**TERM OF REFERENCE- PER Indonesia responses**

**Activity:** SPRINT Post Emergency Review (PER) in Indonesia

**Period:** September 2019

**Location:** Indonesia

**Background**

The SPRINT Initiative, Sexual and Reproductive Health (SRH) Programme in Humanitarian Settings, a programme funded by the Australian government and hosted by the International Planned Parenthood (IPPF), was designed to address gaps in Minimum Initial Service Package (MISP) implementation identified in a global evaluation undertaken by the Inter-Agency Working Group (IAWG) on Reproductive Health.

The overall goal of the SPRINT programme is to improve health outcomes of crisis-affected populations by reducing preventable sexual and reproductive health morbidity and mortality. The programme purpose is to increase timely access for crisis-affected populations to life-saving sexual and reproductive health services as outlined in the MISP.

Accountability to beneficiaries is a core aspect of quality humanitarian response. As part of the monitoring and evaluation, the Post Emergency Review is scheduled in order for SPRINT to examine its effectiveness in emergency response. Through the external consultant, the Post Emergency Review documents the process and evaluates the outcomes of SPRINT’s support and funding to the Member Association (MA) led MISP response in a country. The review specifically addresses the effectiveness of the support and the emergency funding, as well as evaluates the overall MISP response and impact on the affected communities. The review will result in programme learning and the findings, which will be used to improve future implementation and management.

According the SPRINT III Project Design, one Post Emergency Review exercise will be conducted each year, with one emergency project selected from each SPRINT region. The Senior Monitoring and Evaluation (M&E) Advisor, in collaboration with SPRINT Hub staff and Regional Teams, will identify sites based on perceived comparative value of performing the post emergency review exercise in each site and site accessibility.

The SPRINT funded emergency response project titled “Meeting the essential SRH needs of communities affected by the 5th August Lombok earthquake and the 28th September earthquake and tsunami in Central Sulawesi” were implemented in Indonesia by the Indonesia Planned Parenthood Association (IPPA) from Sept. 2018 to April 2019 and October 2018 to April 2019 respectively.

The Emergency Response Project in Indonesia has been selected as the project site for the Post Emergency Review in Asia Region for the year 2019. The Post Emergency Review is scheduled to be conducted in the month of September 2019.

The Post Emergency Review exercise will include documenting performance indicators based on project proposals, semi-structured interviews with staff from the SPRINT project implementing organisations, IPPA, and focus group discussions with beneficiaries, SPRINT staff members and other stakeholders as needed.

**Post Emergency Review Exercise Objectives**

*Objective 1:* To evaluate whether the SPRINT’s Emergency Response Project and the stakeholders were able to respond effectively in a timely manner during a crisis;

*Objective 2:* To assess the SPRINT’s Emergency Response Project and the stakeholders’ contribution to progress towards increasing timely access to life saving sexual and reproductive health services as outlined in the MISP/MISP checklist;

*Objective 3:* To determine whether, how, and to what extent SPRINT funding and support enhanced or strengthened IPPA-led emergency response with support from Health/ SRH and Protection/ GBV clusters.

**Tasks**

An independent Consultant who has in-country experience in Indonesia and/or South East Asia region will be selected to conduct the post emergency review according to a specially designed protocol and evaluation tools. The preparation for the exercise will take place at the SPRINT Hub Office in Bangkok, Thailand. The tools will be adapted for the context of the specific post emergency review site—the priority country and SPRINT emergency response project to be evaluated.

**COUNTRY:** **Indonesia**

**RESPONSE PROJECT (S):**  Meeting the essential SRH needs of communities affected by the 5th August Lombok earthquake and the 28th September earthquake and tsunami in Central Sulawesi

**IMPLEMENTING PARTNER(S):** Indonesia Planned Parenthood Association (IPPA)

**Proposed number of days**

16th to 30th September 2019, approximately 15 working days including field visits to the project sites and writing the reports

**Payment:**

The consultant will be paid per working day. **We propose a total of 15 working days.**

The consultant will be paid the first 40% of the consultancy fee after the signing of the TOR agreement and sharing the work-plan. The final payment of 60% will be paid after producing the final version of the report/s

