

TERMS OF REFERENCE FOR EXTERNAL EVALUATION

PROJECT: FOCUS on my needs

WORKING TOGETHER FOR CHILDREN IN CRIMINAL PROCEEDINGS

Terre des hommes is seeking a qualified evaluator or evaluator team to conduct a final project evaluation on the FOCUS project (January 2020-March 2022).

1. Presentation of Terre des hommes

Terre des hommes (Tdh) is the **leading Swiss organization for children's aid**. Through our health, protection and emergency relief programmes, we provide assistance to over four million deprived children and their families in more than 40 countries each year through innovative and sustainable solutions.

In **Europe**, Tdh helps children who are affected by migration, who come in contact with the law as a victim, witness or offender, and who need general protection including from the risk of abuse, trafficking or exploitation. In 2020, more than 39,600 children and 6,570 parents benefitted from Tdh's support and over 20,700 child protection professionals were trained across Europe. Tdh concentrates its work in Albania, Kosovo, Moldova, Romania, Ukraine, Hungary, and Greece, while together with local partners, it also reaches children in 14 other European countries.

Tdh's Access to Justice programme in Europe focuses on the following key areas:

- encouraging states to provide effective access to justice for children in contact with the law;
- supporting the implementation of non-custodial measures for children and of stronger procedural safeguards;
- promoting the use of restorative justice processes in cases involving children, either as victims or suspects/offenders;
- engaging with children using participatory methods to ensure that we understand their views and priorities;
- sharing of best practices and learning, awareness-raising and advocacy for child-friendly justice;
- supporting the creation of the Barnahus multi-disciplinary service that provides care for child victims and witnesses of violence and abuse.

For more background about Tdh globally and in Europe, visit our [global website](#) and our [European website](#).

2. Context and the project

The **FOCUS project** works to develop and establish a practice of multidisciplinary individual assessment that will ensure individualised responses in the best interest of the child in Bulgaria, Greece, Romania, Serbia and The Netherlands.

The project is funded by the Rights, Equality, Citizenship Programme of the European Union. The project is led by Terre des hommes Hungary (as main applicant) and implemented in partnership with Child Circle (Belgium), Child Rights Center (Serbia), Defence for Children (The Netherlands), Institute of Social Activities and Practices (Bulgaria), Terre des hommes Romania and Terre des hommes Hellas.

The total project budget is EUR 666,729.

Project timeframe: 1 January 2020 - 31 March 2022 (*following a three-month no-cost extension from the original project end date of 31 December 2021 owing to disruptions caused by Covid-19*).

The **main objective of the FOCUS project** is to ensure that children in contact with the law, as victims and offenders, receive individualised care and have access to personalised support and responses by promoting the implementation of robust and multidisciplinary individual assessment practices, including through restorative justice processes.

The **main project activities** include:

- building the knowledge of practitioners through the assessment of existing tools, practices and procedures for individual assessment of children in criminal proceedings – as victims or offenders – in Europe and more specifically in Bulgaria, Greece, Romania, Serbia and The Netherlands;
- delivery of regional train the trainers’ workshop and national workshops for multidisciplinary professionals to address knowledge, attitudes, skills and habits in relation to individual assessment of children in criminal proceedings, and to monitor outcomes for children, including in restorative justice processes;
- empowering children on their rights in criminal proceedings, through child participation;
- adapting and piloting the individual assessment tools in the target countries to support proper development and/or use of individual assessments with child victims and child offenders;
- developing common standards and designing a technical interface to support the entire process of systematic multidisciplinary individual assessments of children;
- training and empowering children to develop child-led awareness raising campaigns through the use of media and arts on the right to an individual assessment in particular, and the procedural rights of children in criminal proceedings in general;
- national key stakeholders’ meetings to build ownership of assessment tools;
- development of sustainability plans to ensure further use of assessment tools;
- regional advocacy event to present the results of the project and share the sustainability plans.

