

Terms of Reference (ToR) for an external evaluation of the Safer Cities for Girls Programme

1. Introduction

For the first time in history, there are more people living in cities than in rural areas. It is estimated that by 2030, approximately 1.5 billion girls will live in urban areas¹. Girls in cities contend with the duality of increased risks and increased opportunities. Although girls are more likely to be educated and marry later in cities, they face regular threats to their safety as they navigate the urban environment.

Plan International traditionally works with marginalised and vulnerable children in remote and rural areas that are hard to access. It is only in recent years that the organisation has become more and more active in the urban environment.

2. Background of the programme

It is in this context that the **Safer Cities for Girls** Programme² was developed in partnership between Plan International, Women in Cities International (WICI) and UN-HABITAT to address the increased risks and opportunities for adolescent girls in cities. The overarching goal of the programme is to build safe, accountable, and inclusive cities with and for adolescent girls³ in all of their diversity. The programme works towards three outcomes:

- Increased girls' safety and access to public spaces
- Increased adolescent girls' active and meaningful participation in urban development and governance
- Increased autonomous and safe mobility in the city for adolescent girls.

The Safer Cities for Girls Programme seeks to create changes in girls' 'actual' and 'perceived' safety.⁴ It is part of Plan International's **Because I am a Girl** campaign to empower girls, promote gender equality, and remove barriers that girls face in achieving their rights. The programme is currently being implemented in parts of the city in Delhi (India), Hanoi (Vietnam), Kampala (Uganda) and Cairo⁵ (Egypt).

¹ UN-HABITAT (2008), State of the World Cities Report 2008-2009.

² Prior to a lessons learnt workshop in January 2016 with Plan International staff of all the cities present, the programme was called Because I am a Girl Urban Programme.

³ 13 to 18 years of age.

⁴ A girls' sense of safety is made up of her feelings about the built environment (infrastructural elements such as lighting, maintenance of spaces, signage, presence of alleyways, etc.), the social environment (how people use the space, who is using the space, sense of community in the area, presence of cultural activities), and their or their friends' personal past experiences in certain areas. The objective dimension is actual victimization, and the subjective dimension is girls' perception of insecurity through fear and anxiety. While the perceived level of safety may not always correspond with recorded levels of actual safety, both categories must be taken into account in programming and the perceived dimension must not be ignored.

⁵ The participation of the Safer Cities for Girls programme in Cairo in the external evaluation will be discussed at a later point.

3. Purpose of the evaluation

The purpose of the external evaluation is to inform decision-making on the progress and achievements of the intervention in its specific urban contexts and to develop recommendations for changes, if necessary, resulting in programme improvement. For Plan International and partner organisation staff, it is crucial to know whether the policies and practices are successful or should be revised based on an understanding of the underlying reasons.

4. Focus of the evaluation

The external evaluation of the Safer Cities for Girls Programme in Delhi, Hanoi and Kampala should focus on the relevance and the effectiveness of the programme.

The evaluation should also look into positive and negative changes and effects in the lives of girls (and other groups) in the programme areas and check whether these can be attributed to the Safer Cities programme.

5. Key evaluation questions

- Are the global objectives of the intervention and its design (still) appropriate and locally relevant?
- Are we following the right approach to trigger the desired change in the lives of our target groups?
- If any, which improvements should be introduced?
- Are the activities contributing to the project objectives? If not, which are the corresponding issues?
- What challenges do the different cities face in implementing the programme?
- What are the main achievements of the programme so far?
- Which positive and negative changes and effects in the lives of girls (and other groups) in the programme areas have occurred? Which of these changes can be attributed to the Safer Cities for Girls programme in Delhi, Hanoi and Kampala?

6. Intended users of the evaluation

The intended users of the evaluation results are:

- different programme stakeholders in the three cities (among them girls and boys, community members, service providers, local government representatives)
- staff directly involved in implementing the programme activities in the different cities
- staff from Plan International and partner organisations involved in the conceptual design of the overall programme and programme components
- fundraising and communication staff from Plan International

7. Methods to be used in the data collection and analysis

The evaluator/ evaluation team should develop a detailed methodology for the evaluation and corresponding methods in the proposal to be able to answer the above evaluation questions.

8. Involvement of and feedback from stakeholders and target groups

Representatives from all stakeholders and target groups in the three cities should be given the opportunity to provide feedback on the programme to the evaluator(s):

- Adolescent girls, aged 13-18 years of age (until 25 years in Delhi)
- Adolescent boys, aged 13-18 years of age (until 25 years in Delhi)
- Government Officials/ local authority staff
- Parents and guardians
- Transport sector authorities and staff
- General Public/ Community at large
- Project staff of both Plan and partners

In addition, the evaluator(s) may identify additional stakeholders to seek feedback for the evaluation. These might be people who are not directly involved in the project.