**Scope of Work:**

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| **Activity** | **Responsible** | **Estimated time** | **Notes** |
| Collect and review project documents  | Humanitarian team and M&E Advisor /Consultant will collect from IPPA  | 1 day | Current situation reports, SPRINT project proposal, work plans, M&E Plan, data collected, budget, progress reports and/or final report, and expenditures. |
| Sampling based on the selection guidelines for interview and FG participants  | M&E Advisor in collaboration with Humanitarian team and IPPA |  |  |
| Complete Site Information Form  | IPPA |  |  |
| Completed Quantitative Indicators Form  | M&E Advisor & IPPA (with SPRINT staff assistance if needed) |  | Basic quantitative information for analysis |
| Interviews with IPPA staffAt least **5 staff** for each project (such as IPPA SPRINT Focal point, Executive Director, Nurse, Doctor etc.) | IPPA (logistics) andConsultant with support of SPRINT to conduct interviews | 30 minutes to 1 hour per interview/ group discussion (flexible) | Meet with IPPA staff that implemented the project in Indonesia at 2 different sites – Lombok and Central Sulawesi  |
| Focus Groups with Health/ SRH & Protection/ GBV cluster membersSPRINT staff, 2-3 staff from IPPA, and 2-3 staff each from other collaborating organizations – including government (MoH, UNFPA, etc.)  | Consultant with support of SPRINT to conduct FGDs  | 1 – 2 FGDs depending on the availability of partners. 2 hours per focus group½ day  | Meet with SPRINT response team members, Health/ SRH & Protection/ GBV cluster members Including UNFPA, MoH, NDMO who were also involved in the project in Indonesia  |
| Beneficiary Focus groups 6-8 participants (If possible, at least one focus groups each with women, men, adolescents/ youths, community leaders, and marginalized groups)  | IPPA (logistics) andConsultant with support of SPRINT to conduct FGDs | 2 hour per focus group (will need to be flexible and save time for translation of Q &A and clarification of information | \*The focus group may need to be gender specific and separate for adolescent girls & marginalized groups.  |
| Beneficiary interviews for localization | IPPA (logistics) andConsultant with support of SPRINT to conduct interviews | 3 interviews of 1 hour each (approx. 10 questions). So ½ day | SPRINT have conducted localization interviews in Lombok and similar interviews to be conducted in Central Sulawesi  |
| To review the process followed by IPPA and SPRINT team to implement the program. The procurement, logistics management | Consultant | ½ day | In consultation with IPPA and SPRINT team |
| To assess how the processes were cost effective and how was the team able to showcase the Value for money in the implementation of the program and if possible to calculate what was the cost per beneficiary | Consultant | ½ day  | In consultation with IPPA and SPRINT team |

**Proposed number of days**

Last two weeks of September 2019, approximately 15 working days including field visits to 2 affected sites (Lombok and Central Sulawesi) of the project and writing the reports.

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| **Dates** | **Activities** |
| 16th Sept.  | Meeting with SPRINT staff at IPPA Headquarters & travel to one site (Lombok)  |
| 17th Sept.  | Meeting with IPPA project staff & review |
| 18th – 19th Sept. | Meeting with stakeholders & beneficiaries  |
| 20th Sept. | Meeting with stakeholders & beneficiaries Meeting with IPPA staff & seek/ work on any relevant documents |
| 21th Sept. (Sat) | Travel from one site (Lombok) to other (Central Sulawesi) |
| 22th Sept. (Sun) | Off |
| 23th Sept.  | Meeting with IPPA project staff in Palu |
| 24th – 25th Sept.  | Meeting with stakeholders & beneficiaries  |
| 26th Sept.  | Meeting with stakeholders & beneficiaries Meeting with IPPA staff & seek/ work on any relevant documents |
| 27th Sept. | Travel to IPPA HQ and debrief |
| 28th Sept. (Sat) | Travel back |
| 29th Sept. (Sun)  | Off |
| 30th Sept. – 1st Oct.  | Report Writing & submission of Report (draft) |
| 2nd – 3rd Oct.  | SPRINT Team provides comments/ inputs |
| 4th Oct. | Consultant works on the comments |
| 5th Oct.  | Submission of Final report  |

**Follow up**

The PER Tools will be shared with the selected Consultant for review before initiating the assessment. So based on the preliminary desk review and discussion with the IPPA staff, s/he could adapt and modify based on local context, if required. If necessary, results will be translated to English (costs to be included in the review budget). The SPRINT Consultant will analyze the data collected, write the report, and disseminate evaluation findings as well as recommendations for SPRINT and IPPA, if planned for any dissemination event.

**Deliverable**

The Consultant will complete the following task during the review process:

* 2 FGDs/ interviews with local project staff, one each from Lombok and Central Sulawesi
* 2 FGDs/ interviews with local partners, one each from Lombok and Central Sulawesi
* 10 FGDs/ interviews with local project staff, five each from Lombok and Central Sulawesi (1 FGD each with women, men, adolescents/ youths, community leaders, and marginalized groups)
* 3 beneficiary interviews for localization at Central Sulawesi

The Consultant will compile and collate the post emergency review findings and recommendations into an accessible report, and share it with IPPA and the SPRINT Team. The report should be concise with key findings, conclusion and recommendations. The details such as filled tools, formats could be annexed to the report.