The **expected results** of the project are:

1. The knowledge, capacities and skills of juvenile justice professionals on the standards and practices of the use of multi-disciplinary individual assessments with children are built.
2. The systematic use of robust individual multidisciplinary assessment tools and practices are supported in the target countries and become of more common application with children involved in criminal proceedings across Europe.
3. The knowledge and capacities of children about their rights in the criminal justice system are built.
4. Children are empowered to be agents of change and advocates for child-centred justice.
5. Youth justice professionals work in a more inclusive manner as a result of conducting robust individual assessments with children.

6. The attitudes of professionals and policy makers towards a child-centred approach in criminal proceedings are improved across Europe.

The **intended beneficiaries of the project** are:

- 465 law enforcement and judicial professionals, lawyers, social workers, health professionals, psychologists
- 250 children, under 18, victims or suspected or accused of crime, benefiting from the piloting in the 5 target countries
- 50 children and young people with experience in the youth justice system (involved specifically in Child Advisory Boards)
- 180 policy makers and child protection professionals
- 2300 multidisciplinary professionals and national policy makers on youth justice across Europe addressed by online materials and knowledge building
- 1000 child victims and child suspects and/or accused of committing a crime benefitting from multidisciplinary individual assessment tools and procedures
- 3000 general public and children addressed by the awareness raising campaigns and advocacy materials

Monitoring: The project's Monitoring and Evaluation plan includes activity-, output- and outcome-level indicators tracked at regular intervals and/or at the end of the project (as required). For the capacity building activities for professionals, pre- and post-questionnaires were conducted to measure the outcomes of trainings and changes in the level of knowledge. Post-testing also includes a feedback form for participants to share their experience and suggestions. The results of the baseline assessment of the Child Advisory Board members were also summarized in a baseline report.

The project started with five national research in the implementing countries, namely in Bulgaria, Serbia, The Netherlands, Romania and Greece as a review of current laws, policies, strategies, practices, capacities, research and initiatives related to the individual assessment practices/processes. The national review was complemented by a European Review aiming to map the existing good practices in Europe. The national reviews both helped to identify gaps and challenges for the project and served as the foundation for the capacity building component, including an e-learning course. The research results also informed the development of common standards and the technical interface to support the implementation of the standards. **It is foreseen that this evaluation will help further inform the project's main outcome level indicators (see in section 6) to complement data collection and analysis about the change brought about for professionals and children by the project.**

Planned follow-up/second-phase project – FOCUS 2.0:

In order to continue the work started in FOCUS, the project consortium formed by Tdh Hungary as lead applicant in partnership with Child Circle, Validity Foundation, Defence for Children, SAPI, Tdh Romania and Tdh Greece submitted a new proposal FOCUS 2.0 to the European Commission. If awarded funding, the project will continue the work to enhance and ensure the quality of inclusive, multidisciplinary individual assessments for children in contact with the law in Europe. The project's expected results will focus on actively engaged national stakeholders to foster improvement in individual assessment practices for children, including children with intellectual disabilities; to have promoted inter-agency cooperation and have increased knowledge sharing among child justice actors; to have empowered children to contribute to monitoring the quality of individual assessments; and to have increased public awareness on the relevance of inclusive

individual assessments. Over 24 months, the project, across Bulgaria, Greece, Romania and The Netherlands, will target 600 child suspects and/or accused of committing a crime and child victims of crime benefiting from the improved individual assessment practices; 40 young people aged 18-24 years with experience in the justice system reached through Child Advisory Boards; 200 multidisciplinary practitioners and 20 policy makers.

3. Objective of the evaluation

The project's M&E plan includes a final external evaluation as one of the deliverables to the donor European Commission. As per Tdh's Minimum Requirements for M&E, every project that is multi-country and multi-year must undergo a final external evaluation.

The objectives of the evaluation are three-fold:

- **Accountability and credibility:** to the donor, to the project team and the corresponding organizations, and ultimately to the beneficiaries (professionals and children). It will also ensure transparency and openness about the performance and quality of the project.
- **Organizational learning and knowledge:** to conclude all important lessons learnt from the way the project was set up, implemented and managed; and how it has succeeded or, potentially, not succeeded to achieve all its intended (or unintended) results.
- **Informing operational decisions:** Resulting from the lessons learnt, the evaluation will help to reveal what the project team and the corresponding organizations can take further and/or may need to change in future programming, and more specifically, in the second-phase/continuation of the project FOCUS 2.0.

