



Terms of Reference

Plan International Ireland Programme Grant Evaluation – Development Education & Public Engagement Programmes

Tender Main Facts Table	
Tender reference	Plan International Ireland Tender for the Programme Grant Evaluation – Development Education and Public Engagement Programmes
Tender launch date	08/03/2021
Clarifications	To be submitted no later than the DATE to: Tenders.Ireland@plan-international.org
Contract Manager	Donal Maher, COO
Deadline for submission of offers	22/03/2021
Submissions:	Tender submissions are to be submitted with the above reference and to: Tenders.Ireland@plan-international.org
Estimated date of award of contract(s)	05/04/2021

Queries related to this tender must be addressed to:

Tenders.Ireland@plan-international.org

Please include the tender reference above in all correspondence

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1. INTRODUCTION

Plan International Ireland is requesting applications from individuals or groups for the evaluation of Plan International Ireland's Development Education and Public Engagement programmes, funded by Irish Aid as part of the Programme Grant II (PGII).

Deadline for applications is 22/03/2021 5pm.

2. BACKGROUND INFORMATION ON PLAN INTERNATIONAL IRELAND

Plan International strives to advance children's rights and equality for girls all over the world. As an independent development and humanitarian organisation, we work alongside children, young people, our supporters and partners to tackle the root causes of the challenges facing girls and all vulnerable children. For over 80 years we have been building powerful partnerships for children, and we are active in over 75 countries.

Established in 2003, **Plan International Ireland** (PII) supports Plan's work worldwide, adding value in a number of specialised areas: education, protection, inclusion and emergencies, with a particular focus on West Africa. Funding is received from a variety of sources including through the public via child sponsorship, Irish Aid, EU, trusts, foundations, trade unions and corporate firms.

Plan International Ireland and Irish Aid are working in partnership to achieve the common vision of a world in which all children realise their full potential. Irish Aid funding through Programme Grant II (EQUPII) for Development Education and Public Engagement contributes to this objective.

3. OVERVIEW OF PLAN INTERNATIONAL IRELAND'S DEVELOPMENT EDUCATION AND PUBLIC ENGAGEMENT PROGRAMMES

Plan International Ireland's **Development Education (DE)** Programme works to tackle the root causes of injustice and inequality, globally and locally.

Objectives include: (i) Learn - teachers in ITE in the primary and post primary sector will have increased knowledge, understanding and deeper engagement on child rights issues, with a focus on girl's rights; (ii) Lead - Build leadership capacity with Plan's Youth Advisory Panel; and (iii) Include - Build networks and partnerships to strengthen Development Education engagement with national and international organisations.

Our programme aims to inspire, motivate and promote collaboration. Plan International Ireland works in both the formal education sector and youth sector. Our formal education work consists of trainings and our Development Education Resources which are linked to all aspects of the Primary and Post Primary Education curriculum. Our engagement with the youth sector is represented in our Youth Advisory Panel (YAP) which engages young people aged 16-24 as ambassadors and advisors. PII's development

education programme is complemented by the Public Engagement Department who seek to increase the public's understanding of the unequal and interdependent world in which we live.

Plan International's approach to **Public Engagement** in its partnership with Irish Aid was established to focus on two core objectives: (i) to develop increased public interest in, and awareness of the importance of child rights and equality for girls in the context of helping people and communities living in poverty and especially the role of development assistance in advancing child rights and equality for girls; and (ii) to increase public interest in, and awareness of issues facing children, especially girls in development and emergency settings.

PII's messaging is increasingly focused on child rights, especially for girls, and access to quality education, PII aims to increase public understanding of complex development issues and demonstrate how development assistance seeks to address them.

4. SPECIFICATION AND SCOPE OF REQUIREMENTS

The evaluation will separately review 2 components of PGII.

1. The Development Education Programme

2. The Public Engagement Programme

The evaluation will cover all the expected results as outlined in the programme documents and detailed in the annual work plans during the period from 1st January 2017 to the time of the evaluation. All the programme result areas, outcomes and activities stated in the Programme Results Frameworks will be assessed.

The overall purpose of the evaluation is to contribute to shared learning and provide accountability to partners, beneficiaries and donors. It will identify lessons learned and make recommendations to guide and inform future similar projects and programmes.

The evaluation will assess the performance of the Development Education and Public Engagement programmes against their key parameters – including the Results Framework, timelines of activity implementation, strengths and weaknesses with an analysis that will facilitate extracting lessons and best practices for the future. Applicants will assess both programmes against the OECD DAC criteria of **relevance, effectiveness and sustainability** and assess compatibility with the Project Cycle Management guidelines. The evaluator will also need to consult with representatives from Irish Aid to ensure their input is included.

4.1 Core evaluation criteria for Development Education Programme:

1. *To what extent does the Development Education programme align with programme objectives?*

- 1.1. Does the Development Education programme engage its target audience(s) to analyse and challenge the root causes and consequences of global hunger, poverty, injustice and climate change, and enables them to become active global citizens?

- 1.2. Is Plan's DE programme clearly incorporated into broader strategic objectives and is PII's area of expertise clearly identified and utilised in DE activities?
- 1.3. Does PII work strategically within the development education sector in Ireland, and work in collaboration with other Development Education practitioners in Ireland, including those working on ITE and global citizenship education and including through networks/consortia?
- 1.4. How effectively does Plan's DE programme respond to context changes such as curriculum shifts and school closures due to Covid-19?

2. Organisational approach and Best Practice

- 2.1. Does PII work strategically within the development education sector in Ireland, e.g. active membership of IDEA, engagement with the IDEA Code of Good Practice, and work in collaboration with other Development Education practitioners in Ireland including through networks/consortia?
- 2.2. Are resources developed in line with the www.developmenteducation.ie resource development guidelines?

