WORLD VISION MEXICO
TERMS OF REFERENCE
INTERIM ASSESSMENT

BACKGROUND AND JUSTIFICATION

In December 2019, World Vision was awarded a four-year grant from the Department of Labor (USDOL) to implement the Equal Access to Quality Jobs for Women and Girls in Agriculture ("EQUAL") Project in Mexico. The EQUAL project in Mexico involves multiple stakeholders including government, private sector, and civil society organizations working together to reduce child labor, forced labor and other labor violation affecting women and adolescent girls in migrant agricultural communities, particularly in the coffee and sugarcane sectors in Veracruz and Oaxaca. The project works with government entities to utilize updated and improved tools to monitor and enforce laws related to child labor and agricultural work. It also collaborates with participating business partners to increase their capacity to reduce child labor and remediate unacceptable conditions of work in their workplaces and supply chains.

The project's approach also involves raising awareness to change families' frequently held beliefs that child labor is either necessary or beneficial, and to make them aware of their rights under the law. The project works to refer families to viable education alternatives for their children. It strives to reduce demand for child labor among its chief users, small private landowners, and communal landowners who supply larger companies.

World Vision Mexico will hire an independent third party to conduct the mid-term assessment of the EQUAL project. This assessment approach will be in accordance with DOL's Interim Assessments Guidance Document, using the most rigorous methods applicable for qualitative performance assessment. The assessment will be conducted in an ethical manner and safeguard the dignity, rights, safety and privacy of participants. The consultant will be responsible for developing qualitative instruments, conducting interviews and focus groups with the project staff. Processing and supporting the analysis of collected qualitative data and writing the final report.

PURPOSE AND OBJECTIVES OF THE ASSESSMENT

The purpose of the interim assessment is to have facilitated discussions about the project's performance toward meeting intended outcomes and the project objective. The workshops and interviews will help identify successes and challenges experienced while starting and implementing project activities during the COVID-19 pandemic.

The Interim Assessments will have the following objectives:

1. Determine project progress, successes, and implementing challenges for each component area (outcome) and the overall project objective, considering the impact of the COVID-19 pandemic;
2. Identify good practices or lessons learned related to starting and implementing activities during the COVID-19 pandemic, both for the project and for ILAB;
3. Identify ways for the project to enhance chances of accomplishing and sustaining results in light of the landscape brought about by the COVID-19 pandemic; and,
4. Identify action items/adjustments that need to be made to achieve the intended outcomes and project objective in light of the landscape brought about by the COVID-19 pandemic.

CONSULTANCY METHODOLOGY

A. Develop an Assessment Protocol
The consultant will be responsible of developing an Assessment Protocol, including the following sections.

- Purpose and Scope of Interim Assessment
- Intended Users
- Interim Assessment questions and analysis categories
- Workshop Questions, Format, and Proposed Agendas
- Utilization-focused Workshop Methodology
- Interviews questions
- Limitations
- Timetable/Work Plan

The protocol will be reviewed and approved by World Vision and the donor. All discussion questions will be jointly decided. The consultant will resubmit a final protocol for approval after addressing World Vision and the donor´s feedback. The draft of the protocol has to be submitted two months before beginning data collection and one month later the final version has to be sent for approval.

B. Qualitative Data Collection
The assessment approach will be qualitative and participatory in nature, and use project documents including M&E data to provide quantitative information. Qualitative information will be obtained through remote interviews and workshops with project staff and the donor representatives as appropriate. The collection of information should take no more than three weeks.

The Consultant will work closely with World Vision in order to receive the technical guidance and feedback to conduct the assessment. The consultant should perform the following expected activities to collect qualitative information:

- Develop qualitative data collection tools and interview guides
- Review key project documents before data collection (Project Document and Comprehensive Monitoring and Evaluation Plan (CMEP).
- Conduct at least 3 interviews with project key personnel.
- Facilitate four half-day participatory workshops with project staff and the donor, over the course of several days to ensure sufficient time for thoughtful discussions and brainstorming to take place. The workshops shall be collaborative and highly participatory and should result in agreed-upon action items and/or adjustments that need to be made to increase the likelihood of achieving the project's intended results. The consultant shall take notes and document the discussions and action items/project adjustments for each workshop.
- Conduct the qualitative data analysis under the analysis categories agreed with World Vision Mexico
- Prepare a utilization-focused assessment report in Spanish and English with the findings of the qualitative data collection.

