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## **Term of Reference**

Consultancy Assignment

### **ACCESS (Advancing CSOs' Capacity to Enhance Sustainability Solutions) Project Midterm Evaluation**

Supervised by: Interim Community Engagement Thematic Manager, WWF Cambodia

Work location: Eastern Plains Landscape, Monduliri Province, Cambodia

Estimated duration: One Month

#### **1. Background of the midterm Evaluation**

The project “Advancing CSOs’ Capacity to Enhance Sustainability Solutions” was initiated in 2017 and started implementation in 2018. The five year project’s overall objective is to strengthen the role and participation of Cambodian forest dependent communities in improved governance, inclusive policy dialogue, and natural resources conservation. The project is funded by European Union and co-financed by Swedish International Development Cooperation Agency (confirmed in 2020) with four implementing partners including WWF, Oxfam, MVi, and CLEC. In 2018, third party financing was provided to community protected areas (CPA) with an average budget amount of USD 7,500 per CPA aiming to support CPA management plan implementation. This average amount increased to USD 12,000 in 2019 and gradually increased to USD 15,000 per CPA in 2020. Women CPA committee members have increased to 23.47% in 2018 and 24% in 2019 compared to a baseline of 16% in 2016. Additional activities have been implemented to strengthen the institutional capacity of CPAs, including improving legal awareness, providing legal defense service, enhancing environmental education, mainstreaming gender into CPA regulation, initiating alternative income generation and wellbeing improvement, strengthening local protection action, establishing local policy dialogue platforms, inputting on Non-Timber Forest Products (NTFP) policy change, engaging in trans-boundary collaboration and influencing local governance.

The increase of land encroachment and forest clearance have gradually become the main threat to land tenure and access rights to natural resource use, while CPA capacity needs strengthening to ensure effective institutional management and influence on decision making. In addition, sustainable alternative income sources are considered the main factor in terms of changing behavior in favour of sustainable natural resource management. Work continues to realize that good local governance, enabling condition and sustainable sources of income are the main factors to encourage active contribution of local communities. WWF and its partners commit to continue to project intervention with adaptive management especially enhancing the sustainability of the project till its conclusion.

The project is designed to achieve the following specific objective and outcomes:

- Specific Objective: To ensure the active contribution of members of forest dependent communities, organized in CPAs, to national policy dialogue and to the implementation of reforms and legal actions related to the access, sustainable use and management of forest resources
- Outcome 1: By 2020, 18 CPAs’ organizational and management capacities are improved with greater engagement of women to fulfill decision making roles in CPA management committees
- Outcome 2: By 2020, CPA members and representatives gain capacities and skills to contribute to policy dialogue and to implement local actions for the protection and conservation of forests

- Outcome 3: By 2022, CPA are engaged in national policy dialogue and actions for the protection and conservation of forests with law makers, relevant authorities and private sector

To achieve the above objective and outcomes, three strategies are developed including (1) Institutionalization and Capacity Building, (2) Third Party Financing to implement CPA management plans, and to support legal services and advocacy, and (3) Education and Awareness.

## **2. Objective of the Evaluation**

With three years remaining of implementation time, the objective of this evaluation is to evaluate progress to date according to the planned outcomes and given indicators of change, and elaborate recommendations targeting specific project stakeholders to enhance effectiveness and impact as well as the sustainability of achieved benefits.

The final report will be shared with the EU Delegation in Cambodia, and project co-applicants and summarized for local authorities and community representatives.

## **3. Methodology**

The foreseen evaluation will be based on a blend of desk and field work. Preferred field methods are participatory; relevant approaches could include household interviews, interviews with direct beneficiaries, Focus Group Discussion (FGD), or Key Informant Interview (KII). Special attention should be paid to capturing the perspectives of all community members including women, youth, ethnic minorities and people with a disability.

Certain documents will also be provided by WWF upon contract signature (interim report, baseline report, ROM report, initial proposal and amendments, other relevant reports produced by partners).

