



TERMS OF REFERENCE

PROJECT FINAL EVALUATION

**Poverty Alleviation and Social Inclusion (PASI) for People
with Disabilities in Sha'anxi Province, China**

01/07/2019 - 31/12/2022

Editor:

Date of writing: 25-10-2022

1. General information

1.1 . About Humanity & Inclusion

Handicap International, also known globally as Humanity & Inclusion, is an international non-government organization working to support the empowerment and inclusion of persons with disabilities in society. HI is an independent and impartial aid organization working in situations of poverty and exclusion, conflict, and disaster. We work alongside people with disabilities and vulnerable populations, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

1.2 About Humanity & Inclusion in the country/region

Humanity & Inclusion started to implement projects in China from 1998. It was officially registered with the Public Security Bureau of the people's Republic of China in 2017 with China Disabled Persons' Federation(CDPF) as a business supervision unit. The goal of our projects in China is to implement pilot projects in urban and rural areas through cooperation with governments and non-governmental organizations at all levels, so as to better promote the social and economic inclusion of people with disabilities in China. This goal is also in line with the relevant objectives of the framework and plan for people with disabilities established by CDPF. The implementation of the projects fully advocates the United Nations Convention on the Rights of Persons with Disabilities signed by the China government in 2008.

2. Context of the evaluation

Economic reforms have led to a rapid economic growth of the country; the living standards have improved considerably over the last 30 years. Nevertheless, the number of persons living below the poverty level remains very high, particularly in the Western parts of China. A major development gap continues to exist between coastal and inner provinces and between urban vs. rural communities as well. According to the National Bureau of Statistics data, by 2013, China had more than 85 million of Persons with Disabilities (Persons with disabilities), more than 65 million (75%) of them live in rural areas, and Persons with disabilities are disproportionately represented in poverty, disability being both a cause and a consequence of poverty. Persons with disabilities are likely to be economically and socially excluded, have fewer development opportunities and face more difficult living conditions. They are still one of the most vulnerable groups in the society.

Sha'anxi province is located in the Northwest of China. It is a province with a large number of Persons with disabilities: it ranks top 7 in the nation in terms of number Persons with disabilities (NSSD, 2006). Poverty alleviation for people with disabilities is still far behind the general development of the economy and society in China. People with disabilities still constitute the main body in the impoverished population in Sha'anxi, especially in rural areas where many people with disabilities still face food and clothing problems, not to mention their scarce chances for further development. There is a high degree of vulnerability to poverty,

particularly for Persons with disabilities who are close to the poverty line: they have limited capacity to avoid harm from unexpected external shocks and are thus at a high risk of falling back into poverty.

2.1 Presentation of the project to be evaluated

Project title	Poverty Alleviation and Social Inclusion (PASI) for People with Disabilities in Sha'anxi Province, China
Implementation dates	01/07/2019 - 31/12/2022
Location/Areas of intervention	Lueyang County and Luonan County, Shaanxi Province
Operating Partners	Lueyang Disabled Persons' Federation Luonan Disabled Persons' Federation
Target Groups	Persons with Disabilities Family members of Persons with Disabilities
Project Budget	RMB 7,424,558 (equivalent to USD 1,066,747)

Objectives of the project	The project aims to create a model of economic empowerment for households including people with disabilities in rural China.
Expected results and indicators	<p><u>Expected Result One</u>: Developing Secured and Sustainable Livelihoods for Persons with disabilities;</p> <p><u>Expected Result Two</u>: Strengthening Persons with disabilities business skills and improving Persons with disabilities inclusion within the economic ecosystem;</p> <p><u>Expected Result Three</u>: Improving the Access of Persons with disabilities to Financial Resources;</p> <p><u>Expected Result Four</u>: Advocating on Disability Awareness, the Right of Employment for Persons with disabilities and Social Inclusion;</p> <p><u>Expected Result Five</u>: Influencing Policy by Practice to Improve Persons with disabilities livelihoods;</p>
Main activities implemented	<ol style="list-style-type: none"> 1. Trainings for persons with disabilities on livelihoods development and UNCRPD; 2. Training for governments and related partners on Disability awareness, UNCRPD, right for employment;

	<ol style="list-style-type: none"> 3. Trainings for persons with disabilities on softs skills and confidence building; 4. Vocational trainings for persons with disabilities; 5. Provide rehabilitation services for persons with disabilities; 6. SYB trainings; 7. Job fair; 8. Exchange visits; 9. Grant supports; 10. Grantee's local supports and monitoring visits; 11. Workshops on promoting disabilities awareness.
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2.2 Justification of the evaluation

According to HI's Planning Monitoring and Evaluation Commitments and donor requirements, any project with a duration of two years or more and/or a financial volume of more than €3 million requires an external final evaluation. The final external evaluation will look at the overall project implementation. The evaluation process will be participatory, including the participation of project partners, stakeholders and beneficiaries. The evaluation report will be utilized as a communication tool to support lessons learning, replication and potential scale-up of the project's key interventions.