4. Scope of the evaluation

The final external evaluation will **cover the entire FOCUS project**. Geographically, it will cover **Bulgaria, The Netherlands, Serbia, Greece and Romania** as direct countries of intervention and implementation of FOCUS activities. However, the project benefited from the expertise of Child Circle in Belgium and Tdh Hungary to extend and share results in other EU countries.

The evaluation will be **conducted during the final 2 months of the project**, thus it will focus on the project activities carried out and results achieved up to the time of data collection.

Limitations:

- As the timeframe for the conduct of the evaluation is quite tight, and project partners are still focusing on the final project activities, their involvement in data collection (for consultation) must be **well planned to avoid conflicting schedules**.
- As there are still **travel limitations** together with health risks and the situation is somewhat unpredictable due to the repeated surge in Covid-19 cases all around the region, no travel is foreseen as part of this evaluation assignment. All data collection will need to be conducted online, which of course may impact the **dynamics of the discussions and the availability of certain counterparts**, more specifically child/youth members of the Child Advisory Boards. This must be taken into consideration during the planning of the methodology (and later during the conduct of data collection).

5. Intended users of the evaluation

The results of the final evaluation will be used by the:

- **FOCUS project team:** to reflect on and learn from how the project has performed and how it can inform the follow-on project FOCUS 2.0.
- The **broader Access to Justice programme team within Tdh:** to learn from the project, build institutional knowledge, and assess how it can generally inform future programming in this field.
- **Senior management of all implementing organizations as well as Tdh HQ:** to assess how the project can inform future programmatic portfolio decisions and strategy-making, and what effective and corrective actions might need to be taken going forward in similar or continuation projects.
- **the donor EC DG Justice:** to assess how its support and funds have contributed to delivering project objectives and positive changes for child victims of crimes.

6. Evaluation criteria and questions

The evaluation should respond to the following questions below (under selected criteria combining those of the OECD DAC and the CHS):

Effectiveness:

1. Has the project increased access to knowledge and tools related to quality multi-disciplinary individual assessments with children among target professionals? If yes, how and to what extent?
(Note: this question will need to directly answer the project's outcome indicator: R. 2.1. - % of target professionals report increased access to knowledge and tools related to quality multidisciplinary individual assessment of child victims and offenders (disaggregated by gender & age & disability & country & occupation/profession)
2. Has the multidisciplinary individual assessment tool been successfully piloted increasing knowledge and capacities in its robust use by target professionals?
(Note: this question will need to directly answer the project's outcome indicator: R.3.1. % of target professionals with increased knowledge and capacity to conduct quality multidisciplinary individual assessments of child victims and offenders (disaggregated by gender & age & disability & country & occupation/profession)
3. Has the project increased Child Advisory Board member children's level of knowledge on their rights in the criminal justice system? If yes, how and to what extent?
(Note: this question will need to directly answer the project's outcome indicator: R.4.1. % of children demonstrating increased level of knowledge on their rights in the criminal justice system. (disaggregated by gender & age & disability & country)
4. Has the project empowered children participating in the Child Advisory Boards as agents of change to advocate for child-centered justice?
(Note: this question will need to directly answer the project's outcome indicator: R.4.2. % of children reporting increased level of confidence to advocate for child-centred justice. (disaggregated by gender & age & disability & country) .

5. Were project activities (national reviews, trainings, advocacy events, work with the Child Advisory Board, piloting plans including the use of the tools developed, overall project management) and project outputs (training materials, information materials, child-led materials etc.) sensitive and/or responsive to age, gender and diversity-aspects?
6. How effectively has the project managed to adapt to the Covid-19 context and the disruptions it has caused? What lessons can be drawn from this adaptation?

