

TERMS OF REFERENCE

**Phnom Srey Association for Development (PSAD)
Project Final Evaluation of
Pro-Poor Initiatives for Livelihood Improvement (PILI)
2008-2010**

1. Back ground

Phnom Srey Association for Development (PSAD) is a local non-governmental and non-profit organization. PSAD was established since November 1998, in partnership with the Royal Government of Cambodia, aimed to contribute to the development of Cambodia. This organization was registered with the Council of Ministers in January 1999 and with the Ministry of Interior in October 2000. It has a head office in Kampong Cham town, Cambodia.

PSAD is implementing many projects in the essential departments such as Integrated Community Development Department, Advocacy, Net working and Partnership Department and Health department which in these departments have many projects to achieve its strategic plan. Pro-Poor Initiatives for Livelihood Improvement (PILI) is one of the projects that have been implementing by PSAD and sponsored by Concern World Wide Cambodia since 2006. The table below shows a number of current projects under PSAD's implementation.

Project title	Budget (US\$)	Funder	Project Period
Pro-Poor Initiatives for Livelihood Improvement (PILI)	322,933	Concern World Wide Cambodia	3 years
Family Planning (FP)	23,661.30	PSI	1 year
HIV/AIDs Prevention	21,325.65	PSI	1 year
Smart Girl	117,845	FHI	3 years
Orphan and Vulnerable Children (OVC)	9,230	Health Net TP	1 year
Child Protection Program (CPP)	62,099	SCA	2 years

The project for final project evaluation is PILI project under Concern's funding support. PSAD has been implementing this project in 20 villages, 11 communes and 3 target districts in Kampong Cham province with 1,365 poor/poorest beneficiaries including 1,027 females. It focuses especially on vulnerable people and poor/poorest families in order to generate more income to improve the people's livelihoods in a sustainable manner through natural resource management (NRM) and agriculture farming. The key activities of PILI Project are:

Main Activities	Beneficiaries (2008)	Beneficiaries (2009)	Beneficiaries (2010)
Group and VA formation	775	543	72
NRM	900	5,250	6,753
Capacity building to	55	99	183

group and VA leaders			
Small grant scheme to VA to run income generation activities	222	295	214
Small infrastructure rehabilitation or construction	0	320	230
Rice bank	389	604	1,443
Technical training to VA members (on and off-farm)	223	239	290
Gender and equality mainstreaming	110	90	51
DRR and emergency response	0	961	0
Social protection	13	23	12

PSAD has a good reputation, received recognition and collaboration with government at provincial, district, commune and village authority level. Otherwise we also have a good collaboration with various specialized provincial departments, Agriculture Department, Provincial Fisheries Administration Department...etc and other NGOs both inside and outside Kampong Cham province.

2. Objectives of Evaluation

There are three main objectives for this evaluation of PSAD as the following:

- To measure the impacts and progress of the project implementation of PSAD against the indicators of the project goal, objective and outputs in the logical framework;
- To identify strengths, weaknesses, lessons learned and good practices of the project and organizational management of PSAD and recommend appropriate strategies for improvement;
- To assess major challenges, constraints encountered and opportunities during project implementation of PSAD and recommend appropriate strategies for future project design towards improving livelihoods of the poorest living in rural communities.

3. Outputs of Evaluation

The outputs of the evaluation include:

- Documented progress, impacts and good practices of the project of PSAD;
- Documented strengths, weaknesses and lessons learned of the project and organizational management of PSAD;
- Identified challenges, constraints and opportunities of the project with appropriate strategies for effectiveness of livelihood improvement of the poorest;
- Written report highlighting the findings and recommendations for future project design.

4. Scope of Work/Role and Responsibility

Roles and responsibilities of evaluator

- Identify appropriate methods for evaluation and outlines of the evaluation report with common agreement between PSAD and evaluator
- Become familiar with PSAD background, approaches of project implementation and logical framework
- Review all relevant documents through reading and discussions with PSAD project staff
- Develop action plan with PSAD staff before implementation of evaluation and conduct evaluation based on developed action plan
- Day to day management and implementation of evaluation
- Use participatory approach that encourages discussion of the findings and ownership of the conclusion and recommendations by all the primary stakeholders
- Finalize the findings, and provide report in English and Khmer to PSAD
- Facilitate meeting to discuss preliminary findings, and also discuss on draft final report with PSAD staff
- Consult with PSAD and Concern about process of evaluation
- Arrange themselves the transportation and accommodations from Phnom Penh or other provinces to Kampong Cham during the evaluation
- Submitting evaluation report both in Khmer and English
- Make sure that the finding of evaluation meets the objectives and outcomes of evaluation

Roles and responsibilities of PSAD

- Prepare logistics for evaluation process; budget planning, materials needed for evaluation
- Draft ToR and discuss it with the management team of PSAD
- Coordinate with evaluator to develop action plan for evaluation
- Arrange transportation for traveling to the field for evaluator
- Organize meeting/workshop with relevant stakeholders and organize the meeting with community groups/project participants
- Participate in the meeting with evaluation team
- Advertise the evaluation on newspaper and other media
- Conduct recruitment process for evaluation team and select the evaluation team
- Keep Concern and Board of Directors of PSAD informed about the progress and schedule of the project evaluation
- Make sure that the first draft report will be circulated to its Board of Directors and Concern for comments or feedback, and a copy (both soft and hard copy) of final evaluation report will be submitted to Concern.

5. Numbers of Day and Timeframe

The project evaluation of PSAD will be started by the second week of September 2010 and finished by the second week of October 2010. The selected consultant will have 14 days in total for the whole evaluation including final report producing. Table below is showing the number of days and activities of the evaluation.

Number of Days	Activities of the evaluator
3 days	Document review at partner’s office and meeting with project staff to discuss schedule, process/methods and outlines of report format of evaluation
1 day	Interview/discussion with staff to review internal organization management
3 days	Information gathering at village level with project participants
1 day	Meeting with key stakeholders such as CCs, Rural Development Dept,

	Agriculture Dept, Forestry/Fisheries Administration Cantonment, Provincial Local Administration Unit (PLAU), etc.
1 day	Prepare presentation to present preliminary findings
1 day	Present preliminary findings to PSAD staff, management team and Board of Directors of PSAD
2 days	Write evaluation report
1 day	Circulate the first draft report to PSAD management team, Board of Directors of PSAD and Concern for feedback
1 days	Complete final report and submit to PSAD management team and Board of Directors of PSAD
Total: 14 days	

Interested and qualified Cambodian candidates are requested to apply with an updated CV, Cover letter (in English) and at least two names of referrers. Applications must reach to the following address no later than 5:00 PM on September 03, 2010 by #126, Preah Monivong, Chroy Thmor Village, Sangat Beoung Kok, Krong Kampong Cham, Kampong Cham province or by email address fiyapsad@gmail.com /povlot2009@gmail.com or contact by key persons:

- Mrs. Hany fiya, Executives Director 012 440 808*
- Mr. Chhim Povlot, PILI Project Coordinator 012 433 448*
- Or office phone number 042 941 670*

Only short list candidates that will be contact by email or phone numbers.

Women are encouraged to apply.

Kampong Cham August 23, 2010



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Executive Director