to the context and population groups to which the evaluation questions relate (e.g. re gender, disability, socio-economic status, geographic location, cultural context, ethnicity)? |
| 4. Is the size and composition of the sample in proportion to the conclusions sought by the evaluation? |
| 5. Does the evaluation build on what is already known, for example existing tried and tested frameworks and tools, existing data/evidence, and previous lessons learned? |
| 6. Are the methods used to collect and analyse data and any limitations of the quality of the data and collection methodology explained and justified? |
| 7. Has any personal and professional influence or potential bias among those collecting or analysing data been recorded and addressed or mitigated ethically? |
| **Analysis and Findings** | 8. If evaluating impact, is a point of comparison used to show that change has happened (eg. a baseline, a counterfactual, comparison with a similar group)?  |
| 9. Is the explanation of how (e.g. theory of change, logframe, activities) the intervention contributes to change explored?  |
| 10. Is the data well triangulated, such as by using different data collection methods, types of data and stakeholder perspectives? |
| 11. Are alternative factors (eg. the contribution of other actors) considered to explain the observed result alongside an intervention’s contribution? |
| 12. Are unintended and unexpected changes (positive or negative) identified and explained? |
| 13. Are the perspectives of children & communities included in the evidence, including the most deprived and marginalised? Note: For evaluations focused on young children, caregiver perspectives are adequate instead. |
| 14. Are the findings disaggregated according to sex, disability and other relevant social differences? |
| 15. Is there a clear logical link between the data that was collected and analysed, and the conclusions and recommendations presented? |
| 16. Are conflicting findings and divergent perspectives presented and explained in the analysis and conclusions? |
| 17. Are the findings and conclusions of the assessment shared with and validated by a range of key stakeholders (eg. communities, partners, Save the Children staff)? |
| **Communication and Use** | 18. Is the analysis and interpretation of the data well communicated through accessible language and helpful visuals (diagrams, graphs, tables as needed)? |
| 19. Are references, annexes and links included that provide additional relevant data, analysis or references (including key documents and which individuals/stakeholders were involved)?  |
| 20. Is there a clear plan for how to use the results, including recommendations that are 'SMART' (Specific, Measurable, Achievable, Relevant, Timebound) and directed toward the appropriate 'end users', a dissemination plan, and specific actions for implementing these recommendations? |

|  |  |
| --- | --- |
| ToR prepared by: | Zeng Wen, Guo Yueping |
| ToR approved by: |  |
| Date of sign off: |  |