Replicability/sustainability:

7. How sustainable are the project results, including the results of the piloting phase for professionals and children?
8. How effective and implementable are the sustainability plans?
9. What can the results of and learning from the project bring to the follow-on, second-phase project FOCUS 2.0?

Child participation/Child Advisory Boards (CABs):

10. How effective was child participation and the project team's work with the CABs throughout the project?
11. Are there any lessons learnt from either the good practices or the potentially less successful practices and challenges which the project team should draw from the work with the CABs?

Partnership and project management:

12. How effective was the project's way of working including the coordination mechanism, management structure and cooperation between partners?

7. Methodology

Interested applicants are invited to **propose their methodology for the conduct of the evaluation**. Ideally, a **mixed-method approach** will be followed balancing suitable quantitative and qualitative methods to draw on different sources and triangulate information. Existing M&E data and collected quantitative and qualitative information (via the comparative research at project start, pre-post tests after trainings and CAB meeting and discussion notes and reports) will also be available for the evaluator. For the evaluation of question 4 (*Has the project empowered children participating in the Child Advisory Boards as agents of change to advocate for child-centered justice?*) Tdh also has an M&E toolbox with draft data collection tools that can be shared later and built on after adaptation to this evaluation. Regardless, applicants are invited to suggest methodology solutions on how this aspect could be best evaluated.

The FOCUS project team members should be closely involved in the data collection (for consultation). They typically include one regional or local coordinator per organization. Tdh and partners will be able to facilitate contact with the professionals and CAB members, a sample of whom will also be involved for data collection (all have a good level of English).

Generally, a participatory approach should be followed throughout the evaluation. ***Due to the limitations described above, any methodology proposed should be feasible in an online format as well.***

The evaluation methodology should keep in mind the following **underlying principles**:

- **equality and non-discrimination** of any individual involved in the data collection and consultation process;
- **participation and inclusion of different diversity groups** to the extent possible, while ensuring that participation and inclusion does not cause any harm or distress to the individual;
- **transparency and accountability** throughout the evaluation and assessment process towards all organizations and individuals involved;
- **empowerment of marginalised children** whenever children are involved at any point of the process e.g. communication of evaluation findings;
- **confidentiality** must be preserved and names and personally identifiable information should not be collected or, if they are necessary, they should be duly coded and encrypted;
- **informed consent and assent**: should be sought from all participants, including providing them with information on the objective of the evaluation and how data will be used as well as ensuring the opportunity to ask and confirm questions before agreeing to participate;
- **child safety**: whenever children are involved, the evaluator(s) and anyone affiliated with the evaluation (assistants, translators) must sign the Tdh Child Safeguarding Policy and Code of Conduct and adhere to its principles.

8. Deliverables

The evaluator will be required to submit the following deliverables (all in electronic version):

- **Inception report** (approx. 15 pages plus annexes) – in English that includes the following: results of the initial desk review, the proposed methodology and data collection tools, an evaluation/analysis plan (in Tdh’s template to be shared after contracting), and overall work plan for the assignment.
- **Draft final report** (approx. 30 pages plus annexes)– in English, with the preliminary results of the analysis for the project team’s review and feedback. Tdh will share its template after contracting. The final report shall include an executive summary, narrative report, summary table with main conclusions and recommendations and lessons learned. The report shall also contain all usual annexes such as terms of reference of the evaluation, data collection tools, consent forms and protocols, tables, graphics, list of desk review references, transcripts, and the PPT presentation of the findings (see below).
- **Presentation of the draft report and preliminary findings** – in English in a dedicated meeting, attended by the evaluator and the project team.
- **Final report** – in English, with full and final analysis results and incorporation of the feedback received on the draft report. The final report will be prepared in Tdh’s template

The evaluator is also expected to be available for regular and brief check-in calls, as necessary, throughout the assignment to share updates on the progress.

