

## TERMS OF REFERENCE CONSULTANT- END OF THE PROJECT EVALUATION

### A. Introduction / Context of the Evaluation

Indigenous Peoples number around 370 million globally and constitute approximately 5% of the world's population, but 15% of the world's poor. While they represent distinct and diverse cultures, their common features are historical subjugation and assimilation, marginalization and economic, social and political discrimination in relation to majority of the population.

Asia Indigenous Peoples Pact (AIPP) is a regional organization initiated in 1988 and officially established in 1992 by Indigenous Peoples' movements in Asia. It is committed to the cause of promoting and defending Indigenous Peoples' rights and human rights and articulating issues of relevance to Indigenous Peoples. At present AIPP has 47 member organizations from 14 countries in Asia.

Voice is an innovative grant facility to support rightsholders and groups facing marginalisation or discrimination in their efforts to exert influence in accessing productive and social services and political participation. Voice operates in a context where civic space and power is shifting at a fast pace, and often closing rather than opening. Where the narrative is negative and underlining marginalisation and vulnerability, rather than the dreams and successful steps made towards a better, more inclusive world.

In partnership with Voice Global, AIPP is implementing a project titled "Enabling Indigenous Peoples, particularly women, of Asia to engage in sustainable development process with rights-based approach" in Cambodia, Indonesia, Laos and the Philippines to assert their rights in sustainable development process with their effective participation in related national and international mechanisms.

### B. Purpose and Objective of the evaluation

The main purpose of this final evaluation is to assess the extent to which the project objectives have been achieved and to assess the results of the project. The focus will also be on assessing the emerging impact of the interventions (either positive or negative) and, if applicable, the sustainability of the project strategy. It will also look at strengths and weaknesses, opportunities and challenges and any external factors that have affected the outcomes and the delivery of the outputs as defined in the project proposal / document. It will also identify lessons learnt, failures, and practices to share and inform possible similar interventions in the future. The evaluation is also expected to make detailed recommendations for major stakeholder groups. Recommendations and lessons learnt from the evaluation will enable the communities and rightsholders concerned to take better ownership of the project results, which may have a positive impact on other future interventions.

### C. Methodology and design of the evaluation

The evaluation will be conducted by an experienced consultant. He/she/they will need to use both quantitative and qualitative approaches such as:

- Review of documents related to the project, including the initial project document, progress reports, technical assessments and reports, project monitoring and evaluation documents;
- Review of technical products (training manuals, tools, technical guidelines, etc.) and other publications used or developed by the project;
- Review of other relevant documents, if any;
- Internal meetings and interviews with Project Team, and other members of the organisation;
- Meetings and interviews with the Voice Global team;
- Consultations and/or interviews with relevant stakeholders involved, including government representatives, local communities, NGOs, private sector, and other relevant stakeholders;
- Interview project rightsholders (Focus Group Discussion and individual interviews with members of community groups, associations, etc.);
- Consultations and debriefing meetings.
- However, given the COVID-19 pandemic situation, activities should be carried online or in-person in compliance with local health guidelines.

The timeframe should be flexible given the availability, situation and sensitivities of project participants. During data collection, it is important that people with disability, women and girls are provided with opportunities to give their opinion within safe spaces to avoid external influences.

### D. Deliverables from the Evaluation

The following deliverables are expected:

- Draft a or multiple, strong case studies which can be published as evidence of project outcomes/impact;
- A draft report containing the analyses and results of the evaluation submitted no later than 15 days after the end of the evaluation mission.

- A sharing and validation meeting or workshop with representation of all stakeholders, including rightsholders;
- The final evaluation report (max. 25 pages) submitted no later than 30 days after the evaluation mission. It may include relevant and useful annexes (like questionnaires, list of people/ organisations consulted).

The report should more or less have the following sections:

- ❖ Methodology used (1 -4 pages);
- ❖ Context of project implementation and presentation of the main concepts (1 -3 pages); Presentation of the findings of the evaluation, in accordance with the criteria selected and the scope of the evaluation defined above (10 -15 pages);
- ❖ Conclusions and recommendations (2 -3 pages);
- ❖ Annexes: terms of reference, interviews conducted, documents used, examples of tools used.

#### E. Evaluation Plan and Deadlines

The evaluation mission will take place virtually and will last 25 days divided as follows:

- 7 days for desk study and understanding of the documents,
- 5 days for exchanges with the project participants, rightsholders and other stakeholders
- 1 day of debriefing of the data collection with the project team,
- First draft of the report to be submitted after two weeks
- 1 day for the sharing/ validation meeting or workshop
- Final evaluation report to be submitted within 2 weeks from receiving the feedback on the draft findings

#### F. Consultant's Profile

The consultant must have the perfect integrity and independence. He/she/they must be impartial and independent of any structure that has participated in the project.

#### PROFESSIONAL EXPERIENCE

- A minimum of five (5) years of professional experience in project and programme management, particularly in monitoring and evaluation is required;
- Experience in development projects/programmes evaluations with gender and disability sensitivity;
- Have a good understanding of English with very good speaking and writing skills;

- Have good computer skills, particularly in statistical and word processing;
- Ability to work in a team, to communicate, to facilitate data collection and analysis sessions;
- Proven experience in using participatory tools as a means of data collection and analysis for project evaluation.

#### G. Engagement of the Consultant

Applicants should include the following:

- The consultant's CV
- The methodology note: This specifies the steps to be followed and proposes a way of doing each of them as well as the outputs expected from each of the steps.
- The work schedule: This is the programming document for the evaluation.
- The financial proposal

#### H. The financial section

The applicant will indicate the costs of the services proposed in an appropriate cost table. These costs will cover the consultant's charges, as well as all other direct and indirect costs incurred by the consultant. The costs of transport, reproduction of documents and all other equipment necessary for the proper execution of the evaluation will be specified by the consultant.

#### I. Submission date

Interested candidates are requested to submit an electronic copy of their expression of interest/ proposal to [vacancy.evaluation.aipp@gmail.com](mailto:vacancy.evaluation.aipp@gmail.com) not later than 16 April 2021.

Please put in email subject:

AIPP/VOICE\_Final-Evaluation\_Name of consultant.