C. Interim Assessment Report

The consultant will develop a high-quality draft Interim Assessment report in Word, including at minimum the following sections:

A. Table of Contents
B. List of Acronyms
C. Executive Summary (approximately 1-2 pages)
D. Background and Purpose
E. Assessment Methodology
F. Summaries of Discussions by Topic
G. Lessons Learned, Emerging Good Practices & Conclusions
H. Action Items
I. Annexes, including at a minimum the following:
    a. Assessment protocol
    b. List of Documents Reviewed
    c. Participant List

The consultant will submit an initial draft of the report one month after the final workshop. The draft and final report shall be written in fluent English and Spanish. Summaries, conclusions, and action items/adjustments will make up the majority of the short-form report (approximately 20 pages). A high-quality report will detail what was learned during the assessment process and present it in an easy-to-understand and logical fashion. Whenever possible, data should be presented visually in easy to read charts, tables, graphs, and maps to demonstrate the learnings from the interim assessment. All graphics must have a title, be clearly labeled, and include a caption.

World Vision and the donor will review the report and provide comments as necessary until the content of the report is finalized. The final report will be approved by the donor.

D. Ethical Considerations and Confidentiality
The interim assessment will observe utmost confidentiality related to sensitive information and feedback elicited during the individual interviews and participatory workshops.

E. Duration
The consultancy will have a duration of six months, including time for revision and approval of deliverables by World Vision and the donor.

EXPECTED OUTPUTS/DELIVERABLES

The following deliverables are expected as result of the consultancy:

- Draft Assessment Protocol and Workplan
- Final Assessment Protocol and Workplan
- Draft Interim Assessment Report
- Revised Interim Assessment Report
- Final Interim Assessment Report

These deliverables are going to be reviewed and approved by World Vision and the donor.

REQUIREMENTS

- Minimum of five years of professional experience in a senior M&E position, responsible for implementing evaluations of international development projects.
- Bachelors or Master's degree in statistics, public policy, international development, economics, or related field. Master's degree or Bachelor plus an advanced certificate in M&E, statistics, or economics preferred.
- Proven success in designing and implementing project performance evaluations.
- Experience in qualitative research applied to socioeconomic development.
- Demonstrated experience facilitating participatory stakeholder workshops to ensure the discussions meet their stated objectives.
- Ability to produce high quality reports in proficient English in a timely fashion.
- Proficiency in word processing, spreadsheet (preferably Microsoft Access and Excel), and presentation software (Microsoft PowerPoint).
- Experience with monitoring and evaluation issues and approaches related to child labor.
- Fluency in English and Spanish.

APPLICATION

Interested consultants should send a technical and financial proposal, via email to estefania_bueno@wvi.org by March 11th, 2022. Subject: EQUAL Interim Assessment. The project will hold an information session to clarify questions about the context, project and ToR on February 25th, 2022. Interested parties should send their request to participate in the information session by February 18th, 2022. The proposal should include the candidate resume reflecting relevance experience on project performance evaluation. The financial proposal should include salary.

EVALUATION CRITERIA

The offer will be evaluated based on the quality and cost of the proposal, considering the following criteria:

Evaluation criteria	Score
General experience	40
Proposed methodology	30
Budget proposal	30
Total	100

PAYMENTS

The consultancy will be remunerated tough three payments according upon the approval of the deliverables to the following table:

Concept	Percentage
Contract signature	20
Final Assessment Protocol and Work plan approval	30
Final Interim Assessment Report approval	50
Total	100

The Consultant will submit to World Vision Mexico an invoice for receipt of each amount received.