3. Objectives of the evaluation

3.1 Overall objectives and expectations of the evaluation

The overall objective of the evaluation is to assess the level of achievement of the set results and the quality of the project and draw the necessary learning for possible future similar actions.

3.2 Evaluation criteria and evaluative questions

- To assess the level of the project's achievement of the set results and the quality of the project by using the following **4 criteria of the HI quality framework**: relevance, changes, effectiveness and sustainability.
- To produce recommendations and lessons learned for stakeholders and possibly a new project phase.

3.3 Evaluation criteria and external final evaluative questions

RELEVANCE (*Needs, context*):

- To what extent did the project meet the needs of the direct beneficiaries?
- Has the project sufficiently adapted its actions to the context intervention of China?

CHANGES (*Effects, impact, mitigation*):

- Did the project produce significant positive changes in the lives of the beneficiaries in a sustainable manner?
- Has the project sufficiently taken into account and/or avoided the risks of negative effects (environmental, economic, safety...)?

EFFECTIVENESS (*Feasibility, consistency, product/ service*):

- To what extent have resources (Human, Financial, Logistical, Technical) available enabled the project objectives to be achieved?
- Do the results obtained contribute to the achievement of the project objective?
- Is the technical quality of the project achievements in line with HI's technical standards?
- What has been the achievement of the project's results?
Are the result indicators appropriate for measuring the project's anticipated results and for the measurement of the progress of the project towards meeting the needs of the project partners and beneficiaries?
Have the achievements accomplished under each result contributed towards achievement of the specific objective?
How has the project progressed in the achievement of the Specific Objective?

Sustainability (*Anticipation, continuity, resilience*):

- Are the actions implemented during the project really sustainable?
- Has the project put in place adequate means to ensure continuity after closure?

Other criteria as cross-cutting are highly recommended

ANALYSIS OF THE PARTNERSHIP

- Partnership involvement: What has been the level of participation of the project's partners in the design and implementation of the project activities?
- Project impact on the partner: Did the partnership result in positive changes and improved capacities for the partner?

ANALYSIS OF GENDER INCLUSION

- Did the project pay specific attention to the issue of gender? Was a gender-based approach specifically established?

4. Evaluation methodology and organization of the final evaluation

4.1 Collection Methodology

The method of data collection will be determined by the evaluator. However, a mixed-method approach is highly recommended to complete a comprehensive assessment of the project's evaluation criteria (above). It is recommended that the data collection methodology will include the following:

- Desk-based reviews: all relevant project reports, including project proposals, annual narrative reports, project review meeting minutes, and other survey reports.
- Individual interviews with senior staff from HI and implementing partners;
- Focus group discussions with project target groups and key stakeholders;
- Focus group discussions with project beneficiaries
- Good case studies/success stories of beneficiaries: This will be conducted through a face-to-face interview (male and female).

4.2 Actors involved in the evaluation

A **steering committee** is comprised of a member of implementing partner, a Regional MEAL Manager/Senior MEAL Officer (China), a technical specialist, an Operations Coordinator in China.

	Key steps	Minimum Responsibilities
PHASE 1 & 2 Preparation & framing	Drafting of ToRs	The Steering Committee should guide and validate the ToRs drafted by the person in charge of the evaluation.
	Scoping Meeting and Inception Report	The Steering Committee must validate the choice of evaluator and ensure the impartiality of the selection.
PHASE 3 Implementation	Presentation: evaluation findings and recommendations	The Steering Committee must participate in the scoping meeting (methodology, expected results...) and validate the inception report for future steps.
	End-of-evaluation Questionnaire	The Steering Committee and the evaluator ensure that they have a common understanding of the conclusions & recommendations expressed.

		The Steering Committee provides elements that allow the evaluator to refine his/her recommendations *.
	Quality of the final report	The Steering Committee must participate in filling in the end-of-evaluation questionnaire.
PHASE 4 Valorisation	Final report	The Steering Committee must specify the quality aspects** expected from the evaluator for the final report, and provide feedback on the draft report.
	Elaboration of an action plan and follow-up of the recommendations.	The Steering Committee provides feedback on the draft report and then validates the quality** of the evaluator's final report.

5. Principles and values

The evaluation consultant will commit to full compliance with HI's ethics, values and policies, which will be shared with the consultant prior to contract validation.

