

Terms of Reference for conducting substantiation of outcomes harvested and analysed by the CLARISSA programme in Nepal

Introduction and background

CLARISSA (Child Labour: Action-Research-Innovation in South and South-Eastern Asia) is a ground-breaking consortium level systemic action research programme generating innovative solutions for children to avoid hazardous, exploitative labour in Bangladesh and Nepal. The consortium is seeking two evaluation specialists with experience using Outcome Harvesting (OH) to take on the roles of OH consultants in Bangladesh and Nepal. The OH consultants are expected to conduct substantiation of outcomes harvested and analysed by the CLARISSA programme in one of the two countries. Applications are expected separately for Bangladesh and Nepal, although together will also be considered. Local consultant/s in each country can apply for the respective country, or international consultant/s who have sound expertise to work in two countries including the ability to speak in local language can also apply.

This TOR relates to outcome substantiation in Nepal.

About the CLARISSA programme

Currently, there are [160 million child labourers worldwide with 79 million \(nearly half\)](#) in hazardous work that directly endangers their health. Whilst child labour takes many forms, there is an urgency to eliminate the worst forms of child labour (WFCL). Designed as an Action Research programme, CLARISSA aims to use participatory research to understand the dynamics which drive the worst forms of child labour (WFCL) and through the process to generate participatory innovations which help toward shifting these underlying dynamics and mitigating their worst effects. The rationale underpinning CLARISSA's Action Research design is the lack of understanding – particularly through children's lived experiences – of the complex underlying drivers of harmful work, coupled with the lack of evidence on which interventions work to reduce them. The CLARISSA programme represents a unique opportunity to highlight children's lived experiences, both to improve understanding of the drivers of WFCL and to develop appropriate responses. The programme is doing this by facilitating a series of participatory processes (life story collection and analysis, participatory action research groups with children and business owner, children research groups, and children advocacy groups).

CLARISSA is a consortium programme comprising four international partners (IDS, ChildHope, Terre des Hommes and Consortium for Street Children) plus in-country partners. The in-country partners in Nepal are Voice of Children and CWISH. The programme is funded by the UK's Foreign, Commonwealth and Development Office (FCDO).

CLARISSA participatory MEL approach and outcome harvesting design

The programme is using contribution analysis, a theory-based evaluation approach highlighting iterative use of theory of change and acknowledge multiple perspectives to answer the overarching evaluation question *how, in what contexts and for whom can Participatory Action Research (PAR)*

generate effective innovations to tackle the worst forms of child labour? So, rather than focusing solely on evaluating intended pathways to impact, we use evaluation research to explain how and why (intended and unexpected) causal pathways take shape, within which contexts, and for whom.

The CLARISSA evaluation design includes the use of outcome harvesting within a realist and mixed methods approach to evaluate PAR. A rapid realist review has informed data collection based on three initial programme theories around how PAR works to generate innovation. Apart from understanding the process of change, CLARISSA is also interested in knowing what is achieved – the outcomes from the PAR process. CLARISSA expects to see outcomes at three levels: (i) individual (PAR group member); (ii) group (PAR group) and (iii) system level (changes external to the PAR group). Individual and group-level outcomes as related to the programme theories include innovative actions, ownership and shifts in power dynamics (i.e., children seeing themselves as change agents). The OH methodology is under use to capture outcomes that have emerged beyond the PAR groups – these system level outcomes are particularly important for any claim the programme can make around PAR contributing to tackling drivers of WFCL.

We are using OH to evidence outcomes beyond the PAR groups in our areas of intervention and this defines our key question and the types of outcomes we are focusing on. Our main question is: *What outcomes are emerging in the neighborhoods and in stakeholders and what evidence do we have of how the programme has contribute to them?*

The objective of the assignment

The primary objective of the assignment is to carry out substantiation of the outcomes with social actors (Individual, group, community, organization, or institution that changes as a result of a change agent intervention) that are harvested by the country team in Nepal. Besides we expect the consultant to engage in design level discussion and to join analysis workshops in both countries, to fully understand the way in which CLARISSA is applying the OH method within its mixed methods design and appreciate the analysis that provides the input for substantiation.

Scope of work

The programme implemented the first round of the OH process in both countries between Nov 2022 – Jan 2023 (soon after the groups have taken their first actions). The substantiation of the first rounds were done by the country teams, who identified early outcomes and defined outcome trajectories, that signaled a direction of travel of changes that have emerged from the PAR processes and the social protection pilot (in Bangladesh only) in particular actor groups. These trajectories directly informed the ways in which the programme can catalyse change through ongoing implementation, or might need to dampen change in the event that negative trajectories are identified. The outcome documentation for the second round has already started and a workshop will take place at the end of Nov 2023 in Nepal with the help of someone external to substantiate the outcomes - with the aim of enhancing the rigor and credibility of our evaluation findings. The task of the external MEL expert includes:

1. Reviewing relevant CLARISSA program documents including the documentation of pre-defined outcome descriptions: the Consultant/s will review and provide feedback on the outcomes that has been documented by the organizations.

