# Terms of Reference

## Final Project Evaluation: '*Securing rights to land and sustainable livelihoods in Battambang*'

**I - Background:**

DanChurchAid / Christian Aid has been implementing the project **'Securing rights to land and sustainable livelihoods in Battambang'** with Life with Dignity (LWD) and the Cambodian Centre for Study and Development in Agriculture (CEDAC) from 1st January 2011 to 31 December 2014. This project is financed by the European Union (EU), and by the Danish International Development Agency (DANIDA). It is being implemented in Boeung Pram Commune, Bavel District, Battambang Province. The project objectives and key activities are as follows:

Overall objective: *to alleviate rural poverty by securing access to land and improving the quality of life of vulnerable households*

Specific objectives:

i. *Local Authorities are able to implement social land concession project with participation of 7 rural communities to secure land rights for 1,560 vulnerable households*
ii. *Empower seven communities with 8,112 people to be able to use secured land for improved livelihoods*

The project intended to implement a social land concession scheme and support livelihood activities in the Beoung Pram Commune. Due to a range of factors, the project was redesigned as it became clear that it could not be implemented as originally planned. The project focus therefore shifted to small-scale livelihood and infrastructure support and to improving awareness on human rights, advocacy and networking.

**II – Objective of the Evaluation**

This consulting team will conduct a final project evaluation for the 'Securing rights to land and sustainable livelihoods in Battambang'. This evaluation will assess the following:

- Determine whether the objectives, results and impact as stated in the project proposal and LFA matrix has been achieved;
- Assess the project's relevance, effectiveness, efficiency and sustainability;
- Identify lessons learned and provide recommendations for future operations to be financed by DCA/CA and other donors.

The evaluation will examine the following aspects:

1) Impact:
- What concrete improvements and changes have taken place among the target beneficiary groups as a result of the project?
    - *Do the target communities have secured access to land for homes? For Agricultural production? Do Local Authorities have an increased understanding of the SLC process and its implementation? Have the awareness and capacity of target beneficiaries improved in terms of human rights, land rights and networking? Do target beneficiaries appear to be empowered as a result of their work on land rights advocacy through the project? Have the livelihoods of the target beneficiaries improved? Do the beneficiaries benefit from improved infrastructure?*
- What internal and external factors influenced the ability of the project to meet expected targets?
- Could the project have been implemented differently in order to maximize its impact? How?

2) Relevance
- Were the activities appropriate in terms of meeting needs of the target beneficiaries?
- Was the project design relevant given the context of the situation the project aimed to address?
- Was the change of project focus relevant given the situation?

3) Effectiveness
- Did the project complete all activities and reach the expected number of beneficiaries?
- Were the beneficiaries satisfied with the quality and delivery of services / activities? If not, in what way did the services /activities not meet beneficiary expectations and why?

4) Efficiency
- Could the project have achieved the same results with fewer resources?
- Could the project have achieved additional results with the same resources?
- Assessment of project management of DCA/CA and implementing partners, as well as the cooperation between all partners.

5) Sustainability
- Will the project outcomes be sustained over time?

- Will the project activities / services continue to be provided after the project ends?
- Have the implementing partners developed post-project strategies which will enable post implementation sustainability of activities?

6) Lessons learnt and recommendations

- What were the main successes in the project? Why can these be considered success and what were the factors contributing to this?
- What were the main challenges in the project? Why can these be considered challenges and what were the factors contributing to this?
- What could have been done differently in the planning and implementation of the project?

**III – Methodology**

The consultant should prepare a brief inception report outlining the detailed methodology of the evaluation and framework of inquiry/interview guides. The methodology must use a participatory and consultative approach. At a minimum, it must the including the following:

- Literature review of relevant legal and policy instruments, including prakas relating to social land concessions, as well as SLC guidelines. Any documents related to Directive 001 should also be included. The consultant should discuss a full list of relevant documents for review with DCA/CA.
- Review of key project documents provided by DCA/CA and partners
- Key informant interviews and / or focus group discussions with project partners (including field staff), villagers from the target villages, local authorities from commune, district and provincial level, members from the District Working Group, Provincial Working Group, and the Provincial Land Use Allocation Committee and members of the Joint Investigation Committee. Other key informants can be included as recommended by the consultant and discussed with DCA/CA.
- Site visits to project area
- Debriefing meeting with project partners to present preliminary findings
- A formal presentation of the final report to stakeholders in Bavel district

The schedule for the consultancy will be developed by the consultant and approved by DCA/CA and implementing partners in a consultative process. DCA/CA will facilitate initial meetings with project partners and other stakeholders if required.

Interview and focus group discussion guides will be developed by the consultant and approved by DCA/CA and implementing partners.

**IV – Outputs, timeframe and schedule**

The Final Project Evaluation should be conducted within the first quarter of 2015. The task is expected to be completed within 25 days over this period.

The final evaluation report should follow the standard report format provided by DCA/CA and should not be longer than 30 pages, exclusive of any relevant annexes. The draft report must be submitted to DCA/CA for comment on March 15th 2015. The final report must be finalised and submitted to DCA/CA by March 30th 2015.

**V – Budget and payment**

The team will be offered a fixed price contract for no less than 20 working days in the first quarter of 2015. The consulting team must develop and submit a budget detailing all costs relating to the evaluation. The total cost of the consultancy must include all travel and other related expenses including translation and a workshop to present the findings and feedback, as well as government tax. In accordance with Cambodian tax law, DCA/CA will withhold income tax from the consultancy fee.

CVs of each member of the consulting team should be submitted with the application, along with a proposal.

Payment will be made in two instalments of 50% of the total amount for the consultancy. The first payment will be paid upon signature of the contract by DCA/CA and the consultant and submission of the consultant's invoice. The remaining 50% will be paid upon the satisfactory completion of the assignment and submission of the consultant's invoice.

**VI – Requirements**

The selected consultant(s) must have proven experience of current evaluation theory and practice and have at least five years of experience evaluating development projects. Key areas of expertise required include: land rights, knowledge of social land concessions, advocacy, human rights, rural livelihoods, and rural infrastructure.

The consultant/consulting team should have a good understanding of the Cambodian context and be fluent in written and spoken Khmer and English (or demonstrate how language barriers will be overcome in the literature review, data gathering and analysis processes).

**VII – Background documents**

The following documents should be reviewed as part of the desk review:

- Project documents, including Annex A and LFA Matrix, including original and revised project documents
- Interim narrative reports submitted to the EU (2011, 2012, 2013)
- Monitoring reports prepared by DCA/CA and by implementing partners
- Meeting minutes
- Land Investigation Report by the Joint Committee
- External interim evaluation *Documentation of the Local Social Land Concession*

- Relevant internal and external correspondence