9. Chronogram

The foreseen timeframe and number of working days for the assignment are indicated in the table. The final schedule and number of days will be mutually agreed between Tdh and the selected evaluator, also taking into consideration the proposal in the Technical Offer:

Steps/phases & deliverables	Timeframe/deadline (tentative)
Starting date of contract/assignment	17 January 2022 (tentative)
Inception meeting	0.5 day
Desk review of available documents	7-10 days
Development of data collection methods and tools	
Inception report	
Data collection phase	12-14 days
Data analysis and drafting of the final report	5 days
Presentation of the draft report and preliminary findings	1 day
Finalization of the evaluation report	3 days
Closing date of contract, final administration and payment (upon approval of the report by Tdh)	By 17 March 2022

10. Roles and responsibilities

Tdh will designate an **Evaluation Manager** (the regional project coordinator) who will be the main focal point vis-à-vis the evaluator. The **key roles and responsibilities of the Tdh Evaluation Manager** will include:

- Managing the administrative tasks of the process (from advertising to contract closure) and internal liaison within the project team.
- Sharing all key project documents for the desk review and facilitating access (together with local coordinators) to key individuals (professionals and CAB members) selected for data collection.
- Consolidating and sharing team feedback on the deliverables (reports). Communication will mainly take place via e-mail, and online chat and conferencing platforms (MsTeams, Zoom etc.). Face-to-face meetings are only expected to happen in case the evaluator is based in any of the implementation countries, but even in that case they would be kept at the minimum in light of the ongoing pandemic situation.
- Acting as a focal point for the evaluator in case of any queries and sharing updates if any. Communication will generally take place in English (no separate translation services will be provided by Tdh and the broader project team).

From the side of Tdh, the evaluation process will also be overseen by a **Steering Committee** (as per Tdh's Minimum Requirements for Monitoring and Evaluation), composed of the Tdh Evaluation Manager, the Tdh Regional Q&A Advisor, the Tdh Romania Q&A Coordinator, and the Tdh Regional A2J Programme Manager. Committee meetings will be held internally as per need, where committee members will follow the progress of the assignment. They will also provide review, feedback and approval of the deliverables (all reports).

Roles and responsibilities of the evaluator:

- To deliver the assignment as per the signed contract, Terms of Reference and the Technical and Financial Offer and relevant annexes, including Tdh policies where applicable (e.g. those related to Data Protection and Child Safeguarding). To submit all required deliverables as per the agreed deadlines.
- To ensure that all the underlying principles (described in the methodology section) are respected throughout the evaluation.
- To ensure that the Evaluation Manager is regularly informed in case of any questions and issues (particularly, delays and blockages) that may emerge during the assignment and may require mutual discussion/planning.
- To be available for quick updates, whenever requested, on the progress of the assignment.
- To generally ensure the confidentiality of the process as well as the information and documents received from the Evaluation Manager and the people involved at any stage in the evaluation.
- To immediately inform the Evaluation Manager in case of any risk of not being able to comply with any of the above points.

11. Profile of the evaluator (or evaluator team): qualifications and experience

Tdh will accept **applications from both individuals, teams, academic entities, NGOs and companies as long as they are officially registered with a European tax number (i.e. are able to issue an invoice) and have evaluation, research, impact study or similar and/or consultancy as their object of activity, which can be proven by legal documentation.** In case the evaluation is conducted by a team, the team should ideally be diverse and gender-balanced.

Required experience and skills:

- At least 3 quality evaluations/impact studies prepared for 3 different projects. Examples can be annexed unless confidential. Previous experience in conducting evaluations of projects in the area of access to justice and/or child justice is a significant asset.
- Proven skills in using quantitative and quality data collection and analysis methods.
- Strong understanding of diversity and inclusion incl. age, gender and diversity sensitivity aspects.
- Strong writing skills and ability to convey technical and complex information in a structured, logical, clear and concise manner for different audiences.
- Full written and oral proficiency in English for data collection and production of quality reports. Knowledge of the local language in the implementing countries is an asset, but not strictly required.
- Strong computer proficiency to prepare quality written reports with clean data visualization and presentation of findings.
- Experience in the countries of implementation (i.e. Greece, Romania, Serbia, Bulgaria, The Netherlands) is an asset.
- Master's degree (or higher) in social sciences, economics, public policy, law, research and evaluation, management or other related field(s) from an accredited university.
- Capacity to issue invoices with tax registration in Europe (UK and Switzerland included).

