

Terms of Reference

Evaluation of Concerned for Working Children (CWC)

1. Evaluation Summary

Commissioning organisation	FORUT
Organisation to be evaluated	Concerned for Working Children (CWC)
Programme to be evaluated	CWC's part of FORUT's multi-year framework agreement with Norad: GLO-0732 QZA-13/0584
Projects to be evaluated	CR 4.2: CWC Education for Democracy CR 5.4: CWC Citizenship and the Right to Participate CR 5.5: CWC Empowerment of Marginalised Children & Communities CR 5.6: CWC Governance
Programme phase	2014-2018
Evaluation approach	Utilisation-Focused Evaluation
Primary methodology	To be decided by evaluator and Primary Intended Users
Evaluation start & end dates	1 September – 11 October 2017
Maximum budget	NOK 150,000

2. Background and context

2.1. Concerned for Working Children

The Concerned for Working Children (CWC) is a non-profit, secular development agency based in Bengaluru, India. CWC was one of the first organisations in India to focus on working children and their needs, and have received wide recognition in the field of children's rights, particularly children's right to self-determination and empowerment.

CWC works in partnership with communities with a special focus on children, women, migrants, local governments, state government and national and international agencies to implement appropriate solutions to address the various problems that children and their communities face.

2.2. CWC projects

The field programmes in Karnataka cover rural and urban areas in Bangalore, Kundapur Taluk, Bellary district and elsewhere. CWC works closely with children, women and migrant communities to advocate for and realise their rights through their participation and agency. Through advocacy and research programmes, CWC has contributed to policy debates around child labour and children's rights at national and international level. This entails e.g. assisting children to form their own unions, working to increase children's participation in governance, empowering children and their communities to counter negative social practices such as child labour and abuse of alcohol and conducting pioneering work to help children carry out research and information management.

CWC has received support from Norad/FORUT since 1994, and is currently receiving support for four distinct projects through a five-year framework agreement for the years 2014-2018. Each of the four projects included in the evaluation has its own results framework based on the Logical Framework Approach.

CR 4.2

The project “**CWC Education for Democracy**” will contribute to a significant number of children and youth having positively transformed the social and economic fabric of their own lives and that of their communities as ambassadors of change. Three different outcomes contribute to this.

CR 5.4

The project “**CWC Citizenship and the Right to Participate**” will contribute to a significant number of children, in particular marginalised children, being ensured meaningful participation in decision-making processes, through which they are able to claim their entitlements to appropriate protection and provisions. Three different outcomes contribute to this.

CR 5.5

The project “**CWC Empowerment of Marginalised Children & Communities**” will contribute to citizenship and right to self-determination of migrant workers and their families gaining significant recognition by the governments, in policy and in practice, at the local as well as the District level in Bangalore and Udupi; and migrant workers and their families being better equipped to address negative social practices that violate their rights. Four different outcomes contribute to this.

CR 5.5

The project “**CWC Governance**” will contribute to political decentralisation being recognised by the State as being pivotal to participatory democracy in India and devolution of power as enshrined in the Constitution being evident in practice in some spheres of governance. Three different outcomes contribute to this.

2.3.Evaluation type and approach

The evaluation is an organisational evaluation, conducted as per the evaluation plan in the 2014-2018 agreement with Norad/FORUT.

The overall approach for the evaluation is that it must be utilisation-focused.¹

2.4.Main stakeholders

The main stakeholders of the evaluation are:

- Stakeholders in the four abovementioned project, as defined in each of them
- Other stakeholders with whom CWC has interacted in their work on child rights and political decentralisation.
- CWC, as the CSO partner in the Global South
- FORUT, as the CSO partner in the Global North
- Norad, as the main back donor

3. The evaluation assignment

3.1.Purposes and primary intended uses

The current agreement period between FORUT and CWC is 2014–2018. The **primary intended uses** of the evaluation will be determined collaboratively by the evaluator(s) and the Primary Intended Users (PIUs) of the evaluation. As a starting point, the following intended uses should be considered:

¹See Patton, Michael Quinn: Essentials of Utilization-Focused Evaluation. SAGE Publications.

- As a useful supplement for discussions between CWC and FORUT on a new partnership agreement from 2019.
- As a learning tool for CWC, providing valuable lessons and learning for CWC's future project planning and input for further development of the organisation.
- Providing legitimacy and accountability for CWC towards its primary stakeholders, other partners, networks, local government and relevant institutions.

The overall framework for the evaluation is that it must be utilisation-focused, i.e. consulting the PIUs on issues like evaluation questions, methodology and report format. Identifying the PIUs in co-operation with CWC and making the evaluation utilisation-focused is a responsibility of the evaluator and should be considered an integrated part of the evaluation.

3.2.Scope of the evaluation

The evaluation covers the Norad/FORUT-funded projects carried out by CWC since 2014 with regard to focus perspective A (see below). With regard to focus perspectives B and C the scope will be broader, taking into account CWC's work over a longer period of time and work carried out with funding from other sources, since these issues of identity, reputation and political engagement transcend the borders between funders and programme periods.

