Terms of Reference:

End of Project Evaluation of “Strengthening reception and family re-unification of unaccompanied minors and separated children (UMASC) deported through Islam Qala border”

Terms of Reference Summary

| Purpose of evaluation | To design a high-quality evaluation that is both summative and formative to (1) generate findings to understand progress towards the intended outcomes and impact of the project, and (2) to generate actionable learning to inform the design, implementation, and adjustment of future projects responding to unaccompanied and separated children affected by conflict in Afghanistan.

The primary user of the evaluation will be War Child UK staff in Afghanistan and the UK who will use the learning to improve the quality of future programming. The evaluation may also be of use to the Afghanistan Government, and other agencies involved in reunifying unaccompanied and separated children in Afghanistan.

Commissioner

Ashish Damle, WCUK Country Director, Afghanistan

Evaluation Manager

Henry Gathercole, Programme Quality Officer, WCUK London, Hosain Hashemi, MEAL Manager, WCUK Afghanistan

Timeframe

25th May to June 22nd. The start date may be subject to change, but the final deliverables are required by June 22nd.

Total Number of Consultancy Days

Maximum of 22 days (exact days will be dependent on proposal)

Locations

Herat, Nimrooz and one other provinces with the highest number of reunified UAMSC, Afghanistan

Deadline for Applications

17th May 2018, Afghanistan Time 23:00

1. Background

1.1 Background to War Child UK

War Child UK is an international humanitarian agency working to protect children living in some of the worst conflict-affected places in the world. War Child programmes are focused on three thematic areas: Child Protection, Education-in-Emergencies, and Food Security/Livelihoods. The current programme portfolio includes operations in: Afghanistan, Iraq, Jordan, Occupied Palestinian Territories, Yemen, Burundi, Central African Republic, Democratic Republic of Congo, and Uganda.

War Child UK works according to five principles:

1) We reach children early in the conflict cycle and we stay to support them through recovery;
2) We are a specialist organisation focused on high-impact and sustainable interventions;
3) We champion the voices of children and mobilise others to take action to support them;
4) Our values define our actions and drive us to continually improve our work and systems;

1 See Evaluation Policy for an explanation of what that role entails and who should play it.
2 See Evaluation Policy for an explanation of what that role entails and who should play it. Ideally, you would want to have an in-country member of staff, plus a London-based member of staff.
5) We are a part of an effective global family.

For more information, please see www.warchild.org.uk

1.2 Background to the project

Sustained, widespread violence, insecurity, internal displacement and lack of economic opportunities throughout Afghanistan has triggered the significant influx of Afghan migrants to neighbouring countries, some even fleeing the country aiming to reach European countries in the hope for stability and a better future for themselves and their families. Every year, thousands of Afghans are deported by the Iranian government through the Islam Qala Border and a significant number of the deportees are unaccompanied minors who illegally entered Iran by paying smugglers or human traffickers. In addition to the unaccompanied minors, children of undocumented Afghans in Iran are also being deported, which leads to these children being separated from their families living in Iran. The Department of Refugee and Repatriation (DoRR) is the government department mandated to receive the deportees from Iran. Every day hundreds of deportees are dropped at an open space at the zero point.

Through this project, War Child UK (WCUK) aims to support the DoRR by putting in place a robust screening system and accompanying procedures that will help correctly identify more unaccompanied minors and separated children and ensure that they are provided with post-arrival services. Additional screeners are hired and provided with appropriate training to ensure that they are equipped with the required knowledge and skills for them to be able to perform their task as screeners.

A case management system that describes a step by step process of managing cases of UAMSC with clearly defined timelines for each of the steps to be carried out was developed by WCUK in collaboration with border stakeholders. The case management system is now in effect to familiarize border staff with the process. WCUK, in collaboration with DoRR, seeks to enforce the use of the case management system and monitor compliance of the border staff.

