

## **Toolkit for Participatory Evaluation of Practice Consultancy Terms of Reference**

### **Background & Purpose**

Family for Every Child demonstrates a different way of doing international collaboration. It is premised on the importance of diverse and contextually informed knowledge from across the globe being given equal value. As an alliance, our members have extensive experience from years of working directly with children and communities to develop solutions to improve children's care. Exchanging local CSO knowledge and practice expertise is at the heart of what we do. Our vision is a world where every child grows up in a safe and caring family. Sharing practitioner expertise and strengthening practice is the cornerstone to making this a reality.

For practice exchange to be impactful for both CSOs and the children and families they support, it should be rooted in evaluated practice. Through evaluation we can build on the body of evidence of effective practice within the sector.

We are looking for a consultant to create a **Toolkit for Participatory Evaluation of Practice**, which will guide local CSOs in evaluating their practice and programmes. We believe in local CSOs "reclaiming their power" and as such the evaluation toolkit will be entirely based in participatory principles, ensuring that evaluation processes incorporate elements of peer-to-peer and self-assessment, and will facilitate learning and reflection for practitioners. This will become a robust guide for those looking to evidence the strength of their practice.

We would like the consultant to then pilot use of the toolkit amongst local CSOs working across different contexts, in order to test the application of the evaluation methodology, and to inform any necessary adaptations. We would like the consultant to then deliver training to Members through an accessible and engaging online training workshop (one or more).

Our objectives for this work are as follows:

- Family for Every Child members will be empowered to contribute to the creation of the evaluation toolkit (through a reference group and consultations).
- Members will be clear about processes for evaluating their practice, and will feel guided and supported in the process.
- Members will understand the importance of evaluating their practice and be motivated to engage in the process.
- The piloting process will enable learnings to be incorporated into the final design of the toolkit.
- The toolkit will be easily accessible in digital format.
- Through growing a bank of Members' evaluated practice Family will enhance its evidence base to support its goals and advocacy.

### **Deliverables**

1. In consultation with the Practice Exchange Coordinator, convene a reference group of members to feed in their views and experiences relating to practice evaluation; this group will ensure the approach is embedded in the principles and methods of those who will be

- using it (in June).
2. Develop a toolkit containing mechanisms which demonstrate a participatory approach to the evaluation of practice (between June and September).
  3. Pilot the toolkit with members working in thematic areas of Sexual Violence Prevention, Domestic Violence, Children on the Move and Kinship Care (between September and December).
  4. Make final adaptations to the toolkit based on learnings from the pilot and take part in conversations about the digital version of the toolkit (December).
  5. Once the toolkit has been published, deliver 1 or 2 online training sessions/webinars (February to March 2023).

## **Timeframe**

- We hope to engage the consultant by the end of May and for work to begin soon after.
- Reference group consultations will begin in June.
- The Toolkit will be created by the end of September.
- It will be piloted between September and December.
- The toolkit will be finalised, produced and launched by the end of March 2023.

N.B. The total number of days of work will be discussed and agreed before signing the contract.

## **Experience / skills**

### **Essential**

- Consultative and collaborative approach to working
- Demonstrable experience in evaluating NGO / Civil Society work with children and detailed knowledge of different evaluation mechanisms, including child participatory evaluation mechanisms
- Experience in facilitating learning
- A track record of designing user-friendly templates and documents
- Understanding of and adherence to safeguarding principles at all times, in particular relation to children and youth
- Excellent communication skills in English
- Willingness to work remotely across a range of timezones

### **Desirable**

- Knowledge and understanding of children's care and protection
- Experience of evaluating programmes in humanitarian contexts
- Experience working with or for local and national civil society organisations
- Experience of creating digitally accessible documents
- Able to speak Spanish or Portuguese
- Experience of working remotely to support clients or organisations around the world

## **Management**

The Consultant will be managed by the Practice Exchange Coordinator with input from the Senior Programme Advisor.

## **Selection Process**

Consultants will be shortlisted against the criteria in the Experience / Skills section above.

Please send your CV and a cover letter outlining your relevant skills and experience, and your top line plan for achieving the deliverables. Please also send a sample of your work according to the criteria above. Please also include a proposed time frame and your daily rate.

Please send your application to [recruitment@familyforeverychild.org](mailto:recruitment@familyforeverychild.org) by 9 am UTC on Wednesday 18th May 2022.

Interviews will be held during the w/c 23rd May and the selection will be made shortly after.

Applications are encouraged from all suitable applicants regardless of their gender, race, religion, disability or other characteristics protected by the UK Equality Act 2010. Support will be available for anyone who reasonably requires help to apply.

Consultants are expected to comply with Family's Safeguarding Policy.