9. Outputs and Deliverables

- **Inception report** following the desk study phase including detailed information on/ confirmation of methodology and methods of data collection and analysis, information on software for data analysis, suggested instruments, child protection measures as well as stakeholders to be involved in the evaluation, timeline, budget etc.
- **Report on testing data collection tools**
- **Final version of data collection tools**
- Submission of **raw data** (on hard drive)
- **First draft** of evaluation report
- **Second draft** of evaluation report
- **Final version** of evaluation report

All reports and data collection tools to be submitted to Plan International should be in **English**. The raw data can be submitted in its original language if no English translation exists. The standard type to be used is Arial, 11Pt.

10. Indicative budget/ Resources required

The evaluator's proposal should include a detailed budget breakdown including fees, number of working days, social and medical insurance, translation and interpretation, software licenses, electronic devices, travel and VISA costs, per diem, local costs (workshop venues, meals, local transportation, and interpretation on site), costs for the development and testing of data collection tools, data collection and all output-related costs.

The payment is in instalments and subject to the delivery of outputs and their formal approval by Plan International as follows:

- Pre-financing (following the signature of the contract) 20% of total budget
- Second payment (following approval of the inception report) 45% of total budget
- Third payment (following submission of first draft evaluation report) 20% of total budget

15% of the total budget will be retained until the final version of the evaluation report has been approved by Plan International.

In addition, each city has a separate budget for additional costs, such as translation, data collectors and/ or interpreters and their training.

11. Ethical and child protection statements

Ethical and child protection issues need to be taken into consideration by the evaluator(s) when carrying out the evaluation. The evaluator's proposal should clearly and in detail explain how appropriate, safe, non-discriminatory participation of all stakeholders will be ensured and how special attention will be paid to the needs of children and other vulnerable groups. Also, the evaluator should explain in the proposal how confidentiality and anonymity of participants will be guaranteed. A child protection risk assessment, primary caregiver assent and informed consent of minors prior to data collection is obligatory.

12. Qualifications of the evaluator/ evaluation team

The evaluator/ evaluation team should have the following experience and formal qualification:

- Proven experience in carrying out evaluations of supra-regional programmes
- Proficiency in qualitative research methods
- Proficiency in quantitative research methods
- Proven experience with data collection and data analysis
- Proficiency in statistics
- Thematic expertise in the project's impact area(s)
 - Gender equality
 - Child protection and child rights
 - Children's participation
 - Urban development and governance

13. Contact person in Plan

Please send your proposals to Harriet Lange, M&E Officer with Plan International Germany, Email: Harriet.Lange@plan.de

Annex 1 - Timeline

This section lists the key stages in the evaluation process.

Time	Activity
09.01.2017	Publication of ToR
25.01.2017	Deadline for submission of proposals Proposals including: understanding of ToR and evaluation questions, suggested methodology and methods of data collection and analysis, information on software for data analysis, suggested instruments, stakeholders to be involved in the evaluation, timeline, budget, CV of evaluators
06.02.2017	Final selection of proposal
08.02.2017	Contract signature with selected evaluator/ evaluation team
09.02.2017	Payment of first instalment by Plan International
08.02. - 01.03.2017	Desk study phase of consultant(s)
02.03.2017	Inception report submitted by evaluator(s) including detailed confirmation of methodology and methods of data collection and analysis, information on software for data analysis, suggested instruments, child protection measures, stakeholders to be involved in the evaluation, timeline, budget etc. by evaluator(s)
10.03.2017	Comments of Plan International on inception report
15.03.2017	Final version of inception report submitted to Plan International
20.03.2017	Approval of final inception report and suggested methodology by Plan International
21.03.2017	Payment of second instalment by Plan International
20.03. - 04.04.2017	Drafting of data collection tools by evaluator(s) and testing of tools
05.04.2017	Report on testing data collection tools submitted to Plan International
13.04.2017	Comments of Plan International on report on data collection tools
18.04.2017	Final version of data collection tools submitted to Plan International
21.04.2017	Approval of data collection tools by Plan International
24.04. - 26.04.2017	Translation of data collection tools in local language (if necessary)
27.04. - 20.06.2017	Data collection phase of evaluator(s) including training of data collector(s)
21.06.2017	Submission of raw data (on hard drive) to Plan International
21.06. - 07.07.2017	Cleaning and analysis of data by evaluator(s)
10.07.2017	First draft of evaluation report submitted to Plan International
11.07.2017	Payment of third instalment by Plan International
21.07.2017	Comments of Plan International on first draft of evaluation report shared with evaluator(s)
02.08.2017	Second draft of evaluation report submitted to Plan International
11.08.2017	Comments of Plan International on second draft of evaluation report shared with evaluator(s)
18.08.2017	Final version of evaluation report submitted to Plan International
25.08.2017	Final version of evaluation report approved by Plan International
29.08.2017	Final payment of 15% of total budget by Plan International