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Call for Consultant RfQ-IDN/VII/FY25-2024/016 “Final Evaluation for Indonesia Water for Women Programme” - Yayasan Plan International Indonesia

Location	Kota Kupang, Sumbawa, Manggarai
Working language	Bahasa Indonesia and English (report)
Expected start date	1 st week of July 2024
Working period	6 months
Proposal Submit date	August 4, 2024

About Plan Indonesia

Working in over 50 developing countries across Africa, Asia, the Pacific and the Americas, Plan aims to reach as many children as possible, particularly those who are excluded or marginalized with high quality programmes that deliver long lasting benefits by increasing its income, working in partnership with others and operating effectively. Please see <http://plan-international.org/about-plan> for Plan’s strategy.

Yayasan Plan International Indonesia (Plan Indonesia) is presently implementing its country strategic 5 (CS5) covering fiscal year 2018 to 2022, where the country objective has been defined as Plan Indonesia will address critical child rights and gender equality issues that prevent marginalised children and youth, particularly girls and young women, from transitioning from home, through school and into decent work. This goal will be achieved by providing technical support and implementing quality programs and projects to support citizens out of poverty.

Background

The Water for Women Fund (hereafter referred to as the 'Fund') is an Australian Government initiative committed to addressing poverty and enhancing human and economic development through the improvement of Water, Sanitation, and Hygiene (WASH) in the Asia-Pacific region. Initially funded for five years from 2018 to 2022, the Fund is extended for two and a half years from 2023 to 2025¹. The Fund is partnering with eight Civil Society Organisation (CSO) to implement 14 WASH project in 15 Asia Pacific Countries, including Indonesia. The Water for Women fund supports the climate-resilient inclusive WASH services and systems while protecting water security. The Fund remain focus on inclusion to equitably addressing climate risks in WASH.

The goal of the Fund is “Improved health, gender equality and well-being of Asian and Pacific communities through inclusive, sustainable and climate resilient WASH’ with four end-of-programme outcomes (EOPs):

- 1) Strengthened national and subnational WASH sector systems with greater emphasis on climate resilience, gender equality, disability and social inclusion, safely managed WASH and water security (EOPO1)
- 2) Increased equitable, universal access to and use of climate-resilient, sustainable WASH services, particularly for marginalised communities and community members (EOPO2)

- 3) Strengthened climate resilience, gender equality, disability and social inclusion in households, communities, and institutions (EOPO3), and
- 4) Strengthened use of new evidence, innovation and practice in climate-resilient, sustainable, gender-sensitive and inclusive WASH by other CSOs, national and international WASH sector actors (EOPO4).

Water for Women in Indonesia

The Water for Women programme in Indonesia (hereafter referred to as 'WfW' or the 'Programme') is delivered by Plan Indonesia and Plan International Australia with the support from Department of Foreign Affairs (DFAT) of the Australian government, through the Water for Women Fund. The programme is implemented in City of Kupang and Manggarai district in East Nusa Tenggara (NTT) province, and Sumbawa district in West Nusa Tenggara (NTB) province. The programme started in 2023 and will end in December 2024, as an extension to the first phase of the programme implemented in 2018 – 2022. In the first phase, the programme was implemented in Sumbawa and Manggarai. Later in extension phase, Kupang was added as the third district. In Indonesia, the programme is also referred to as Climate-Resilient and Inclusive WASH (CERIA).

The WfW programme aims to improve climate resilience, health, gender equality, and well-being of Indonesian communities through inclusive, sustainable, and climate resilient WASH. Drawing on the Fund's EOPs, the in-country programme has four EOPs:

- 1) The government of Indonesia and private sector invest and deliver climate resilient and GESI STBM and IWM (EOPO1)
- 2) 223,088 people (111,602 females, 111,463 males, 23 others) including marginalised groups (particularly women, girls, and PWD) are able to reduce the risk of WASH services from climate hazards (EOPO2)
- 3) Women, girls, and others marginalised are agents of change in claiming their climate resilient WASH rights in households, communities, and institutions (EOPO3) and
- 4) Climate change adaptation and WASH practices of national and international actors are informed by project evidence (EOPO4).

Plan Indonesian uses transformative GESI WASH approach, built on 5 Pillars of Community Led Total Sanitation (STBM) integrated with gender equality and social inclusion (GESI) and climate resiliency. The programme's delivery in Indonesia involved local government, Family Empowerment and Welfare (PKK – also sometimes refer to as women's organisation), and disability organisations as partner.