5.1. Protection and Anti-Corruption Policy

Please either maintain this table or attach these URL links as appendices.

<u>Code of Conduct</u>	<u>Protection of beneficiaries from sexual exploitation, abuse and harassment</u>	<u>Child Protection Policy</u>	<u>Anti-fraud and anti-corruption policy</u>
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5.2. Ethical measures*

As part of each evaluation, HI is committed to upholding certain ethical measures. It is imperative that these measures are taken into account in the technical offer:

- **Guarantee the safety of participants, partners and teams:** the technical offer must specify the risk mitigation measures.
- **Ensuring a person/community-centred approach:** the technical offer must propose methods adapted to the needs of the target population (e.g. tools adapted for illiterate audiences / sign language / child-friendly materials, etc.).
- **Obtain the free and informed consent of the participants:** the technical proposal must explain how the evaluator will obtain the free and informed consent and/or assent of the participants.



- **Ensure the security of personal and sensitive data throughout the activity:** the technical offer must propose measures for the protection of personal data.

**These measures may be adapted during the completion of the inception report.*

6. Expected deliverables and proposed schedule

6.1. Deliverables

- An inception report: the report needs to be submitted to HI three weeks after the contract is signed between HI and the evaluation team. The inception report may need to be approved by the **steering committee**
 - refining / specifying the proposed methodology for answering the evaluation questions including data sources, methods, and data analysis
 - All data collection tools/instruments
 - The list of potential interviewees or organization
 - An action plan for the evaluation
- After data collection is completed, the evaluation team will present the preliminary findings, conclusions, and recommendations, which are to be presented to the steering committee.
- A final evaluation report of approximately 25-30 pages maximum and the following annexes: such as questionnaires and data table.
- A summary of 5 pages highlighting the important key points.

<i>The final report should be integrated into the following template:</i>	<i>The quality of the final report will be reviewed by the Steering Committee of the evaluation using this checklist:</i>
 TS8_Template_Final_Report.docx	 TS7_Final_Report_Quality_Checklist.docx

6.2. End-of-Evaluation Questionnaire

An end-of-evaluation questionnaire will be given to the evaluator and must be completed by him/her, a member of the Steering Committee and the person in charge of the evaluation.

6.3. Evaluation dates and schedule

The evaluation will be carried out during the months of October and November.

Action	Anticipated Timeframe
Validate the TOR	27 th October
Recruitment of the Evaluation Consultant	13 th November
Consultant Selection and Contract Validation	24 th November
Initial desk review of project documents and remote discussions with HI senior project staff	25 th November
Submission of inception report and scheduling of field mission	29 th November
Implementation of Evaluation Interviews, focus group discussions and direct observation	10 th December
Implementation of ½ day review meeting with HI project team and partners	12 th December
Submission of Draft Evaluation Report to HI for feedback	19 th December
Submission of Final Evaluation Report	26 th December

7. Means

7.1 Expertise sought from the consultant(s)

The qualified candidate will have significant experience in project assessment and evaluation. The following qualifications will be considered highly desirable:

- Sound knowledge and understanding of the UNCRPD, social model of disability and rights-based development approach.
- A minimum of 5 years of knowledge and experience in rural poverty alleviation, disability social work and inclusion, community-based rehabilitation
- Preferably experienced in program evaluation on development projects within the context of China
- At least 5 years of experience in the final evaluation or research field.
- Excellent communication skills both written and oral
- Excellent facilitator and able to build strong relationships with people at all levels
- Excellent data collection and analysis skills
- Excellent research and report-writing skills in English

- Chinese language proficiency

7.2 Propose Budget

The consultant should submit HI the financial proposal including very costs to produce the identified deliverable services (transportation, accommodation, personnel, translation, computer, printing questionnaires, specific tools/software, office materials...) and any applicable tax in the country (VAT or withholding tax).

8. Submission of applications

Qualified and interested applicants should submit the following to HI.

- CV of the Consultant and any team members with at least 3 referees
- One Cover Letter
- One Proposal includes the following components:
 - Background and Experience of the Consultant
 - Proposed Methodological Approach
 - Proposed Budget Plan
 - Proposed Work Plan (including specific dates)
 - At least one sample of recent report of consultancy work.

Evaluation of the expression of interest will be made through a selection committee **only if a complete application is received**.

The completed application should be sent to the following address: j.liu@hi.org and j.shi@hi.org

The deadline for the submission of the application is the **13th of November 2022 at 05:00 PM**. Applications submitted after the deadline will not be considered.

Only shortlisted candidates will be contacted. Selected applicants may be invited for an interview or discussion.