If feasible, present the review findings and recommendations during any dissemination meeting with stakeholders’ in-country, if planned.

**Outputs**

1. Work-plan based on SPRINT PER tools to be shared
2. Report of the SPRINT Post Emergency Review Exercise in Indonesia, using agreed template
	1. Draft report due by 1st October 2019
	2. Final report due by 5th October 2019
3. PowerPoint Presentation of the key Report findings and recommendations

**Key Roles and Responsibilities**

**Implementing Partner (IPPA) Responsibilities**

SPRINT requests the following assistance from IPPA in order to enable a successful and effective evaluation:

* Identification of IPPA/ SPRINT focal point to help with coordination of logistics and review exercises. Arrangement of SPRINT teams’ logistics in Indonesia (prior to the visit)
* Identify key stakeholders and interviewees for the review exercises and make contact to arrange in-country meetings/interviews/focus groups.
* Assistance with SPRINT team travel to project site in Lombok & Central Sulawesi, Indonesia (prior to the visit)
* Identification of 1-2 competent assistants who will be available to act as translator(s) or hire a local translator, if required, during the review exercises (one-on-one interviews and focus groups) (prior to the visit)
* Provision of orientation on projects activities, as well as access to project documents specifically, M&E documents, finance and materials (prior to the visit)
* Mobilization of organization or their representatives for the following one-on-one interviews and focus groups with IPPA staff, beneficiaries, and stakeholder’s/SRH & Protection/ GBV cluster members.
* Provide a proposed budget for post emergency review activities in consultation with the Humanitarian team.

**SPRINT Responsibilities**

* Arrangement of SPRINT teams’ travel, (including visa advice) and accommodation in Indonesia (prior to the visit)
* SPRINT will provide and prepare the materials required for the post emergency review activities.
* Work with IPPA to develop a proposed budget for post emergency review activities.
* SPRINT will cover the following costs associated with the post emergency review: SPRINT team accommodation and travel; per diem, accommodation and travel for the IPPA focal point and/or translator(s); payment for translator(s), if any; refreshments during interviews and focus groups; non-monetary tokens of appreciation for interviewees and focus group participants (to be determined); other reasonable and necessary costs that arise.
* Consultant cost related to only traveling (Including visa fee, local traveling) in Indonesia and accommodation will be cover by SPRINT.

**Selection Criteria**

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| **Consultant** | **Qualification, Skills, Experience and Role** |
| **Local/Regional Consultant**  | * Post-graduate qualifications in Public Health, and understanding of emergency responses;
* At least 5 years’ experience in Monitoring and Evaluation, assessment/ survey of Health programs at the country level and regional level particularly in Indonesia / the South East Asia Region
* Relevant experience designing, conducting, and managing field work and data collection
* Experience of working in any SRH related project/ program/ assignment and handling issues related to Gender Based Violence, maternal & newborn care and HIV
* Excellent information technology skills, including word processing, data analysis software and presentation software.
* Excellent analytical skills and report writing ability.
* Excellent interpersonal communication skills including ability to facilitate and work and lead an evaluation team
* Fluency in English – written and spoken

**Required:*** Past experience in conducting similar review, assessment of the projects/ programs
* Past exposure to DFAT funded projects/ programs
* Ability to obtain Indonesia visa, if required (no visa restrictions)

 **Desired:*** Familiarity with the MISP Package
* Familiarity with Indonesia / the South East Asia Region and Humanitarian /Disaster Response
* Ability to speak and understand local Bahasa language
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Following are the criteria, based on which the Consultants will be assessed:

The Curriculum Vitae (CV) of the Consultants received from different sources will be evaluated sequentially – technical evaluation, followed by financial quotes/evaluation. The top three Consultants that score highest stand technically qualified. The Consultant, based on their availability during the period and the quotes, out of those technically qualified, shall be shortlisted for this assignment, based on 85% technical and 15% for financial.

**The technical proposals will be evaluated on the basis of the following criteria:**

| **No** | **Technical Evaluation Criteria** | **Max Marks** |
| --- | --- | --- |
|  | In country/ region working experience | 10 |
|  | Number of years of working experience in emergency response settings | 5 |
|  | Experience in conducting evaluation/ assessments/ FGDs | 10 |
|  | Exposure/ work in SRH  | 5 |
|  | Exposure to DFAT funded projects/ programs | 5 |
|  | Experience in conducting focus group discussion with local beneficiaries and Interviews with different level stakeholders (national and local) | 10 |
|  | Sensitive to the local culture and practices | 5 |
|  | TOTAL | 50 |

Each of the Selection Committee members will give scoring to the Consultants based on the above criteria and the total scoring will be compiled. Based on it, the top three highest scored Consultants will be sought for their availability and consultancy fees.