2. Participating in a 2–3-day outcome harvesting participatory analysis workshop (to be organized by CLARISSA for November 2023).
3. Developing a detailed substantiation plan relating to the outcomes, contribution claims, and pathways (as agreed during the workshop) and identifying appropriate data collection methods.
4. Depending on the number of individual outcomes the consultant/s will select outcomes to be verified in order to increase the accuracy and credibility of these outcomes.
5. The consultant/s will collect additional data from the CLARISSA field (various locations in Kathmandu) to verify and substantiate the outcomes by engaging directly with relevant stakeholders (such as, but not limited to, children, parents, local community representatives, business owners, local institutions, group facilitators and documenters, etc.).
6. The consultant/s will review existing PAR Group documents and relevant reports for the verification of outcomes.
7. The consultant/s will work in close coordination with IDS and the Nepal MEL leads. They will keep regular coordination with the CLARISSA team (assigned focal point) for the design and implementation of substantiation plan and will deliver expected results.
8. The consultant/s will collect and submit written consent from all individuals to be consulted or interviewed for the substantiation purpose.
9. The consultant/s will agree and follow the safeguarding, child protection, do no harm and gender policies.
10. The consultant/s will prepare a substantiation report that has analytical depth and is well evidenced using the data collected. The draft report will be shared with IDS and relevant members of CLARISSA team in the respective countries for review and feedback before the final submission.

Deliverables for the assignment and timeline

Deliverables stated in the table below are directly linked to specific tasks in the previous section. Due dates are tentative and dependent upon the time contact signed.

Sl. No	Outputs	Timeline
1	Inception report including intended methodology, data collection techniques, and implementation plan	3 rd week of Oct to 2 nd week of Nov 2023
2	Draft substantiation report	3 rd week of Nov to 1 st week of Dec 2023
3	Final version of outcome harvesting report and a brief presentation to the consortium team	2 nd week of Dec to 3 rd week of Dec 2023

Reporting

The consultant/s will be working with the CLARISSA MEL team in IDS, plus the MEL team and program teams in Nepal. However, for clarity and coordination in reporting – the consultant/s will be directed to the focal points assigned for the outcome harvesting process. The consultant/s will participate in discussion/meetings with the team of IDS and CLARISSA Nepal country team for additional guidance to conduct the assignment. In discussion with the focal points, Consultants will agree to a suitable timeline and schedule for the assignment.

Budget

The consultancy is expected to last for up to 20 paid days (depending on rate) – within the period of Last week of October to December 2023. The interested consultant/s will propose daily fees that are based on prevailing market rates. In addition, the consultant will propose field cost for evidence gathering/collection of additional data. Note that CLARISSA will make arrangement for the participation in the outcome harvesting workshop. Insurance and tax will be covered by consultant.

Applications

CLARISSA encourages applications from individual consultants, ideally based in Nepal, or a 2-3 members team of consultants or a consultancy firm with relevant and proven expertise, experience, and track records of working with partnerships and coalitions. We expect the OH consultant to be available and flexible to adapt the changes in process and timelines.

Who is eligible to apply?

Given the objectives, scope of work and expected outputs of this assignment, the consultants are expected to possess relevant qualifications and extensive work experience in measuring social impact and evaluations, and a good understanding of social accountability. Preference will be given to individuals with evidence of undertaking similar tasks. The consultant/s should have the following qualifications and experiences:

1. A proven academic and professional record, with extensive knowledge and experience in the fields of development studies, management, social sciences, or development communications.
2. At least ten years of experience in evaluation of development programs and a bias towards using outcome harvest approach.
3. Strong critical analysis and demonstrated excellence in preparing reports in a clear and concise manner.
4. Ability to communicate effectively with and relate to people of different cultures, demonstrating ability to see issues from others' perspectives.
5. Ability to communicate/consult with children and relevant stakeholders in Nepali (for Nepal).
6. Availability to participate and complete the work within the time mentioned in the deliverable section.

Application submission

Interested person(s) should submit the following documents:

1. Expression of interest (maximum 5 pages sides of A4): a) detailing how the Consultants meet the selection criteria; and b) understanding of the TOR and methodology of substantiation.
2. Copy of CV of the consultants who will undertake the assignment (maximum 6 sides of A4 each)
3. Financial proposal detailing consultants itemized fees

4. One recent example of similar report written by the applicant (if joint authored to include a description of the role of the named consultant(s) in the report)
5. Contact details of two independent referees.

The application is expected separately for Bangladesh and Nepal, although together will also be considered. Local consultant/s in each country can apply for the respective country, or international consultant/s who have sound expertise to work in two countries including the ability to speak in local language can also apply.

To apply for this consultancy, please submit the application documents to this email address: a.raw@ids.ac.uk with the subject line “Consultant: CLARISSA OH Substantiation Nepal” by 11:59 pm on/before September 20th.

Non-Discriminatory Clause: CLARISSA provides equal opportunity in employment and engagement for all persons, vendors and contractors, and prohibits unlawful discrimination and harassment in all aspects of contractual engagement or employment because of age, sex, gender, marital status, disability, nationality, race, religion or any fact.