The evaluator(s) must not have been involved in the design, implementation or monitoring of the FOCUS project at any stage, nor have benefitted from the project activities in any way.

12. Budget

The proposed budget for the evaluation will be provided by the consultant in the Financial Offer. Upon the review of the Financial and Technical Offers, Tdh may choose to negotiate the final price with the preferred evaluator in light of the Financial Offer and Tdh's available budget. It is expected that the total proposed budget will not exceed EUR 7800 gross (incl. VAT and any other applicable local taxes). Tdh may also go with an offer different from this (incl. much lower) depending on the combination of the quality and competitiveness of the Technical and Financial offers.

As noted earlier, for this assignment, Tdh will not require any travel and field data collection due to the ongoing Covid-19 pandemic situation. Therefore, it will not cover any travel and logistical costs.

Tdh will also not be able to support with translation during data collection. Any necessary translation/interpretation work and costs should be clearly noted in the Technical Offer and costed accordingly.

13. Application procedures

Questions relating to the assignment, the project or the application process can be submitted to the Evaluation Manager, **Orinda Gjoni** at orinda.gjoni@tdh.ch. Answers that may concern all applicants will be shared with everyone as deemed necessary.

Interested applicants shall submit their **application via e-mail to the following e-mail address: orinda.gjoni@tdh.ch**. The e-mail should have the **subject-line: FOCUS final evaluation. The deadline for submission is 4 January 2022 (23:59 CEST)**.

The **application package** shall include:

- **Technical Offer** – max. 10 pages;
- **Financial Offer** – with a detailed line-item budget, indicating costs in EUR. The indicated prices should be 1) NET amounts to be received by the consultant plus 2) all local taxes.
- Up-to-date CV of the evaluator(s) – max. 3 pages/CV;
- Example of previous work carried out (if any, unless confidential or if it can be anonymized);
- Contacts of 3 professional references;
- Confirmation of legal registration (e.g. tax number, EU VAT number) of the applicant for providing evaluation services and the ability to issue an invoice.
- Declaration of impartiality (in the applicant's format).

Applications – incl. all annexes – must be **in English**. Other languages will not be accepted.

Applications must be submitted **as a single application package**. Documents sent separately will not be accepted. Tdh will confirm the receipt of each application within 2 working days.

The Technical and Financial Offer must be signed on the first and last page and stamped (if an official stamp is available). Both offers shall contain the name and contacts of the evaluator (or the representative if it is a team, company or similar).

Applications will be assessed based on the following criteria:

Assessment criteria	Max. points
Technical Offer – based on: 1) the understanding of the nature and objectives of the assignment; 2) understanding of the ToR; 3) data collection methodology proposed; 4) specific schedule, plan and approach proposed for the data collection.	40 points
Financial Offer – based on: 1) price-value ratio and demonstration of maximum value for money; 2) completeness of information; 3) consistency with the technical offer and approach.	40 points
Profile and experience of the applicant – based on: 1) submitted CV(s); 2) submitted previous work.	20 points
TOTAL	100 points

The applications will be evaluated by an Evaluation Committee consisting of the Tdh Evaluation Manager, the Tdh Regional Quality and Accountability Advisor and the Tdh Romania Quality and Accountability Advisor. The application scoring the highest will be selected for contracting. Prior to contracting, Tdh may conduct a short interview or coordination call with the pre-selected applicant to clarify certain details, experience, motivation or the budget.

All applicants will be informed of the outcome of the selection process by e-mail after the contract is concluded with the selected applicant.

14. Reference documents and annexes

The selected evaluator will be provided with the following documents upon contract start:

- original project proposal and main annexes
- project reports submitted to the donor
- project follow-up tool (project management Excel tool used for progress tracking)
- national baseline research (comparative review) reports
- pre-post test results and analysis (as already available at the time of this assignment)
- minutes of project coordination calls
- CAB baseline report and other meeting reports