

Terms of Reference: Pass It Back Evaluation

1. Organisational Context

ChildFund Sport for Development partners to provide children and young people with opportunities to play, learn, and lead.

Through integrated sport and life skills learning, young people from vulnerable communities develop critical social and emotional skills which help them achieve personal goals, build empathy, manage emotions, develop positive relationships, and make responsible decisions. This makes them better equipped to overcome challenges, inspire positive social change, and take active leadership roles within their communities.

All partnerships contribute to building an equitable and inclusive future, where children are safe from violence — reflecting targets within the UN Sustainable Development Goals.

The ChildFund Sport for Development Team also works with sports partners around the globe to ensure that the safeguarding of children and vulnerable adults in sport is a priority.

ChildFund Sport for Development is led by ChildFund Australia, an independent international development organisation that works to reduce poverty for children in developing communities and a member of the ChildFund Alliance – a global network of 11 organisations which assists almost 23 million children and their families in 70 countries.

2. Background

ChildFund Sport for Development (S4D) works closely with a range of sports partners to provide tailored support in a number of areas, building institutional capacities and capabilities for sustainability, including:

- Financial Management;
- Revenue Diversification;
- Project Management;
- Governance;
- Operations;
- Inclusion;
- Communications;
- Partnership Development.

ChildFund S4D first partnered with a specific National Governing Body partner in 2015 to run a pilot sport for development project in a rural community. Since then, through partnership and the learnings gained, ChildFund S4D has developed a structured social impact product and expanded the number of partners implementing the curriculum throughout Asia, while the National Governing Body partner evolved and progressed to becoming a full member of the International Federation.

3. Purpose

The aim of the evaluation is to understand the positive and negative impacts of implementing a S4D product for an NGB growth and development, using the specific National Governing Body partner as a case study.

Key Learning Questions:

1. What are the benefits and challenges of implementing a S4D product for an NGB?
2. How does a S4D product support NGB growth and development? Specifically in terms of:
 - 2.1. The NGB's strategic plan; and
 - 2.2. International Federation's Development Questionnaire/Criteria.
3. What role does implementing a S4D product have in creating an enabling environment for sport?
4. Does this approach contribute to localisation as per ChildFund's Localisation Principles?

4. Scope of Evaluation

The focus of the evaluation will be on the efficacy, relevance, and sustainability of the partnership modality and the S4D product, but will incorporate all criteria from the OECD DAC Evaluation Criteria (2019).

The consultant should also seek to frame the evaluation within the context of localisation (ChildFund Australia’s Localisation Principles will be a key reference point) as well as incorporating the cross-cutting dimension of inclusion (specifically gender and disability).

5. Methodology

The consultant will propose the evaluation methodology to be used, but as noted above, the OECD DAC Evaluation Criteria should guide the formulation of the methodology.

The consultants will have access to existing outcome data (qualitative and quantitative), various operational reports, institutional strengthening plans, and related materials to conduct the evaluation.

It is expected that key informant interviews (KIIs), focus group discussions (FGDs), and/or small surveys will make up part of the evaluation methodology. Key participants will likely include:

- National Governing Body partner staff
- National Governing Body board members
- National Governing Body Club members
- National Governing Body players and their parents/guardians
- Regional Association staff/board members
- International Federation staff/board members
- ChildFund staff

The majority of interviews, discussions, and surveys will be conducted in Lao language, which will need to be accounted for in the proposal. If timely requests are made, ChildFund may be able to provide contacts around Lao language support.

6. Deliverables and Indicative Timetable

Note that this is subject to negotiation with the Consultant(s)

Month	Deliverables and Activities	# Days
1	Planning Meeting	0.5
1	Desk Review (Phase 1) and Inception Report	3
1	Data collection plan	0.5
2	Data collection (Key informant interviews)	6
2	Data analysis and report writing	6
2	Production of summary report	1
3	Presentation of summary report	1
3	Production of final report with feedback from S4D and LRF	3
Total number of days		21

Key Deliverables

The consultant(s) are expected to deliver:

- A full report with executive summary for a development audience (English-language);
- A summary report for a wide audience (English-language);
- A presentation and discussion of key findings and recommendations with LRF and S4D management teams; and
- All quantitative data and key excerpts from qualitative data collection activities.

Key Responsibilities

- Desk review of all literature, including S4D product documents, plans and reports, and existing quantitative and qualitative data — ChildFund will provide access to all necessary documents;
- Provide data collection plan and manage data collection activities;
- Ensure all data collection activities follow good research practice.

Note: ChildFund will also provide access to high quality photos to furnish the reports and presentations.

7. Management and Reporting Arrangements

The Consultant will report to S4D Programs and Partnerships Manager. The consultant(s) will also be expected to work with the MEL for Impact Officer and Partnership Coordinators and adhere to relevant policies and procedures. The consultant(s) will have no management authority.

8. Confidentiality

All discussions and documents relating to this ToR will be treated as confidential by the parties.

9. Child Safeguarding

The successful applicant will be required to comply with ChildFund Australia's Child Safeguarding Policy and Procedures and to sign a Code of Conduct. The consultant will also have in place an Australian Federal Policy Criminal Background Check and Working with Children Check (or equivalents in other countries).

10. Counter-Terrorism

ChildFund Australia acknowledges its obligation under the Australian laws relating to counter-terrorism. In order to meet its obligation, the consultant's name will be reviewed against Department of Foreign Affairs and Trade (DFAT) and National Security Australia lists at the onset of any financial relationship.

11. Insurance

The successful applicant will be required to have in place insurance arrangements appropriate to provision of the requirement in this ToR including (without limitation) travel insurance.

12. Acknowledgment and Disclaimer

ChildFund, its Board and staff make no express or implied representation or warranty as to the currency, reliability or completeness of the information contained in this ToR. Nothing in this ToR should be construed to give rise to any contractual obligations or rights, expressed or implied, by the issue of this ToR or the submission of Expression of Interest in response to it. No contract would be created until a formal written contract is executed between ChildFund and a selected consultant.

13. Selection Criteria

Qualifications and Experience

- Minimum of a tertiary qualification in relevant social science and five years research and evaluation experience;
- Experience in research/evaluation of projects related to Sport for Development;
- Experience in using mixed-method and interdisciplinary approaches in the evaluation of development programmes;
- Experience working with NGBs and/or an understanding of national and regional-level sports ecosystems
- Experience working with young people and children;
- Strong research and facilitation skills in the context of case study evaluation approaches;
- Strong analytical skills to synthesise data, develop and present findings, and make practical recommendations in timely and well-written reports;
- Excellent written and spoken English.

Desirable Attributes and Skills

- Knowledge of Lao language
- Strong links with the Lao research and evaluation community of practitioners;
- Able to work with people who have diverse backgrounds and skill-sets;
- Knowledge of global rugby/NGB ecosystem;
- Sensitive to ensuring inclusive spaces and approaches in their work.

As a consultant, you are expected to remain alert and responsive to any Child Safeguarding and Sexual Exploitation, Abuse or Harassment (SEAH) risks and conduct yourself in a manner consistent with Child Safeguarding and Prevention of SEAH Policies.

Expressions of Interest must be submitted via Bamboo. They should include resume, references, proposal outlining competence for the required work and overview of evaluation plan (approaches/methodologies), professional fee, and timeline based on the Terms of Reference.