

**Terms of Reference (TOR)**  
**for the External Evaluation of Interventions**  
**funded by the**  
**Spanish Agency for International Cooperation and Development**  
**(AECID)**  
**and implemented by**  
**Community and Family Services International (CFSI)**  
**from January 2018 through March 2022**

31 March 2022

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**1. INTRODUCTION**

Community and Family Services International (CFSI) is seeking for services of an External Evaluator that may either be an individual or a team for the evaluation of two related interventions supported by Spanish Agency for International Cooperation and Development (AECID) and implemented by CFSI for the period January 2018 through March 2022. The evaluation will cover community-based infrastructures and capacity strengthening interventions for partners in select communities across the six previously acknowledged camps of the Moro Islamic Liberation Front (MILF).

The first intervention is the **Supporting Access to Basic Services and Building Institutional Capacity in Conflict-Affected Communities of Mindanao (SASM)**, a complementary initiative of the Mindanao Trust Fund – Reconstruction and Development Project Phase Two (MTF-RDP/2), which was also implemented by CFSI with assistance from another partner, and focused on the construction of socio-economic infrastructures. The second, related intervention is the **Camps of Learning Project: Promoting Peace and Inclusion through Basic Literacy in the Bangsamoro, Mindanao, Philippines (CLP)**, which focused on the delivery of education and skills related activities. In both interventions, CFSI served as grant recipient and engaged services of the Bangsamoro Development Agency (BDA, Inc) as implementing partner.

The results of the External Evaluation should provide CFSI, AECID, and other key partners:

- (a) an independent assessment of the outcomes of the interventions; and
- (b) recommendations on improving the quality and responsiveness of future similar interventions.

**2. BACKGROUND: Brief Description of Interventions**

The two AECID-supported interventions that will be evaluated both aimed to promote peace and support the implementation of the key elements of the Comprehensive Agreement on the Bangsamoro (CAB).

**Supporting Access to Basic Services and Building Institutional Capacity in Conflict-Affected Communities of Mindanao (SASM)**, Ref. No. 2017/SPE0000400265, was carried out from 31 January 2018 to 31 August 2019 (19 months). The purpose of the intervention was to contribute to sustaining the gains of the Bangsamoro Peace Process under the framework of the Mindanao Trust Fund (MTF). MTF supported activities in line with the implementation of key elements of the Comprehensive Agreement on the Bangsamoro (CAB), specifically, the commitment to intensify socio-economic development in the conflict-affected area, including transforming the “six previously acknowledged” MILF camps into peaceful and productive communities.

SASM complemented the activities of the Mindanao Trust Fund – Reconstruction and Development Project Phase Two (MTF-RDP/2). Under SASM, CFSI implemented the construction of six socio-economic infrastructure sub-projects across the six previously acknowledged MILF camps and supported the conduct of capacity strengthening activities for the People’s Organizations (POs), the Joint Task Forces on Camps Transformation (JTFCT) in each camp, and the BDA, Inc.

Technical and financial justification documents of the intervention were formally accepted by AECID on 28 September 2020.

**Results Framework of SASM**

General Objective	Contribute to sustaining the Gains of the Bangsamoro Peace Process
Specific Objective	Support access to basic services and building institutional capacity in conflict-affected communities of Mindanao
Desired Results	<ul style="list-style-type: none"> <li>• People in conflict-affected areas have improved access to basic services (water, roads, post-harvest facilities)</li> <li>• Revised Joint Needs Assessment delivered</li> </ul>

	<ul style="list-style-type: none"> <li>• Key stakeholder institutions have increased capacity for local planning, participatory development and fiduciary management</li> <li>• Increased confidence on the part of communities in the Bangsamoro peace process</li> </ul>
Indicators	<ul style="list-style-type: none"> <li>• Number of people in conflict-affected areas with improved access to small scale socio-economic infrastructure</li> <li>• Number of socio-economic infrastructures implemented</li> <li>• Number of JTFCT members provided with capacity-building assistance</li> <li>• Number of trainings/capacity-building organized for JTFCT</li> <li>• Number of community consultations for sub-projects implemented</li> <li>• Regular monthly and quarterly reports delivered on time by BDA</li> </ul>

**Camps of Learning Project: Promoting Peace and Inclusion through Basic Literacy in the Bangsamoro, Mindanao, Philippines (CLP)**, Ref. No. 2020/SPE/0000400096, was carried out from 01 October 2020 to 31 March 2022 (15 months). CLP was a direct response to camp communities' demand for access to education and practical skills. Thus, CLP focused on enhancing basic literacy and skills learning environment for women, out-of-school youth, transitioning combatants, indigenous peoples (IPs), and persons with disabilities (PWD), living in the six previously acknowledged camps of the MILF. Under CLP, CFSI constructed a Community Learning Center (CLC), with handwashing facilities, in each of the six camps, and piloted Alternative Learning System with Skills Training (ALS+S).