Evaluation Scope, Purpose and Questions

The programme will conclude within the extension timeframe and therefore will undertake a final evaluation in late 2024. The evaluation will focus only on the extension period (2023-2024) and use the 2022 baseline study as comparison, rather the 2018 baseline study. However, it is important to acknowledge and make necessary link to the achievements made during the initial phase (2018-2022). The purpose of this evaluation is to assess effectiveness, impact and sustainability of the programme. The primary users of this report are:

- a. The Water for Women Fund (GHD and DFAT)
- b. Plan International Australia (ANO)
- c. Plan Indonesia

Key Inquiry Question (KIQs)

The Fund's MEL Framework uses the Organisation for Economic Co-operation and Development (OECD) Development Assistance Committee (DAC) evaluation criteria. For this evaluation, the programme uses the questions developed by the Fund Coordinators (Table 1)ⁱⁱ.

Table 1 Fund's Key Inquiry Questions

Criteria	KIQ
Effectiveness	To what extent has the Fund achieved its intended outcomes?
Relevance	How well has the Fund met funder, partner, and beneficiary needs?
Efficiency	How and in what ways has the Fund delivered value for the funder as well as national and local governments and the communities they serve?
Impact	How has the Fund improved health, gender equality and well-being of Asian and Pacific communities through climate-resilient, inclusive, and sustainable WASH?
Sustainability	To what extent are Fund outcomes likely to endure beyond the Fund timeframe?
Equity	To what extent did the Fund reach and meaningfully involve the most marginalised and socially excluded people vulnerable to climate impacts?

The KIQs & sub-questions for Water for Women in Indonesia draw on the Fund's KIQs are available in Table 2. These are the final evaluation's questions.

Table 2 Indonesia's Water for Women KIQs

Criteria	KIQs & Sub-Questions
Effectiveness	
KIQ 1	To what extent has the WfW programme achieved its intended outcomes?
SQ 1	To what extent has the programme increased the coverage of inclusive climate resilient WASH services?
SQ 2	What project strategies and approaches are most successful?
Relevance	
KIQ 2	How well has the programme met funder, partner, and beneficiary needs?
SQ 1	How well has the programme balanced priorities including climate, GEDSI and WASH needs?
SQ 2	To what extent have the programme and project strategies addressed climate risks and vulnerabilities?
Efficiency	
KIQ 3	How and in what ways has the programme delivered value for the funder as well as national and local governments and the communities they serve?
SQ 1	Have the programme activities been implemented on time and on budget?
SQ 2	To what extent is there sufficient expertise and budget allocation to achieve gender equality related outputs of the investment?
Impact	
KIQ 4	How has the programme improved health, gender equality and well-being of Indonesian communities through climate-resilient, inclusive, and sustainable WASH?
SQ 1	How has the programme furthered gender and social inclusion and/or transformation?

SQ 2	How has the programme contributed to increased equitable access to and use of climate resilient inclusive WASH services?
SQ 3	What potential positive/negative unintended consequences were produced by the programme? What were the contributing factors or conditions that led to these consequences?
Sustainability	
KIQ 5	To what extent are the programme outcomes likely to endure beyond the programme timeframe?
SQ 1	To what extent did national or local authorities, institutions or communities demonstrate an increased capacity and commitment to gender and socially inclusive WASH?
Equity	
KIQ 6	To what extent did the programme reach and meaningfully involve the most marginalised and socially excluded people vulnerable to climate impacts?
SQ 1	To what extent did the programme reach a diverse range of beneficiaries? What were the enablers and barriers?

Methods

The evaluation methodology will employ mixed methods of quantitative and qualitative methodology and a combination of primary and secondary data. Programme documentation such as monitoring reports, annual reports will be provided should requested.

Quantitative data collection such as household survey, school survey and health care facilities will be used. Qualitative data collection will be FGD with community leaders, disability organisation and community women; KII with key stakeholders, including school principals, relevant government staff, private sectors, health centres staff and village leaders.

The consultant will provide detailed methodology design/inception report including sample size, inclusion criteria, tools, data collection and analysis plan, and dissemination plan. All deliverables for this consultancy, particularly the data set and reporting, is expected to be of high quality.