3.3.Focus of the evaluation

This evaluation will have three perspectives.

A) Project follow-up

The first is a standard project follow-up-evaluation, addressing the progress of the project and the results achieved. This includes an analysis of the shrinking resource base for organisations such as CWC and reflections on how to further adapt and strategize in this environment and an analysis of the extent to which the projects fulfil the five OECD DAC criteria relevance, effectiveness, efficiency, impact and sustainability.

B) Identity and reputation

The second is a comprehensive assessment of CWC's identity and reputation as a pioneering organisation on children's participation as a fundamental right.

C) Political decentralisation

The third entails a review of CWC's engagement with political decentralisation, with a special focus on the recent amendments to the Grama Swaraj and Panchayat Raj Act and CWC's involvement in the process, prior to, during and following the amendment.

3.4.Evaluation questions

The specific evaluation questions are to be developed by the evaluator(s) and the PIUs as an integrated part of the evaluation.

4. The evaluation method

4.1.Utilisation-Focused Evaluation (UFE)

The evaluation approach shall be utilisation-focused. As such, the evaluator should arrange a workshop or individual meetings with PIUs before and after the evaluation in order to arrive at the appropriate methodology, involvement of PIUs and other stakeholders, and to maximise the use(s) of the evaluation. Throughout the evaluation process, intended users should be updated on preliminary findings and be consulted to clarify doubts. Initial findings and recommendations made as a result of the evaluation must be fed back to the partners and rights holders in a meaningful way, so they have an opportunity to discuss the recommendations before they are finalised. As much as possible, the

evaluation should describe systems to check that recommendations are incorporated in future planning and proposals are documented and followed up.

4.2.Evaluation Phases and Timeline

The evaluation is to follow the main steps of outlined in the UFE approach², adapted to the local context and the time and budget available. The evaluation will have the following main phases, with an indicative timeline:

- **1 September:** Consultancy starts
- **1 September – 8 September:** Document review, interviews with PIUs, drafting an evaluation plan/revision of ToR with special emphasis on method and approach. Interviews may be held in-situ in India and/or by use of web technology.
- **9-24 September:** Field mission in India concluded by a debriefing (Presentation of main findings) with all stakeholders.
- **25-29 September:** First draft of report, including executive summary of findings and lessons learned, is submitted to CWC and FORUT.
- **29 September – 11 October:** Circulation of draft report to CWC and FORUT for comments, followed by revision by the evaluation team. Elaboration of final draft based on feed-back and comments

4.3.Reporting

The evaluation report will be in English, presenting all relevant findings and recommendations. Additionally, an executive summary in English will be produced. The main part of the report – excluding annexes – should not exceed 25 pages.

Attention to Intended Use(s) by PIUs should otherwise determine the modalities of the reporting.

The evaluation report will be made public in Norad's evaluation database.

4.4.Budget

The budget for the evaluation, including fees and reimbursable costs, should not exceed NOK 150,000. The consultant will make a budget of reimbursable costs (travel, lodging, per diem, and other logistics) in addition to professional fees, and the agreed budget will be outlined attached to the contract between the Consultant and FORUT.

5. Other information about the assignment

5.1.Tendering process

The evaluator(s) will be selected through an open, international tender, the details of which are given in the Call for Tenders. Based on received tenders, a shortlist of three persons/teams will be selected by FORUT and CWC. These three persons will present a technical proposal based on this Terms of Reference. The proposals will be assessed for comprehensiveness and relevance by both FORUT and CWC. Based on these assessments the final selection will be made.

5.2.Contractual arrangements

The selected proposal will be included in a contract between the evaluator(s) and FORUT. The contract will be administrated from the FORUT Head Office in Gjøvik, Norway. CWC will assist with establishing agenda and persons to be interviewed, make needed appointments and give logistical support.

²See e.g. Patton, Michael Quinn: Essentials of Utilization-Focused Evaluation. SAGE Publications.

5.3.Required and preferred qualifications

The evaluator or the evaluator team as a whole are required to have the following qualifications or experience with as many as possible of the following criteria:

- Organisational capacity analysis, qualitative research, field work, data analysis and report writing
- Policy Analysis and Development
- Participatory evaluation including group process facilitation, and preferably experience with Utilisations-Focused Evaluation
- Civil society and social movements
- Rights-Based Approach in general, and child rights and children's participation in particular
- Understanding ,in the Indian context, of child labour, migration, democratic governance and local self-government (in Karnataka)
- Indian political, social and cultural context in general, and preferably also the context in Karnataka

5.4.Code of Conduct

The evaluator(s) will be expected to adhere to FORUT's and CWC's Code of Conduct and Ethical Guidelines while conducting field work. Failure to do so may be regarded as a violation of the contract.