#### Results Framework of CLP

General Objective	Contribute to promoting the transition of the six “previously acknowledged” MILF camps into peaceful and productive communities, in accordance with the peace agreement between the Government of the Philippines (GPH) and the MILF
Specific Objective	Enhanced basic literacy and skills learning environment for women, out-of-school youth, and former combatants residing in the six camps
Results, Products or Deliverables	<p>Result 1. Strengthened capacities of key local stakeholders to manage an inclusive Alternative Learning System plus Skills (ALS+S) training programme in the Community Learning Centers (CLCs) in the camps that are properly maintained and sustained.</p> <ul style="list-style-type: none"> <li>• R1.D1. Stakeholders demonstrate knowledge of the different strengths and needs of women, youth, and former combatants as well as the value of inclusive approaches to learning.</li> <li>• R1.D2. Operations, Maintenance, and Sustainability Manual readily available at each CLC, including guidance on preventing infectious disease.</li> <li>• R1.D3. Local champions of the ALS+S from each of the camps have a detailed plan for building support for continued operation of the CLC in his/her camp.</li> </ul> <p>Result 2. Increased access to the ALS+S Programme carried out in improved learning conditions in each of the six camps.</p> <ul style="list-style-type: none"> <li>• R2.D1. Six properly equipped CLCs, one in each camp, with hand-washing stations.</li> <li>• R2.D2. Instructional Managers demonstrate the ability to provide gender-sensitive training and support to Learners of different ages and backgrounds.</li> <li>• R2.D3. Video testimonies of Learners providing feedback on the ALS+S and the CLCs.</li> </ul>

The geographical coverage of SASM and CLP conflict-affected area of Mindanao, specifically the six previously acknowledged camps of the MILF. Below is the list of the intervention sites.

### Intervention Sites (SASM and CLP)

No.	Camp	Intervention	Barangay	Municipality	Province
1	Abubakar	CLP, SASM	Tabuan	Kapatagan	Lanao del Sur
2	Badre	CLP, SASM	Datalpandan	Guindulungan	Maguindanao
3	Bilal	CLP, SASM	Tamparan	Munai	Lanao del Norte
4	Bushra	CLP	Sandab	Butig	Lanao del Sur
		SASM	Lalapung	Lumbatan	Lanao del Sur
5	Omar	CLP	Saniag	Ampatuan	Maguindanao
		SASM	Tuayan	Datu Hoffer	Maguindanao
6	Rajamuda	CLP	Inug-ug	Pikit	North Cotabato
		SASM	Kudal	Pagalungan	Maguindanao

### 3. SCOPE OF THE EVALUATION

The scope of the External Evaluation is the two related interventions of CFSI and AECID described in the preceding section. The evaluation shall be done within the framework of Grant Resolutions between CFSI and AECID for SASM and CLP in general as well as the project documents, which include results framework of each intervention, in particular. Significant changes during the implementation period of the interventions will also need to be assessed.

The following are the main areas of evaluation for both interventions.

- a. Construction of six Socio-Economic Infrastructures under SASM and six Community Learning Centers under CLP
- b. Implementation of the ALS+S under CLP
- c. Capacity strengthening activities for the POs, JTFCT, and BDA, Inc.

### 4. EVALUATION CRITERIA

The External Evaluator shall follow the Organisation for Economic Cooperation and Development – Development Assistance Committee (OECD-DAC) criteria on relevance, effectiveness, efficiency, impact, sustainability, and coherence, with the following general guide questions.

- Relevance:** Did the intervention do the right things?
- Effectiveness:** Did the intervention achieve its objectives?
- Impact:** What difference did the intervention make?
- Efficiency:** How well were the resources used?
- Sustainability:** Would the benefits last?
- Coherence:** How well did the intervention fit?

The External Evaluator is expected to expand the evaluation questions following these criteria.

In addition, the evaluation shall also give emphasis on **inclusion**, e.g., participation of women, out of school youth, transitioning combatants, persons with disability, indigenous people, and other vulnerable groups, in the project implementation processes.

The evaluation shall also assess the **uniqueness** of specific elements that need to be considered when working in MILF camp communities.

### 5. TIMEFRAME, METHODOLOGY, AND DELIVERABLES

The External Evaluation will take place from June to August 2022.