The programme employs globally accepted indicators, such as WASH service levels, for various settings, including households, schools, and health centers. The WHO/UNICEF Joint Monitoring Programme provides comprehensive definitions for WASH global indicators. To evaluate 'systems' changes, particularly those related to institutional changes at the change agent level, the evaluation will incorporate the Sanitation and Water for All (SWA) building blocks framework. Additionally, the Washington Group Questions should be used to classify disability.

Evaluation Process and Deliverables

The evaluation will proceed with the following steps:

1. **Preparation.** ToR development and consultant hire.
2. **Inception Meeting.** This will be initial meeting with the consultant to exchange project's ToC and key progress made. Plan Indonesia's children and participant safeguarding, code of conducts and the Evaluation Management Standard from Plan Indonesia will also be introduced at this stage.

3. **Inception Report.** The evaluation design and tools should be developed using standard and template provided by YPII, and reviewed and agreed on by YPII this stage, but there should be still room for improvement after enumerator’s training.
4. **Data collection preparation workshop.** This stage will include enumerator’s training and tools try-out. Tools should be finalised and explain thoroughly to enumerators. The workshop will also detail data collection plan (sampling methods), explanation of any tools used to collect data, and informed consent.
5. **Data collection.** The stage should cover all data collection, such as primary and secondary data, as well as qualitative and quantitative data collection, including the SWA Building Blocks.
6. **Data analysis.** This is limited to main data findings. Submit first draft.
7. **Evaluation workshops.** The main data findings is presented for Plan Indonesia and ANO to further discuss findings, review reports and develop recommendation.
8. **Final report submission.**

The proposed approach to the evaluation is a collaborative one, involving the consultants, Plan Indonesia and ANO. The intention is for the evaluation to be as useful as possible for Plan Indonesia, ANO, and related governments stakeholders. The following gives an overview of the breakdown of responsibilities between the two:

Table 3 Roles and Responsibilities

	Plan Indonesia & ANO	Consultant
Step 1	Prepare TOR and hire consultant,	
Step 2 Inception Meeting	Explain project outcomes, Theory of change and key progresses made. Plan Indonesia also provide briefing and update organization requirement regarding accountability, compliance, child protection, and safety.	Have a clear understanding about the programme’s ToC and development, as well as Plan Indonesia’s value.
Step 3 Inception Report	Review inception report, tools, contract.	Submit inception report with clear evaluation design, data collection plan, sample size, KII/FGD participants, all tools: questionnaires, KII/FGD guidelines, any other tools and analysis plan, and dissemination plan.
Step 4 Data collection preparation workshop	Facilitate the initial workshop. Deliver safeguarding and other Plan Indonesia’s guidelines	<ul style="list-style-type: none"> • Recruit, train, and oversee a group of gender-balanced data collectors/enumerators, provide training for enumerators and conducting field preparation. • Finalize the tools including revisions based on the review. • Pay for all enumerators’ expense during workshops, including hotels, meals, transportation.
Step 5 Data collection	Provide introduction and letter of support to related stakeholders if needed; linking consultants with relevant KII/FGDs.	<ul style="list-style-type: none"> • Leading data collection as per tools development. Real time spot checks and troubleshooting. • Provide logistic necessities such as vehicles (and drivers), phone/tablet, computers,

		<p>enumerators/data collectors' accommodation and meals, transportation, insurance, and all other data collectors' expenses.</p> <ul style="list-style-type: none"> • Arrange and manage all KIIs, FGDs and HH surveys including participants meal, transports, venue cost and merchandise, and all other expense related to data collection.
Step 6 Data analysis	Review the draft report	Provide all the findings in the format as outlined in the inception report/detailed methodology design including tables, graphic, qualitative matrix, narratives, etc. Collected data should be cleaned before analysed. Analytical framework should be clearly explained in the report.
Step 7 Evaluation workshops	Provide inputs and recommendation to be considered and incorporated in the report. Participate in discussions to review report.	Facilitate the workshops to obtain more comprehensive information to complete the report. Gather all information and develop a comprehensive report. All expense for consultants and enumerators should be paid by consultants
Step 8	Review	Submit the finalised report.