WCUK implemented this project for two years and within this period seek to improve the system of screening at the Islam Qala border by having 4 screeners, provision of case management of UAMSC in GTC, family tracing and re-unification of children to their families in their province of origin, advocate, mentor and support the implementation of the Standard Operating Procedures, advocate for government recruitment of criminal police to be detailed at the border to investigate and apprehend those who are engaged in human smuggling and trafficking, and to provide training to DoRR border staff in record keeping, documentation and management of information system. Further achieving this approach, since the deportation process through Islam Qala border has been halted by Iranian Government from 5th of February 2017 to August for unknown reason and redirected through Melak border in Nimrooz, War Child UK through an approval from UNICEF requested an emerged change in the program location to support DoRR and other stakeholder in Melak border with the same scope of work. And Since the resumption of deportation through Melak Border, War Child UK continued its support in both borders until the UNICEF partner in Melak Border obtained the required knowledge and officially took over the full responsibility in February 28, 2018.

2. Project Description

2.1 Project Duration, Location(s), Target Group(s) & Budget

The project is being implemented for a duration of 24 months, starting from June 2016 to June 2018, in the western region of Afghanistan (Islam Qala and Melak borders) targeting 4,800 beneficiaries. The total budget for the project is 87,910,568 AFN (906294 GBP).
### 2.2 Goal, Outcomes, Outputs and Activities

*Please note: At the request of the institutional donor, some of the activities were suspended under Outcome 2 of the project. Therefore, whilst Outcome 2 remains within the scope of this evaluation, the suspension of activities should be considered. Further information can be provided on this at the next stage of the evaluation process.*

<table>
<thead>
<tr>
<th><strong>Project Goal</strong></th>
<th>Improved protection of unaccompanied minors and separated children (UAMSC) deported through the Islam Qala Border, better access to social protection services including psychosocial support, and safe return to their families in Afghanistan.</th>
<th># and % of UAMSC reunited with families who choose to stay</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Outcome 1</strong></td>
<td>To strengthen the identification and case management of UAMSC at the Islam Qala border</td>
<td>Installation of a customised container van as a holding area for screening of UAMSC</td>
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<tr>
<td></td>
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<td>Screening system and procedures in place</td>
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<tr>
<td></td>
<td></td>
<td>SOP and case management system endorsed by DORR; improved knowledge, attitude and practice of border staff including through mandatory compliance of border staff to the SOP and case management system</td>
</tr>
<tr>
<td><strong>Outputs</strong></td>
<td>1.1 Improved screening systems, information management, and provision of post-arrival assistance to UAMSC</td>
<td>4800 UAMSC identified and screened using the inter-agency Child Protection Information Management System</td>
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<tr>
<td></td>
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<td>Relevant UAMSC information collected, encoded, analysed, and report generated</td>
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<td></td>
<td></td>
<td>100% pf identified UAMSC case managed and re-unified to their families are monitored and tracked post re-unification</td>
</tr>
<tr>
<td></td>
<td></td>
<td>70% of UAMSC re-unified to their families are monitored and tracked post re-unification</td>
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<td></td>
<td></td>
<td>100% of the identified UAMSC provided with mass/group debriefing</td>
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<td></td>
<td></td>
<td>70% of the identified UAMSC provided individual counselling and follow up</td>
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</table>
ToR: End of project evaluation - Strengthening reception and family re-unification of unaccompanied minors and separated children deported through Islam Qala border

| Activities | 1.1.1. Secure approval of DORR for construction of the screening hall and signing of MOU + all project start up activities.  
1.1.2. Construction and equipping of the screening hall.  
1.1.3. Launching of the screening facility.  
1.1.4. Five (5) day training to screeners in interviewing, data collection, encoding, generating report form the database & management information system.  
1.1.5 delivering medical assistance to UAMSCs (20 cases in a month)  
1.1.6 Screen, identification and referral of UAMSC to IOM for registration and access to post-arrival assistance.  
1.1.7 Conduct debriefing of UAMSC at the Gazargah transit camp and provide psychosocial support and individual counselling.  
1.1.8. Three (3) day refresher course for screeners, social workers & psychosocial officers on the SOP for the reception and reunification of UAMSC and case management systems.  
1.1.9. Monitor compliance of border staff to the SOP and Case management system.  
1.1.10. Three (3) day refresher course for border police on the identification, detection and referral of UAMSC and children victims of trafficking.  
1.1.11. Five (5) day refresher course for Police Master Trainers previously trained in conducting Child Protection Induction to newly-recruited police at the Regional Police Academy in Western Region.  
1.1.12. Family tracing and care planning for UAMSC.  
1.1.13. Bi monthly case conferencing.  
1.1.14. Family Reunification and Handover of UAMSC to their families/guardians.  
1.1.15. Post re-unification monitoring and tracking. |

