



# Cambodian Women's Crisis Center (CWCC)

## Terms of Reference

### Baseline Evaluation for the Women Action for Rural Safe Migration Project (WARM)

#### 1. Introduction

CWCC in partnership with Action on Poverty (AOP) has been implementing a project, so called "Women Action for Rural Safe Migration Project (WARM)" from 1 July 2022 – 30 June 2025. The overall objective of the WARM: Community members in target area have improved living conditions resulted from safe migration and improved household incomes. Under the scope of this objective the project will work towards the following outcomes:

**Outcome 1:** Community members in target area gained knowledge on issues related to migration and migrate safely. The indicator to verify is: at least 65 % of migrant workers in target area migrate safely.

**Outcome 2:** Community members, survivors of trafficking/exploitation and deportees in target have access to resources (soft and hard skills) that help them to improve their livelihoods. The indicators to verify are: 1): 9 Saving groups are functioning well with active participation from their members, and 2): 24 small businesses are being operated by women members of saving groups.

**Outcome 3:** Increased effectiveness of implementation of legal procedure/policy measures put in place by RGC to combat unsafe migration and human trafficking. The verified indicator is: Level and type of policy measures/activities implemented by RGC have addressed issues related to migration.

The coverage of the Women Action for Rural Safe Migration Project (WARM) is being implemented in three communes of Kampong Svay District, Kampong Thom Province, Cambodia.

#### 2. Objective of the baseline survey

The overall objective of the Baseline Evaluation is to establish pre-implementation conditions so that 'change over time' can be assessed at the objective and impact level. The current situation in regard to the socio-economic conditions, community understanding of women and children's rights and safe migration and CWCC staff capacity to implement the project, will be the focus.

The specific objectives of the Baseline Evaluation are as follows:

1. Review, and if necessary, redraft Project indicators so they are meaningful in assessing change
2. Provide an information base against which CWCC can monitor and assess progress towards objectives
3. Gather and analyze information from a range of sources, including but not limited to: Government and NGO Reports, community members including girls in and out of school, parents, duty bearers including Educators, Commune Councilors, and relevant provincial departments.
4. Work in collaboration with CWCC staff to benefit from their knowledge of local communities and customs and to build their capacity on methods associated with

conducting baseline, and subsequent monitoring and evaluation.

5. Disseminate the information and analysis to CWCC and develop strategies to share the Baseline Evaluation results with other stakeholders including communities and local authorities

### **3. Scope of Work**

The external consultant is required to lead the Baseline Evaluation in collaboration with CWCC's staff. The consultant will be responsible to design the evaluation tools, conduct a literature review, visit Kampong Thom province to conduct interviews with community members, duty bearers and other people identified as having useful information to provide, conduct field visits to selected villages in the target areas, organize a workshop to present results and prepare draft and final reports of the baseline. The Scope of the work for the consultant is summarized below:

- Review background documents provided by CWCC and conduct a literature review
- Consult with relevant CWCC staff to shape the Baseline Evaluation
- Consult with staff, community and other relevant stakeholders to make a thorough assessment
- Conduct field assessment in at least 12 selected target villages in 3 communes in Kampong Svay district of Kampong Thom.
- Provide a draft report for comment
- Submit a final report

**Geographical Coverage:** The Evaluation should conduct fieldwork, choosing representative communities within the Project target areas of Kampong Thom Province.

CWCC will provide the necessary documents relevant to the evaluation and handle all logistical arrangements related to the consultancy.

### **4. Methodology**

The Baseline Evaluation should be conducted by using participatory methods in order to take into account the views of those who are most familiar with the Project context and to ensure active involvement of all stakeholders.

The Baseline Evaluation is an opportunity for CWCC to develop relationships with stakeholders in the target communities so they can partner for improved Project outcomes. The Baseline Evaluation is considered a shared activity with communities therefore systems to disseminate the information and analysis with all stakeholders, including community members should be identified and agreed in the Baseline Evaluation planning.

### **5. Research Ethics**

Fundamental principles of ethical research must be adhered to, for example, transparency, cost-effectiveness, accountability and collaboration with beneficiaries. Ethical practices expected of the External Consultant include: confidentiality of data, anonymity of responses, informed consent for photographs, and respectful communication.