The report should be structured as follows, and answer – at minimum – the given points for each chapter:

- I. Table of contents
- II. Executive summary
- III. Relevance & design
  - a. Relevance of the projects' design to stakeholder needs, the existing context & problems
  - b. Design: is the theory of change appropriate and still feasible? Specific objective & outcomes; indicators; analysis of whether critical assumptions are holding, and whether changing circumstances beyond project's control/influence are affecting project progress.
- IV. Efficiency: is ACCESS implementation delivering planned outputs. Is financial execution in line with achievements? Assessing the recent adaptations in project activities due to COVID 19 pandemic and its economic consequences. Have those adaptations been successful, are any changes recommended?
- V. Effectiveness: What internal gaps and weaknesses in the role of implementing partners (incl. coordination mechanism) can be adapted/changed to strengthen effectiveness of the project. Level of equitable partnership with CSOs partners based on 3 principles (alignment, mutual accountability and ownership). Level of contribution to community engagement as a key thematic of WWF eastern plains landscape programme.
- VI. Sustainability – what is the project outlook? Will achieved benefits last (exit strategy)?
- VII. Recommendations for adaptive management for each chapter aimed at different stakeholders
- VIII. Lessons learned
- IX. Success stories: Key achievements that can be replicated
- X. Annexes: questionnaires, persons interviewed, raw data (if quantitative tools are used), schedule of interviews

#### 4. Expected deliverables and timeline

No	Activity	Location	Expected timeframe	Payment schedule
1	Sign the contract and start the consultancy: agree on logistics and timeline with focal point. Focal point introduces consultant and timeframe to all relevant stakeholders	Phnom Penh	1 day	30% upon signing the contract
2	Study and review all relevant program document as well as data collection and analysis tools development	Home base	5 days	
3	Organize a scoping workshop with stakeholders to clarify the evaluation questions, the approach used (which is participatory) and define a schedule for the surveys with all the stakeholders	Mondullkiri province and Phnom Penh	1 day	
4	Collect & analyse data	Mondullkiri province and Phnom Penh	10 days	
5	Present the findings and recommendations in a workshop with stakeholders	Mondullkiri province or Phnom Penh	1 day	
6	Debrief focal point and national stakeholders	Phnom Penh	1 day	
7	Present the first draft of the mid-term review report for review by stakeholders	Home base	5 days	30% upon delivering the first draft of the report
8	Submit the final mid-term review report	Home base	No later than 31 January 2021	40% upon endorsing of the final report

## 5. Required expertise & qualifications

The evaluator shall have the following expertise and qualification:

- At least 10-years' experience in conducting external evaluations of conservation/development programs, with mixed methods evaluation skills having flexibility in using participatory evaluation methods
- Good mastery of evaluation criteria and results-based management and knowledge of EU project cycle preferable
- Extensive experiences in forestry sector, especially with natural resource governance, community engagement, livelihood development and value chain with relevant to practical sustainable development.
- In-depth knowledge of Cambodia context (culture, institutions, society, and natural resource management governance).
- Extensive experience in facilitating strategic multi-stakeholder discussions and consensus building.
- Strong ability to inter-relate with different stakeholders in Cambodia, both state and non-state officials including government officials, development agencies and civil society organizations.
- Demonstrate practice in managing work settings with attention to gender sensitivity, social inclusion, equity and the skills to effectively engage with people from minority groups. Experience in collecting and analysing quantitative and qualitative data.
- Demonstrate strong commitment to delivering timely and high-quality results, i.e. credible evaluation and its report that can be used.
- Good communication skills and ability to communicate with various stakeholders and to express concisely and clearly ideas and concepts.
- Demonstrate strong strategic and analytical skills
- Available to finalise the entire consultancy and produce a final report by 31 January 2021

## 6. How to apply

Proposals are submitted by e-mail to **jobwwfcam@wwf.org.kh** with the subject line: Consultancy ACCESS Project Mid-term Review by **13-December-2020**.

Proposals must include the following:

- A maximum 5-page proposal outlining the consultants' motivation in carrying out the above work and any assumptions, ideas they might have. The proposal should include the approach and methodology the consultant plans to carry out as well as a list of relevant secondary information.
- A detailed workplan of the work to be carried out by the consultant based on the above table
- Three references of previous experience in the given topic and evaluations in general
- Team composition & CVs of consultants who will participate in the project
- A cost estimate for the project broken down by task with an indicative hourly rate for work outside the scope of this proposal. This cost estimate must be inclusive of all costs (including translation, per diems, taxes in the consultant's home country, visa costs, VAT, office costs, transport to field site, accommodation, etc.).