## Methodology

The External Evaluator shall use primary and secondary data collection methods. Primary data collection may include a combination of Focus Group Discussions (FGDs), Key Informant Interviews (KIIs), and/or survey. While these can be done virtually, it is encouraged that the evaluator carries out a field work in any of the project sites. Secondary data collection will include review of documents related to the interventions. List of documents as well as people that could be sources of information are listed in Section 6 of this Terms of Reference (TOR).

## Deliverables

The External Evaluator's proposal must include a work schedule, taking the following expected deliverables into consideration:

<b>Milestones/Deliverables</b>	<b>Due Dates</b>
Inception Report and Work Plan	10 calendar days from contract signing
Draft Evaluation Report	40 calendar days from contract signing
Final Evaluation Report	31 August 2022

After the contract signing and prior to the start of the external evaluation, a meeting will be called between the CFSI and the External Evaluator to clarify any items in the (TOR).

All deliverables must be submitted to CFSI addressed to Dr. Steven Muncy, Executive Director. The results of the evaluation should be presented in an Evaluation Report and will follow the structure detailed in Section 7: Structure and Presentation of the Evaluation Report.

## 6. DOCUMENTS AND SOURCES OF INFORMATION

### Project Documents

- Grant Resolutions and Modifications to the Grant Resolution
- Project design document and annexes
- Project contractual documents and further amendments
- Documents produced throughout the project
- Evidence of impact collected by the project
- All reports to donor to date
- Verification sources identified in the logical framework
- Documents, photos and videos of beneficiary testimonies
- Other documents considered of interest to properly evaluate the project

### Other sources of information

- CFSI Senior Management Team and select Headquarters Staff
- CFSI Project Team in Cotabato City
- BDA Project Team in Cotabato City
- Camp Level Joint Task Forces on Camps Transformation
- People's Organizations
- Instructional Managers
- Project Beneficiaries and other partners in camp communities
- Other stakeholders such as partner BARMM Ministries and Local Government Units

## 7. STRUCTURE AND PRESENTATION OF THE EVALUATION REPORT

0. Executive Summary
1. Introduction
2. Summary of the Intervention
3. Evaluation Methodology
4. Analysis of collected information and evidence. Interpretation of the evidence relating to the evaluation
5. Evaluation findings regarding the evaluation criteria established
6. Good Practices
7. Lessons Learned
8. Recommendations
9. Annexes:
  - a. TOR
  - b. Inception Report
  - c. Work Plan
  - d. Methodology and data gathering sources
    - i. Document review: list of all sources, references
    - ii. KIs: list of informants, guide questions, key messages/interview notes
    - iii. FGDs: list of participants, guide questions, key messages/interview notes
  - e. Infrastructure assessment/evaluation forms
  - f. Allegations and comments from various stakeholders on the draft report, if relevant
  - g. Photo documentations

A draft version of the report, with Executive Summary, shall be submitted and discussed prior to the preparation of the final version. Final External Evaluation Report submission shall be submitted in electronic format in Portable Document Format (.pdf) and in an editable version.

## 8. EXTERNAL EVALUATION TEAM

An individual or a consulting team shall indicate in its proposal the exact estimated number of members of the evaluation team, the profile of the people and professional qualifications (diploma and professional experience). In case of a team, the evaluation team coordinator will be the principal consultant, who will have the ultimate responsibility for the work and function as the point of contact for this undertaking.

## 9. PRESENTATION OF TECHNICAL OFFER AND VALUATION CRITERIA

Proposals will be accepted on or before 31 May 2022 via email to [headquarters@cfsi.ph](mailto:headquarters@cfsi.ph). The proposal for this final evaluation will be presented as follows:

- Technical Proposal
- Financial Proposal
- Professional profile of the evaluator/s
- Previous experience

The budget for the evaluation must be estimated and established according to the following items:

- Consulting Fees; and
- Operating expenses such as transportation, communication, materials/supplies, per diem, and accommodations.

The maximum available budget for this consultancy is **EUR5,000 (PHP270,000.00)**, inclusive of applicable taxes.

**Selection Criteria**

<b>Criteria</b>	<b>Description</b>	<b>Rating (%)</b>
Technical Proposal	Responsiveness to the task (a) Methodology (b) Instruments – guide questions (c) Proposed conceptual approach to the criteria for assessment and development factors	60%
Financial Proposal	Budget and schedule of activities in detail	15%
Experience (and Composition) of Evaluation Team/Evaluator	(a) experience in similar interventions (b) experience in doing project evaluations (c) experience in AECID funded work (d) experience in working in conflict affected area of Mindanao	25%
<b>TOTAL</b>		<b>100%</b>

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