### **6. Evaluation Team**

The evaluation will be supervised by CWCC's Executive Director/Program Manager while the evaluation team consists of the following members:

1. The external consultant who is the Evaluation Team Leader
2. CWCC Regional Coordinator in Kampong Thom as Team Coordinator
3. CWCC staff as team members including:

- Project officer
- Project officer for micro-finance

### **Role of the Team Leader**

To lead the Evaluation Team based on agreed activities, facilitate participatory evaluation processes, including designing questionnaires, conducting data collection, analysis and findings, lead the dissemination workshop, discussions, redrafted project indicators based on the finding, writing of the draft and then final Evaluation Report.

### **Role of Team Coordinator**

To coordinate all arrangements and facilitate access to people and information in project areas as required by the Team Leader and cooperatively contribute as a team member.

### **Role of other Team Members**

To productively and creatively contribute to the evaluation process and work together as a team member towards the objectives of the Baseline Evaluation. This includes providing written inputs, analysis and recommendations as entrusted by the Team Leader.

## **7. Time Frame**

The time frame for the Baseline Evaluation is 3 months from 20 August to 20 October 2023. It is anticipated that the evaluation will require 22 days (see table below for details).

	<b>Major Task</b>	<b>No. Days</b>
1.	Develop Work Plan containing the Baseline Evaluation Framework, Detailed Schedule of Activities and Draft Evaluation Instruments and review relevant documents	<b>2</b>
2.	Field work including consultation with CWCC key staff, stakeholders and beneficiaries to gather information	<b>10</b>
3.	Collate and analyze data	<b>3</b>
4	Review and redraft (if necessary) Project indicators	<b>3</b>
5	Write-up findings, make a brief presentation of findings and final revised Baseline Evaluation Report	<b>5</b>
	<b>Total</b>	<b>22</b>

## **8. Deliverables**

1. Work Plan containing the Baseline Evaluation Framework, detailed Schedule of Activities (including fieldwork) with a timeline and draft Evaluation Instruments
2. Fieldwork with relevant stakeholders
3. Dissemination workshop to verify findings and to get input to be included in the Final Baseline Evaluation Report
4. Revised project logical framework with revised indicators
5. Draft Baseline Evaluation Report
6. Final Revised Baseline Evaluation Report

## **9. Report Coverage and Format**

The Baseline Evaluation Report must be provided in English and should include, but is not limited to, the following:

- Title page
- Contents Page
- Abbreviations used
- Executive Summary
- Results of Baseline Evaluation
- Relevant photographs

## 10. Accountability

The External Consultant will be accountable to the Executive Director of CWCC who is responsible for approval of the final draft of the Baseline Evaluation Report. The external consultant is expected to discharge agreed duties in a timely manner and with the highest degree of professionalism and integrity. The External Consultant will deal with all CWCC project documents and reports and with the CWCC staff with respect and will exercise confidentiality regarding any conversations, meetings, written documents and reports.

## 11. Child Protection Policy

Before the External Consultant can undertake fieldwork, they must read, understand and sign the CWCC Child Protection Policy.

## 12. Fees

To be negotiated.

## 13. Qualification of the External Evaluator

- Experience in conducting research including Baseline Evaluations
- Experience in applying participatory research methods with a wide-range of approaches
- High level analytical skills
- Excellent communication and interpersonal skills
- Excellent report writing skills
- At least 5 year working experience in development field

## 14. Application Format

External Consultants wishing to express an interest in undertaking the Baseline Evaluation for the WARM should submit a brief proposal, to include:

1. A CV detailing previous experience
2. A sample of a Baseline Evaluation Report you have recently drafted
3. Referee contact details of your two previous contract supervisors/managers

The proposal must be submitted by **18 August 2023**, no late proposals will be considered.

Submit proposals to: Ms. Eang Ravuthea  
Human Resource Manager  
Cambodian Women's Crisis Center  
#13C, St.331, Sngkat Boeung Kak II,  
Khan Toul Kok, Phnom Penh.  
Email: [HOhr@cwcc.org.kh](mailto:HOhr@cwcc.org.kh)

If you wish to discuss this assignment please contact:

Miss. Thak Soheat  
Email: [director@cwcc.org.kh](mailto:director@cwcc.org.kh)  
Mobile: 012239910

Mr. Chhuon Thavrith  
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