| Outcome 2 | To advocate for the development of a supportive and protective environment for UAMSC returning to Afghanistan | Increased recognition and commitment from MORR to allocate resources and prioritise protection and safe return of UAMSC to their families in their place of origin  
Greater levels of coordination between DORR, CPAN and NGO stakeholders in regions with high numbers of returnee UAMSC |

| Outputs | 2.1 Government of Afghanistan provides improved levels of support to UAMSC returning via Islam Qala, through leading role of DOLSA/MORR/DORR | MORR/DORR include UAMSC as priority in their action plan and commit resources for the reception and safe return of UAMSC to their families  
# of additional border staff hired and confirmation of resource allocation for post arrival services for UAMSC |

2.2 Increased community awareness and understanding of the situation of UAMSC and the risks they face | # of UAMSC reunited with their families |
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<table>
<thead>
<tr>
<th>Activities</th>
<th>Activities for Output 2.1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2.1.1. Quarterly lobbying meetings with MORR, MOI and MOLSAMD to foster inter-agency cooperation, prioritization of UAMSC protection and safe return to their families and assignment of criminal police at the border to investigate case of child trafficking.</td>
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<tr>
<td></td>
<td>2.1.2 National Lobbying meeting in Kabul</td>
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<td></td>
<td>2.1.3. Develop sustainable mechanisms with DORR and DOLSA's Social Protection Directorate to address protection needs of UAMSC</td>
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<td>2.1.4. Roundtable discussion on the role of the government and other stakeholders in the protection of UAMSC. (Provincial Level)</td>
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<td>2.1.5. Build capacity of DOLSA’s Social Protection Directorate in coordinating, planning, documenting networking and monitoring of GO and NGO-related to social protection of children and their families.</td>
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<td>2.1.6. Monthly coordination meeting with GO, UN agencies and NGO stakeholders to be led by DORR and co-chaired by DOLSA SP Directorate with support of WCUK.</td>
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<td>2.1.7. Quarterly joint monitoring by DORR, DOLSA, UNICEF.</td>
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<td>2.1.8. End of Project Evaluation and Impact sharing workshop with GO, UN agencies, and NGO stakeholders.</td>
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</tbody>
</table>

Activities for Output 2.2

2.2.1. Conduct action research that examines the push factors, experiences, and protection issues of UAMSC.  
2.2.2 Validation workshop with stakeholders on the research report and development of action plan to address child protection issues at the community level.  
2.2.3 Development of Information, Education and Communications materials (posters, documentary film on illegal migration and child trafficking) for awareness raising  
2.2.4. Filming and production of a video documentary depicting the journey and experiences of unaccompanied minors and separated children for awareness raising purposes  
2.2.5 Media Campaign on the prevention of illegal migration and trafficking of children/minors (through TV and Radio)

2.3 Overview of MEAL approach

WCUK designed a project monitoring and evaluation system and plan based on the project log frame which includes a complete list of SMART indicators designed for efficient monitoring. WCUK’s monitoring and evaluation approach is comprehensive and comprises feedback from the different stakeholders, beneficiaries, relevant government
departments and NGOs whom WCUK collaborated with during the implementation of the project.

Based on the project indicators, WCUK developed data collection tools to collect both qualitative and quantitative data and a database to encode all the collected data. We also developed a post reunification monitoring system to collect beneficiaries’ feedback after their reunification.

The evaluation can make use of the following data:

- **Database**: all the beneficiaries’ data are stored in the database
- **Case management system**: all the beneficiaries’ cases are being kept in hard copy (the same data as in the database plus some case details)
- **Data collection tools**: case management, case registration, psycho-social support and counselling record forms, reunification forms, social workers reunification trip report form, post reunification monitoring form
- **Action research**: as part of the project components, WCUK conducted an action research study on the push and pull factors behind illegal immigration
- **Review meetings**: notes from project review meetings conducted and a document outlining achievement against project targets are available
- **Coordination meetings**: WCUK conducted series of coordination meeting with the project stakeholders. Minutes of the meetings are available
- **Joint monitoring visits**: reports from quarterly joint monitoring visits conducted by the DoRR, Dolsa, DoE, WCUK.

