Invitation for Bids:

* evaluation of two projects / components thereof of Caritas Germany
* as explained in below TORs
* offers are to consist of:
* budget
* narrative concept (according to below TORs)
* time-plan (max. 6 weeks as of agreed start)
* brief on key personnel involved
* deadline for offers is:
* Monday, 03.06.19, 08:00 morning Afghanistan time
* questions to: Stefan Recker, Programme Coordinator Caritas Germany

[kabul.programme@caritas.de](mailto:kabul.programme@caritas.de)

* bids to be sent to [kabul.programme@caritas.de](mailto:kabul.programme@caritas.de)

TERMS OF REFERENCE – PSYCHOSOCIAL ACTIVITIES – BALKH, NANGAHAR, KABUL

**The Consultant needs to conduct a programme evaluation for CARITAS on two projects implemented by an international partner NGO:**

1. **SEDEP (external funded) in Nangarhar and Balkh**
2. **Caritas-funded in Kabul**

**Utilizing the following mechanisms and activities in the three Provinces. Focus of the evaluation:**

1. is there any double or triple counting of beneficiaries (i.e. one and the same beneficiary / patient is being included in two or three projects – and hence invoiced more than once

* Audit of databases

1. is the intervention meaningful- and helpful, and are the objectives according log-frames being achieved

* Evaluation of programme components including sample interviews with beneficiaries

**The following evaluation plan is for the SEDEP programme in Nangarhar and Balkh**

**Proposed Activities:**

Audit:

1. Auditing database – determine the integrity of the database used to count the number of beneficiaries receiving services: compare databases of clients for repeated names in the SEDEP and Caritas data to determine if double billing to Caritas and back donor is occurring

**The following evaluation plan is for the 18 month SEDEP programme in Balkh and Nangarhar:**

**Evaluate One-to-one counselling sessions**

1. Review a sample of session notes taken in the first 4 months of the program covering quantitative and qualitative data.

* SEDEP has an 18-month goal of 4.500 counselling sessions in two camps, clients to receive 3 to 5 weekly sessions. Indicator 1: The target of 1.200 to 1.500 clients served anticipates 67 to 83 clients served per month between the two locations. Some number of clients will have only one session and some may need more than 5 sessions to significantly improve their “well-being” as measured. The locations are:

Balkh: Aliabad Camp

Nangarhar: Kabul Camp

1. Confirm that people were in the sessions by conducting random phone calls to a sample of beneficiaries
2. Write report

**Evaluate One-week long refresher courses conducted for PSCs. The SEDEP programme is scheduled to have four such refresher courses, one every four months.**

1. If the first course has not already happened by the time of the evaluation the Consultant needs to plan to observe the course on at least two days of the one week course. The Consultant would also review any manual prepared for the course.
2. Write report

**Evaluation of Program of Supervision**

1. Review documentation of telephone supervision sessions, at least one for each month of the program for the evaluation period.
2. Observe one technical supervision session in the weekly intervention groups
3. Observe a monthly "face-to-face" group supervision session (in Balkh and Nangarhar)
4. Interview counsellors about supervision
5. Write report

**Evaluation of Life skills groups (**8 to 10 participants for 210 group sessions over 18 months total in the two provinces)

1. Audit records of group participation
2. The Consultant to attend one session per site
3. Follow up phone calls to three to four support group beneficiaries with phones
4. Write report

**Evaluation of Support Groups (**8 to 10 participants for 210 group sessions over 18 months total in the two provinces)-

1. Meet with Liaison officer providing resources for employment to confirm resources and referral process and documentation of results. *(Note: the goal requires 5 to 6 group sessions per month per camp)*
2. Audit records of group participation
3. The Consultant to attend random sessions
4. Follow up phone calls
5. Write report

**Evaluate one week refresher training for support group facilitators every 4 months**

1. Audit attendance
2. Observation of refresher training
3. Write report

**Evaluate "Exchange" groups with IDPs, Returnees and** Community members - 75 sessions with 8 to 10 people (this is 4.2 “Exchange” meetings per month or 2 per camp)

1. Audit records of group participating
2. The Consultant to attend one session per site if timing of visit allows
3. Interview psychosocial educators and document outreach efforts
4. Document how discussion of values, similarities and differences are facilitated by psychosocial educators
5. Write report