3. Context Analysis and Targeting

- 3.1. Is there clarity on which specific audiences are being targeted, and on how activities are being differentiated to respond to their specific needs?

4. Evidence of Change and Sustainability

- 4.1. Is evidence provided on how the programme has sustained impact, including by facilitating critical thinking and deeper engagement, and encouraging supporters to engage in continued action?

5. Results-Based Management

- 5.1. Has the results framework enabled PII to sufficiently track and measure the impact of its Development Education programme?
- 5.2. Is the Results Framework aligned to Irish Aid's Performance Management Framework of the Development Education Strategy, and annual reporting has provided sufficient information to report against the PMF?

4.2 Core evaluation criteria for Public Engagement Programme:

1. Alignment with Programme Objectives

- 1.1. Is the programme based on a clear definition of public engagement which is in line with the definition outlined in Annex 2 of PGII Application Guidelines?

1.2. Do public engagement content and activities address the two objectives of a) greater understanding of overseas development issues and b) increased ownership of Ireland's aid programme and awareness of Ireland's development cooperation role?

1.3. Is organisational publicity, if included, a secondary outcome?

2. *Organisational Approach and Best Practice*

2.1. Is public engagement integrated into the strategic objectives of PII, and is it informed by the development programme?

2.2. Is there a clear strategy/approach to public engagement that considers appropriate messaging, audience targeting and reach, and effective methodologies and communication channels? A variety of channels are used for different purposes.

2.3. Is PII a signatory to the Dóchas Code of Conduct on Images and Messages (or equivalent), and does PII's public material, including fundraising materials, comply with the Code?

3. *Context Analysis and Targeting*

3.1. Is there clarity on which specific audiences are being targeted, and a clear rationale on why these audiences were selected?

4. *Evidence of Change and Sustainability*

4.1. Has the intended change in awareness, attitudes and opinions, as outlined in the Results Framework been achieved?

4.2. Is there evidence provided on how the programme has sustained impact, including by facilitating deeper engagement and encouraging supporters to engage in continued action?

5. *Results-Based Management*

5.1. Has PII appropriately tracked and reported on the programme's progress, including monitoring changes in the awareness, attitudes and opinions of target groups as outlined in the Results Framework?

5.2. Are the indicators appropriate, and do they allow outcome level progress to be measured?

5. OVERVIEW OF REPORT

Both the **Draft Evaluation Report** and the **Final Evaluation Report** shall be submitted with the following structure:

1. Executive Summary

- A succinct, to the point Executive Summary, no more than two pages; focusing on the key purpose or issues of the evaluation, outlining the main points of the analysis, and clearly indicating the main conclusions, lessons learned and specific recommendations for both the Development Education and Public Engagement programmes.

2. Body of the report

The report will comprise of **two separate sections**, the first being the Development Education Programme evaluation. The second section of the report will be the evaluation of the Public Engagement Programme.

3. An elaboration of the points listed in the Summary. It will include references to the methodology used for the evaluation and the context of the action. In particular, for each key aspect (relevance, effectiveness and sustainability). Lessons learned (operational and developmental) should be incorporated.

4. Conclusions and Recommendations

Recommendations should be as realistic, operationally sound and pragmatic as possible.

5. Annexes

- Terms of Reference
- Programme Performance Matrices
- List of Persons consulted
- Literature

6. TIMEFRAME

The evaluation will be carried out as follows, in approximately 7 working days in 2021:

Proposed activities include:

- 1-day desk review of proposals and reports to date;
- 1-day review of resources and other relevant material;
- 2-days of meetings with relevant staff and stakeholders;
- 2-days preparation of draft report;
- 1-day for edits and final evaluation report.

7. REQUIREMENTS AND SELECTION CRITERIA

The following are the essential qualification requirements for the evaluation consultant(s):

- Advanced University Degree in education or public engagement or related field;
- Excellent understanding of both development education and public engagement programmes;
- Extensive experience in the evaluation of development education and/or programmes;
- Knowledge of Irish Aid programming;
- Fully conversant with the principles and working methods of project cycle management;
- Full working knowledge of English and excellent report writing skills;
- Excellent inter-personal communication skills including experience of facilitation and presentation;
- Understanding of key safeguarding issues relevant to the assignment.

7.1 Application Requirements

Applications should clearly lay out the experience of the consultant in terms of essential and preferred criteria where possible.

- Cover letter: A short (maximum two pages) letter addressing the evaluation criteria;
- Detailed curriculum vitae;
- At least 2 references from organisations for whom you have carried out similar work;
- Examples of recent previous evaluations undertaken;
- Technical Proposal (maximum three pages) interpreting the understanding of the ToR;
- An approximate timeline for the work (based on timeline above);
- The financial proposal should:
 - Provide cost estimates for services rendered including daily consultancy fees related to the consultant(s) who will take part in the evaluation of the DE and PE programmes;
 - Include all expenses (stationery, and supplies) related to the assignment;
 - Include all expenses related to dissemination of reports to Plan International Ireland.

The contract shall be awarded on the basis of expertise and experience as well as cost and adherence to necessary time frame. The applicant must be available to begin the evaluation in 2021

The deadline for all applications is 5pm on 22/03/2021

Applications should be submitted to Tenders.Ireland@plan-international.org

OR

Posted in a sealed envelope and should be addressed as follows;

To the DE & PE Final Evaluation Tender Committee

Plan International Ireland

11 Harrington Street

Dublin 8, D08 EK7D,

Ireland.