3. **Evaluation objectives**

The objectives of this final evaluation are:

1. To explore to what extent the project achieved its outputs and outcomes.
2. To explore the positive and negative, intended and unintended impact of the project.
3. To explore to what extent the project is likely to contribute to continued case management and reunification after the end of the project.
4. To explore to what extent the project reduced risk to and safeguarded unaccompanied and separated children.
5. To provide actionable, specific, and practical recommendations on how WCUK and its partners can use the evaluation findings and learning to improve the quality of future work.

4. **Evaluation criteria and questions**

<table>
<thead>
<tr>
<th>Evaluation criteria</th>
<th>Key evaluation questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Efficiency, Effectiveness</td>
<td>1) To what extent did the project achieve its outputs and outcomes?</td>
</tr>
<tr>
<td></td>
<td>- To what extent did the project achieve its outputs and outcomes?</td>
</tr>
<tr>
<td></td>
<td>- What were the challenges to the effective implementation of the project, and achieving outputs and outcomes?</td>
</tr>
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<td></td>
<td>- To what extent did the project adhere to Child Protection Minimum Standard #13?</td>
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<td></td>
<td>- How could WCUK more effectively achieve similar outcomes in future projects?</td>
</tr>
<tr>
<td>Effectiveness, Impact,</td>
<td>2) What has been the impact of the project on UAMSC?</td>
</tr>
</tbody>
</table>
### ToR: End of project evaluation - Strengthening reception and family re-unification of unaccompanied minors and separated children deported through Islam Qala border

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Relevance &amp; Appropriateness</strong></td>
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</tbody>
</table>
| - To what extent did the project contribute to the reintegration of unaccompanied minors to their families and communities?  
- Was there any unintended impact?  
- Did the project design meet the needs of the beneficiaries, and address them appropriately?  
- How could WCUK increase the likely impact of similar projects? |
| **Sustainability & Connectedness, Coordination & Complementarity** |
| 3) To what extent will the project contribute to a continued case management and reunification system and process maintained for an extended period after the project ends?  
- How likely is it that the case management system will be maintained after the end of the project?  
- How likely is it that the reunification process will be maintained effectively after the end of the project?  
- To what extent has the project been connected to, coordinated with, and complimentary to government activities?  
- How could WCUK improve the prospect of sustainability of similar interventions? |
| **Accountability to Children & Communities** |
| 4) To what extent did the project reduce risk to and safeguard unaccompanied and separated children?  
- To what extent did the project adhere to Principle 1 of the Child Protection Minimum Standards (Avoid exposing people to further harm because of your actions)  
- To what extent did the project follow satisfactory child safeguarding procedures and adhere to the WCUK Child Safeguarding Policy?  
- To what extent did the project adhere to the WCUK Organisational Security Policy to minimise risk to staff and beneficiaries participating in the project?  
- How could WCUK reduce risk further in projects operating in insecure environments? |

### 5. Evaluation principles

Evaluations should adhere to the following principles, and proposals should outline explicitly how the proposed evaluation approach would do so.

**Participation:** The evaluation should involve appropriate, informed, consensual and meaningful participation from all key stakeholders, with a particular focus on the children and communities we work with.

**Utilisation-Focused:** Evaluations should identify the intended users and how they will use the findings from the initial steps to ensure the evaluation is designed, implemented and disseminated to effectively meet the needs of the primary users.

**Capacity Building:** Evaluations should seek to build the technical evaluation capacity of War Child UK, partner staff and other stakeholders, through, for example, the inclusion of staff members in the evaluation team and/or
incorporation of staff training on evaluation into the in-country data collection period.

**Transparency:** Evaluation outputs must clearly document the methodology used, including any limitations, and evaluation methodologies must consider how attribution\(^3\) to/contribution\(^4\) of War Child UK is ascertained.

**Value for Money:** War Child is committed to ensuring that evaluations are conducted in a way that represents value for money (VfM).

**Independence:** Evaluators, both external and internal, must undertake their work free of political influence, organisational pressure, and bias along gender/ethnic/religious/cultural lines and/or any other forms of intersectionality that may incur discrimination or stigma, with any potential conflicts of interest declared and documented.

