 TERMS OF REFERENCE

Papua New Guinea Church Partnership Program Phase 2 EVALUATION - UnitingWorld (Australia) and the United Church in PNG.

Introduction

Background
The Church Partnership Program (CPP) is an Australian Government funded program of Papua New Guinea (PNG) that was established in 2004. The program aims to 1) strengthen PNG Churches’ institutional capacity for development; and 2) improve services delivered by PNG Churches to local communities. Phase 1 of CPP began with a year of planning in 2004, followed by program implementation from 2005 to 2009. After a year of transition involving review of Phase 1 and planning for the next phase, CPP Phase 2 launched in October 2010.

The program brings together the 7 mainline churches: Anglican, Baptist, Catholic, Lutheran, Seventh Day Adventist, Salvation Army and United Church in an effort to ensure services reach urban and rural communities of the country.

The individual church and program wide activities are planned within the framework provided by the program strategy. The Program Logic in the Strategy outlines how the objectives of CPP fall into categories of primary outcome Improved services delivered by PNG churches to local communities, supported by two facilitating outcomes Strengthened institutional capacity of PNG churches and Enhanced church involvement in improving public sector and two technical strategies Strengthened CPP II effectiveness and Mainstreamed Crosscutting issues to work to achieve the ultimate program result of improved well-being of men, women, girls and boys in PNG, especially in rural and remote areas.

The UCPNG/UnitingWorld CPP Program is being implemented by the United Church in Papua New Guinea (UCPNG) Development Unit (DU), a designated unit focused on delivering donor funded programs through the UCPNG network. The DU also implements the Rural Water Supply and Sanitation Project with the support of UnitingWorld and funded through Australian Aid’s ANCP funding stream. Other large donor projects include WaSH projects through Stronim Pipol Stronim Nesen (SPSN), and the Mother and Child Support Project, funded through DFAT. The GoPNG Church State Partnership also funds UCPNG to deliver health and education services and these are managed through the DU.

With CPP Phase II coming to an end and churches working towards the transition phase, a review of the UCPNG/DU and its various projects will pave the way for a more coherent programmatic approach in CPP phase III.
Purpose and Objectives of the Evaluation
The purpose of this evaluation is to assess the overall performance of the UCPNG/UnitingWorld CPP program through Phase 2.

In addition, this evaluation also seeks to determine the efficiency of the CPP program and how it has contributed to strengthening the UCPNG as a church institution including the effectiveness of its governance processes.

The evaluation will seek to ascertain overall program effectiveness, sustainability and learning as well as the quality of the UCPNG/UnitingWorld partnership. It will serve to help develop the project design and implementation strategy for CPP Phase III commencing July 2016.

Audience for the Evaluation
The evaluation is commissioned by UCPNG and UnitingWorld. The audience for the evaluation will be UCPNG and UnitingWorld and will be shared with the Australian Government and other program stakeholders.

Scope
The review will focus on CPP performance at program level, and will cover activities from July 2010 to June 2015. It is expected that the evaluator will travel to three project locations within PNG, to be negotiated.

The review will also examine the range of management approaches used within the program including but not limited to programmatic, partnership and M&E approaches.

A summary of project stakeholders to be evaluated are found in Annex I. Implementing partners and other players in the coordination of CPP such as the CPP Coordination Office (CPPCO), DFAT, and governing committees within the structure such as the Church Leadership Council and working groups will be consulted to understand the relationships and programming structure of CPP overall.

The evaluation report will include specific recommendations related to any aspect of the program; including planning, implementation, management and coordination. A desk review of all pertinent documentation such as project proposals, reports, project plans, and partner level evaluations will also be required to complete the final report.

Methodology
Desk Review – The evaluator will review all relevant project documents particularly project evaluations reports, design documents, project reports, etc. Other background documents will be provided for familiarisation with the CPP Phase II Program Design and Strategy; See Annex 3

Results of partner/project level evaluations undertaken in the time frame will be reviewed and findings will be used where possible. Where initial findings are not sufficient to fulfil the level of inquiry outlined in this TOR, further field visits will be arranged. Prior to the field visits, the evaluator will submit a draft outline of the planned evaluation methodology.
Field Analysis - The evaluator will visit program sites and partner offices to collect and analyse evidence. A variety of methodologies (to be determined) will be employed to collect quantitative and qualitative results, including interviews and meetings with program participants, staff and volunteers.

Validation and analysis and development of written report – a draft report be circulated to key stakeholders for verification and clarification prior to finalisation of the Evaluation Report.

Case Story/photo documentation – the evaluator will provide direction and guidance in the development and production of case stories and/or photo documentation that will capture highlights of partner work and achievements. This process will be supported by UCPNG and UnitingWorld staff.