**Evaluate Referral system for economic programs (2 liaison officers) – supervised by the Consultant**

1. Audit referral records and documentation of placements
2. Conduct follow up phone calls to beneficiaries
3. Audit number of weekly meetings-records
4. Observe at least one weekly meeting in each site
5. Interview liaison officers and obtain listing of all partnering organizations
6. Follow up to confirm partnering organizations (may be by phone)
7. Write report

Meet about findings with CARITAS and design final report

Write overall final report

**The following evaluation plan is for the 12 month Caritas-financed programme in Kabul**

**Proposed Activities:**

Audit:

1. Auditing database – determine the integrity of the database used to count the number of beneficiaries receiving services: compare databases of clients for repeated names in the SEDEP and Caritas data to determine if double billing to Caritas and external donor is occurring

**Evaluate One-to-one counselling sessions for IDPs and returnees**

1. Review a sample of session notes taken in the first 4 months of the program covering quantitative and qualitative data. *The Caritas programme proposes to conduct 2.000 psychosocial counselling sessions delivered in 4 camps in Kabul. Indicator 1.1 has a target of 700 clients receiving one-to-one counselling or an average of 3 weekly sessions per client. Indicator 1.2 has a goal of 70% of clients reporting improved sense of well-being at the end of their sessions (discharge).*
2. Confirm that people were in the sessions by conducting phone calls to a sample of beneficiaries (if confidentiality issues do not prevent this sampling)
3. Indicator 1.3 - a total of 1.500 IDPs and returnees will participate in psychosocial awareness raising sessions (about 125 per month for all camps combined) *(Note: how such sessions are organized in addition to regular counselling sessions and if these can be group awareness sessions needs to be clarified)*
4. Write report

**Evaluate One-week long refresher courses conducted for PSCs. The Caritas-financed program is scheduled to have three such refresher courses, one every three months.**

* + - 1. If the first course has not already happened by the time of the evaluation The Consultant plans to observe the course on at least two days of the one week course. The Consultant would also review any manual prepared for the course.
      2. Write report

**Evaluation of Program of Supervision**

* + - 1. Review documentation of telephone supervision sessions, at least one for each month of the program for the evaluation period for each counsellor.
      2. Observe one technical supervision session in the weekly intervention groups
      3. Observe a monthly "face-to-face" group supervision session (in Kabul camps or implementing agencies headquarters)
      4. Interview counsellors about supervision
      5. Write report

**Evaluation of Life Skills Groups (**10 to 14 participants for each of 70 group sessions over 12 months in 2 camps)

* + - 1. Audit records of group participation
      2. The Consultant to attend one session per site
      3. Confirm 70% of participants have learned life Skills for facing problems (based on implementing agencies measure)
      4. Write report

**Evaluation of Support Groups (**10 to 14 participants for 35 Support Group sessions over 12 months in the 2 camps) *(Note: the goal requires 1.5 group sessions per month per camp)*

1. Audit records of group participation
2. The Consultant to attend random sessions
3. Follow up to see letters from stakeholders and confirm referrals are being made to meet goal, indicator 2.3 of 20% of participants being referred for social or educational services (140 to 200 referrals)
4. Write report

**Evaluate one week refresher training for psychosocial educators running support and skills group one every 3 months**

* + - 1. Audit attendance
      2. Observation of refresher training if occurring in time frame
      3. Review available support and skills training documents
      4. Contact sample of participants to get opinions of quality and usefulness of courses
      5. Write report

**Evaluate "Exchange" groups with IDPs, Returnees and** **Community members** - 45 sessions combined for the 2 camps and a total of 450 participants (Indicator 3.2) over the 12 months. This is about 2 Exchange groups per month per camp. Indicator 3.3 notes that 65% of host community members, IDPs and returnees are made aware of each others values and problems in their adaptation. (how measured?)

* + - 1. Audit records of group participation
      2. The Consultant attends one session per site in Kabul
      3. Interview psychosocial educators and document outreach efforts
      4. Document how discussion of values, similarities and differences are facilitated by psychosocial educators and how evaluated.
      5. Write report

**Evaluate Referral system for economic programs (2 liaison officers) – supervised by the Consultant**

* + - 1. Interview liaison officers and obtain listing of all partnering organizations
      2. Review meeting records between liaison officers and main partners working in 2 target camps
      3. Follow up to confirm partnering organizations (may be by phone)
      4. Confirm referrals to determine if referral system is working
      5. Write report

Meet about findings with CARITAS and design final report; write overall final report