**Rigour:** Evaluations should be based on a Theory of Change, make use of an evaluation matrix, and incorporate triangulation. Data collection should be in accordance with the following aspects of data quality: validity, reliability, integrity, and timeliness.

Further information is available in the War Child UK Evaluation Policy, available upon request to shortlisted candidates.

6. Evaluation approach and methodology

The approach and methodology specific to this project evaluation should reflect the respond to the objectives and key evaluation questions of the Terms of Reference, as well as reflect the Evaluation Principles detailed above. The proposed approach and methodology should be detailed in the Evaluation Proposal.

The evaluation should employ a mixed methods approach, and triangulate findings across multiple sources. Where security or access to stakeholders or beneficiaries creates methodological limitations the approach and methodology may be adjusted accordingly. As far as possible, the evaluation should seek to include beneficiaries through participatory methods.

The approach and methodology may include, but are not limited to the following:
- Desk review of project documentation, including available project data
- Interviews with key informants, and structured/semi-structured interviews with other stakeholders
- Focus group discussions with children, boys and girls, of different ages
- Most Significant Change with reunified children

7. Evaluation Utilisation

War Child UK wants evaluations to be useful and well utilised. As such, we seek to commission high quality evaluations that generate evidenced findings, and actionable learning and recommendations.

The users for this evaluation are likely to be as follows:

\(^3\) **Definition of Attribution:** The ascription of a causal link between observed (or expected to be observed) changes and a specific intervention (ALNAP, 2016, p29)

\(^4\) **Definition of Contribution:** Analysing contribution in evaluation refers to finding credible ways of showing that an intervention played some part in bringing about results. Contribution analysis is a kind of evaluative analysis that recognises that several causes might contribute to a result, even if individually they may not be necessary or sufficient to create impact (ibid.)
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- **WCUK Afghanistan Office**: WCUK Afghanistan office will use the findings, learnings and recommendations in future programming
- **WCUK HQ and other Country Offices**: WCUK shares the report with other Country Offices who might be implementing/planning to implement similar projects in their countries
- **Project Donor**: The evaluation report will be shared with the donor - they might use the findings, learnings and recommendations for the future programmes they might fund.
- **Project stakeholders**: Hard copies of the report will be externally shared with the project-related Government and non-government agencies through an internal learning workshop.

Proposals should include initial thoughts regarding how findings, learnings and recommendations will be explored, addressed and shared internally, externally, and with the children and communities participating in the project, to maximise use, to be elaborated during the inception stage.

8. Deliverables

The deliverables required from this evaluation are as follows:

- An inception report based on this TOR and initial briefings/desk review (in English), which includes:
  - A detailed methodology, including planned timeframe, list of stakeholders to be consulted, proposed sampling approach, protocols for data collection and analysis, ethical procedures to be followed, and draft data collection tools;
  - Initial findings based on review of programme documentation, existing data, prior evaluations/reviews, and secondary data;
  - Outline of key knowledge gaps not covered by this ToR, and suggested additions/alterations to the proposed evaluation questions and overall ToR
- Draft and final versions of the evaluation report in English
- An evaluation summary (a concise summary of the main findings and actionable learning in English and Dari, maximum 4 pages, using the WCUK Evaluation Summary Template)
- A presentation for dissemination of the findings and recommendations
- One electronic file containing (a clean version of) qualitative and quantitative data collected
- Child-/community-friendly outputs to support the sharing of findings, recommendations and lessons with children and communities

The evaluation report should:

- be jargon free, clear and simply written;
- not exceed 30 pages;
- include an Executive Summary, brief project background, outline of the methodology used (including any limitations), findings and recommendations by evaluation/review criteria and question;
- ensure findings are always be backed up with relevant data, with reference to the data source;
- include a completed version of the War Child UK Traffic Light Tool\(^5\)
- present recommendations using the War Child UK Recommendations Template;
- contain at least the following annexes: (i) Terms of Reference, (ii) Itinerary for field visit, (iii) List of documents reviewed, meetings attended, persons interviewed/involved in Focus Group Discussions, and (iv) Data collection tools.