Deliverables

Consultant deliverables:

- Inception report: The inception report should use Plan Indonesia's standard and detail the evaluators' understanding of what is being evaluated and why, showing how each evaluation question will be answered by way of: proposed methods; proposed sources of data; and data collection procedures, analytical plan, and tools. The inception report should also include a proposed methodology details and sampling as relevant, schedule of tasks, activities, deliverables and budget. This inception report should also identify the sites visits and it should elaborate on the selection criteria for those sites selected.
- Data collection tools, such as survey questionnaires, KII and FGD guidelines for each of the targeted groups, SWA building blocks. Raw Data both quantitative and qualitative should be provided to Plan Indonesia.
- Full set of data collection submitted in required format in English including clean tabulated dataset in Excel and qualitative analysis result matrix.
- Any photo, audio, video, transcription files and other raw and processed data collected and analysed for the purpose of evaluation.
- Final report in English and Bahasa Indonesia, with three- to five-pagers of infographics in both languages summarising main findings. The report need not be long but should be concise and adhere to both Plan Indonesia's Final Evaluation template and GHD Final Evaluation Guidelines.

Evaluation Schedule

The evaluation will take approximately 6 months since July 2024, with detail as follows:

Activities	Juni		July				Agustus				September				Oktober				November			
	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
ToR development	█	█																				
Bidding and Inception Meeting			█	█	█	█	█															
Submission of Inception Report							█															
Data collection preparation workshop (3 days)							█	█	█													
Data collection & data analysis								█	█	█	█	█	█	█								
Evaluation workshops (2 days)														█	█							
Report revision															█	█	█	█	█			
Final report submission																						█

Highlighted in yellow is Indonesia’s regional election campaign schedule. No data collection activity should be conducted in this period.

Consultant Team

The final evaluation team should comprise of individuals with relevant skill sets. It is preferable for the team to be led by someone with evaluation expertise and supported by members with technical expertise in WASH, GESI, and climate advisory. The team should be gender-balanced with sufficient representation of people with local experience. During data collectors/enumerators recruitment, the consultant team shall not discriminate against any individuals based on race, gender, age, religion, disability, or any other characteristic protected by law.

Key principles, approach, and ethical consideration

Plan Indonesia Staff and consultant must adhere to Plan International Child and Youth Safeguarding and Protection. The consultant must follow Ethical Principles for involving human subjects in research and obtain written/verbal consent from human subjects. Permission from elder must be sought if the children under 18 years are involved as subjects. Signed informed consent of each child and his/her parents need to take after explaining the purpose of the study and its usage. Training on this will be part of the training provided for the team. The consultant also has to provide ethical clearance/permission letter, and informed concern for this consultancy services aligned with Plan Indonesia’s guideline.

Participatory, safe and ethical methods for data collection is utmost important to be applied and aligns with the ethos of the project. This includes consideration of gender and disability inclusion, child protection and safeguarding for ‘do no harm’ approaches, capturing the voices of the most marginalised, not raising expectation during the survey, gender considerations in interviewer and interviewee, etc. All data collection tools are expected to be GESI responsive.

All the projects managed by Plan Indonesia and its partners should also be aligned with Plan International's global ambition to reach 100 million girls, using a gender transformative approach in delivering its tasks. In this assignment, the Consultant is expected to apply a gender transformative approach through addressing gender norms, strengthening girls' and young women's agency, advancing girls' and women's condition and position, working with boys and men to embrace gender equality, responding to the needs and interest of girls and boys in all their diversity, and fostering an environment that enables gender equality and girls' rights. Any method proposed needs to be in line with Plan International's MERL Standards – namely that it is ethical and consider the needs and wellbeing of any respondents involved including age, sex, disability, areas, and schools.

Budget

Total budget for this endline will be charged to Water for Women Project budget. The consultant has to provide all equipment needed such as laptops, camera/multimedia recording tools, work station, internet connection, and line phone, etc.

Application Submission

Interested applicants should provide a technical and budget proposal covering the following aspects:

- documentDetail response to the ToR
- Proposed methodology & timeline
- Consultant Profile & Team Member CVs
- Previous related work/project
- Detailed budget, including daily fee rates, expenses, etc.

The above documents can be sent electronically through the email Yayasan.Procurement@plan-international.org by mentioning the code “**RfQ-IDN/VII/FY25-2024/016-Final Evaluation WfW**” in the email subject. The submission will be closed on August 4, 2024, at 23:59 Jakarta Time (GMT +7).

“Women-owned Individual Consultant and Companies actively engaged in advancing gender equality and women’s empowerment in the workplace are especially encouraged to apply”

ⁱ Outline of the Fund. Water for Women Fund, <https://www.waterforwomenfund.org/en/who-we-are/outline-of-the-fund.aspx>. Accessed 26 June 2024

ⁱⁱ Water for Women Fund. 2023. Monitoring, Evaluation & Learning Framework Version 5.