The evaluator will be expected to consider the guidelines on ethical research and evaluation produced by the Australian Council for International Development https://acfid.asn.au/sites/site.acfid/files/resource_document/ethics-guidelines.pdf

Profile of the Evaluation Team
The evaluation will be conducted by an external consultant who may lead a team to conduct the necessary interviews and analyses and be responsible for drafting the report and recommendations. The evaluator will be independent, impartial and not affiliated with UnitingWorld, UCPNG or the Church Partnership Program in Papua New Guinea.

The evaluator may be accompanied by UCPNG representative(s) as part of a capacity building process in terms of assessment of the impact of programs. One or two UCPNG staff will also be part of the broad evaluation process and are expected to help produce case stories and/or other documentation within the framework of the evaluation.

Outputs and Deliverables
1. By 1st March 2016, a detailed timetable and plan for the evaluation, including methodology, will be provided by the evaluator prior to commencing the evaluation.
2. In-country travel to be negotiated with the Consultant and UCPNG but to take place throughout March and April.
3. An outline of preliminary field findings and issues will be presented to the UCPNG PNG team at the end of field visits.
4. A draft evaluation report will be submitted to UnitingWorld within 2 weeks of the conclusion of the field visits.
5. By May 31 2016, the final evaluation report will be submitted to UnitingWorld.

Evaluation Plan and Timeline
The evaluation will be conducted from March 2016 to May 2016 with up to 32 days allocated. The 32 days are inclusive of:

- Desk review of program documents (e.g. partner proposals and report), preparation of methodology and organisation of the field work: 2-3 days
- Field work: 15-17 days
- Data analysis: 5 days
- Report writing: 5-6 days
- Report finalisation after feedback 1 day

**Cost**
The contract period for the Evaluation will be between February 2016 and May 2016.

For this consultancy, UnitingWorld agrees to pay the Consultant professional fees according to level of experience in line with the Advisor Remuneration Framework. UnitingWorld will cover the cost of local and international travel and accommodation. The Consultant may choose to be reimbursed for these expenses upon the provision of receipts accompanied with an invoice, or alternatively UnitingWorld can organise travel for the Consultant. UCPNG will cover in-country costs as applicable.

The Consultant will invoice UnitingWorld upon completion of the following;
- Desk review and draft evaluation plan including methodology
- Return from initial in-country field work
- Draft evaluation report received.
- Submission of final evaluation report

**Logistical Support**
To be negotiated with UCPNG DU. Minimally, this will include free transport to and from project partners in Port Moresby and accommodation.

**Selection Criteria:**
- Demonstrated experience and relevant academic qualifications
- Demonstrated experience of using participatory approaches to monitoring and evaluation, including working with vulnerable groups such as women and children to assess impact
- Demonstrable experience in producing evaluation reports on complex community development programs
- Considerable knowledge of Melanesian cultures
- The ability to form and lead a local research/working team
- Cultural sensitivity with an understanding of the significant influence that the Church has on Pacific culture
- Fluency in Tok Pisin preferable but not essential
- Willingness to sign and comply with ACFID’s code of conduct and the UCPNG and UnitingWorld Child Protection Policies.
To apply, please send a cover letter, curriculum vitae and response to selection criteria, including biographies of any team members, to the following:

Bena Seta, Programs Manager, UCPNG Development Unit  
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Jane Kennedy, CPP Program Manager  
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Level 10, 222 Pitt St Sydney 2000

Matthew Tyne, Associate Director UnitingWorld  
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Level 10, 222 Pitt St Sydney 2000
Annex 1

**Key Interviews**

- UnitingWorld CPP Program Manager
- UCPNG Programs Manager and other key DU staff
- UCPNG Assembly staff and governance bodies such as the Development Committee
- Field Project officers and staff
- CPP stakeholders such as the CPPCO, Australian High Commission CPP team, GoPNG, other CPP churches and agencies
- Beneficiaries

Annex 2

**Cross-cutting Issues (e.g. gender, child protection, disability)**

- How has the program addressed cross-cutting issues such as: the environment, HIV and AIDS, child protection, disability, advocacy and good governance as far as they are contextually relevant to the program?
- How did the program improve the status of women and gender equality?
- How have women, men, girls and boys had equal opportunities to participate in overall program activities and in individual components?
- To what extent has the program created opportunities to empower women? What are some examples that this has occurred?
- How are the partner and the program ensuring the protection of children and adolescents?
- What are the child protection risks and how can they be mitigated?
- How does the program include those living with disabilities? If they do, how? If they don’t, why not?
- How could the program improve its inclusion of those living with disabilities?

Annex 3

**Documents to be consulted**

- UCPNG National Mission Development Plan
- Key UCPNG Program documentation
- UnitingWorld Mandate
- UnitingWorld Strategic Plan
- UnitingWorld Development Framework
- UnitingWorld Monitoring, Evaluation, Learning Framework
- CPP Phase II Design and Strategy
- Program proposals
- Program narrative and financial reports to UnitingWorld/DFAT, including CPP reports
- Monitoring reports conducted by UCPNG and UnitingWorld
- CPP Theology of Development
- CPP Theology of Gender Equality
- CPP Gender Strategy