\(^5\) This tool is used to score projects against our evaluation criteria
9. Budget

The maximum available budget for this evaluation is 6,700 GBP. (This sum is inclusive of all expenses, tax, etc.)

10. Timeframe

The evaluation is expected to be initiated ideally by 25th May 2018. The final report is due on or before 22th June 2018. The consultant is required to update WCUK throughout the consultancy progress through the regular meetings. Payments would be made as per the below instalments:

- 25% on approval of the inception report
- 25% on approval of the draft report
- 50% on successful completion of activities and the submission and acceptance of the expected outputs.

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Activities</th>
<th>Location</th>
<th>Estimated no. of days needed (incl. weekends)</th>
</tr>
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<tbody>
<tr>
<td>25 May – 28 May 2018</td>
<td>Inception period&lt;br&gt; Bashar&lt;br&gt; Desk review&lt;br&gt; Key Informant Interviews with global level stakeholders&lt;br&gt; Development of methodology and data collection tools&lt;br&gt; Inception report / meeting / workshop</td>
<td>Home Base</td>
<td>4 Days</td>
</tr>
<tr>
<td>29 May – 30 May 2018</td>
<td>WCUK feedback and comments on Inception Report</td>
<td>Afghanistan/London</td>
<td>2 Days</td>
</tr>
<tr>
<td>31 May - 9 June 2018</td>
<td>Field-based data collection, as per methodology (Travelling to Herat, Nimrooz, and one other provinces with the highest number of reunified UAMS)</td>
<td>Field (incl. travel)</td>
<td>10 Days</td>
</tr>
<tr>
<td>10-14 June 2018</td>
<td>Data analysis and draft evaluation report</td>
<td>Home base</td>
<td>5 Days</td>
</tr>
<tr>
<td>15-19 June 2018</td>
<td>WCUK feedback and comments on the draft report</td>
<td>Afghanistan/London</td>
<td>3 Days</td>
</tr>
<tr>
<td>20 June – 22 June 2018</td>
<td>Finalise and deliver the final report based on feedback&lt;br&gt; Develop and deliver presentation</td>
<td>Home Base</td>
<td>3 Days</td>
</tr>
<tr>
<td><strong>Total estimated No. of Consultancy Days</strong> (note this may be reduced according to budget, evaluation design, and access)</td>
<td></td>
<td></td>
<td><strong>Maximum of 22 days</strong></td>
</tr>
<tr>
<td><strong>Total estimated days for the evaluation</strong></td>
<td></td>
<td></td>
<td><strong>27 days</strong></td>
</tr>
</tbody>
</table>

11. Experience, qualifications, skills and competencies of evaluator/evaluation team

The evaluation consultant/consultancy team should meet the following requirements:

- Extensive experience of designing and implementing evaluations, reviews and/or learning initiatives in the humanitarian sector, specifically in the areas of child Protection, ideally to include projects working with unaccompanied and separation children
- Experience of building capacity in evaluation
- Experience of facilitating participatory evaluation and learning processes (ideally with children)
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- Demonstrable skills in producing high quality, accessible reports/outputs
- Strong written and spoken English
- Experience of working in conflict-affected contexts, including Afghanistan
- Good working knowledge of English, Dari and Pashto
- Adherence to the War Child UK Child Safeguarding Policy

12. Child Safeguarding

The evaluator(s) must read, sign, and adhere to the War Child UK Child Safeguarding Policy (shared with shortlisted candidates).

War Child UK reserve the right to conduct background checks for all shortlisted applicants, in addition to collecting references from previous clients.

13. Application process and timeline

To apply, please complete and submit:
- The WCUK Proposal Template, including the budget annex
- CVs of all proposed team members
- One sample of a similar piece of work previously conducted

Applications should be submitted to Hosain Hashemi (hosainh@warchild.org.uk) and Henry Gathercole (henryg@warchild.org.uk) by Thursday 17th May, 23:00 Afghanistan time.

Please contact Rafiullah Danish, HR Manager Afghanistan at 0093 (0) 794481646 if you require any further information.

We aim to hold interviews between 23rd – 24th May and for the successful individual/team to start work shortly thereafter.

14. Further Information & Useful Resources

The War Child UK Evaluation Policy is available upon request for shortlisted candidates.

