

---

## **Terms of Reference (ToR) for Data Collection Team to Support Project Evaluation of Emergency Response to Earthquake and Tsunami in Indonesia, Sulawesi**

May 2021

---

### **1. Purpose**

The purpose of this Terms of Reference (ToR) is to hire a data collection team (“Consultant”) including Sectoral Specialist (WASH/Civil Engineer/Agriculture/Livelihood) and Assistant to conduct quantitative & qualitative data collection on two ongoing projects and six past projects implemented by JPF member NGOs in Sulawesi, Indonesia.

### **2. Preamble**

Japan Platform (hereinafter referred to as "JPF") is an international emergency humanitarian aid organization which offers the most effective and prompt emergency aid in response to global developments, focusing on issues of refugees and natural disasters. JPF conducts such aid through a tripartite cooperation system where NGOs, business communities, and the government of Japan work in close cooperation, based on equal partnership, and making the most of the respective sectors' characteristics and resources.

JPF serves as an intermediary support organization providing various types of assistance to member NGOs in Japan to deliver quick and comprehensive aid on their own. JPF has supported aid activities of 45 member NGOs, each with its own set of diverse strengths. It has delivered humanitarian assistance to 47 nations and regions about 1,200 project, with a total financial contribution of 40 billion yen. JPF has built a strong reputation based on trust by promoting cooperation among private sectors and NGOs and by accurately reporting all of its activities. More information on JPF can be found at <http://www.japanplatform.org/E/>.

### **3. Scope of Work**

- Conduct a desk review of the relevant documentation including project proposals and Final reports. More project specific documents pertaining to the monitoring and evaluation exercise shall be provided by member NGOs prior to the field visit.
- Develop a work plan for collecting data according to the methodology prescribed by JPF M&E team. The work plan includes ethical considerations and detailed focus group discussion/ household visit plan (template will be provided), field work itinerary and agreed deadlines for each task. The work plan has to be agreed by JPF before conducting any field visits.
- Visit 8 project sites in Sulawesi to collect data by implementing interviews with beneficiaries or any other key informants for each project. Sampling and criteria for selecting participants will be provided by JPF M&E team prior to field work.
- Transcribe and present all data and findings and write a field visit notes for each project site. A field visit notes should include interviews and focus group discussion summary, reflection on field research (e.g. what went well, how to improve interview questions and tools) and observation notes.
- Work collaboratively with JPF M&E team, national M&E consultant and member NGOs to collect qualitative data according to a prescribed methodology and tools

JPF M&E team will be responsible for:

- Providing the Consultant with all necessary background documentation relevant to the target projects

- Providing data collector team with English version of research questions, research design and analytical framework

#### 4. Duration, Duty Station and Segregation of Duties

Activity	Location	# days	Coordinator [has been assigned]	Specialist	Assistant
Conduct a desk review of the relevant documentation	Home		✓	✓	(✓)
Develop a work plan for data collection in consultation with team members	Home		✓	✓	-
Conduct a quantitative and qualitative data collection (focus-group discussion and/or in- depth interview) –●days for each field trip	Project Site		✓	✓	✓
Write up a field visit notes for each project in English	Home			✓	-
Write up an final evaluation report for ongoing two projects			✓	✓ <sup>1</sup>	
<b>Total</b>					

All materials collected during consultancy process should be submitted along with the final report.

#### 5. Deliverables

Deliverables expected for this TOR align with the scope of work above, and detailed below:

##### Sectoral Specialist:

1. Data collection work plan in English
2. Field visit notes for each project in English (format will be provided)

##### Assistant:

---

<sup>1</sup> Specialists are expected to write up some parts of the report relating to sectoral inputs.

1. Raw Data collected during field survey

## **6. Technical Requirement and Main Tasks**

### **A. WASH/Civil Engineer**

#### **Technical requirement:**

- At least 5 years of experience conducting rural WASH and WASH in Emergency related projects implementation, monitoring, evaluation or research in Sulawesi, Indonesia or in a similar context.
- Experience of working with NGOs, INGOs and/or UN agencies is an asset.

#### **Main tasks:**

- Support the team in terms of data collection and data analysis of the projects in relation to WASH.
- Participate in a fieldwork, assist the team in conducting data collection, such as interviews with key stakeholders involved in WASH activities
- Observe and review the functionality status of the schemes implemented under the previous projects outlined in the table 2 (#3 ,4 and 5) to collect data on the following key areas: (a) Operation & Maintenance (O&M) procedures for WASH facilities; (b) institutional capacity of water and sanitation users committees; (c) financial sustainability of scheme; and (d) source sustainability; to analysis and developing and drafting documents and reports as needed.
- Provide technical guidance and advice to JPF member NGOs and other relevant partners to ensure a long-term functionality of the WASH scheme.

### **B. Agriculture/Livelihood Specialist**

#### **Technical requirement:**

- At least 5 years of experience in rural agriculture and livelihood related projects in Sulawesi, Indonesia or in a similar context.
- Experience of working with NGOs, INGOs and/or UN agencies is asset.

#### **Main tasks:**

- Support the team in terms of data collection and data analysis of the projects in relation to Agriculture / Livelihood.
- Participate in a fieldwork, assist the team in conducting data collection, such as interviews with key stakeholders involved in agriculture/livelihood.
- Provide technical guidance and advice to JPF member NGOs and other relevant partners on the issue related market based and potential business opportunity for agriculture and related issue.

### **C. Assistant(s)**

#### **Technical requirement:**

- Local in Sulawesi
- Experience in working / volunteering humanitarian sector is an asset

#### **Main tasks:**

- Provide translation services of written documents when needed.

- Organize all logistics and coordinate participants for focus groups discussion, HH visit and KII during the field visit
- Others, as required.

## 7. How to Apply

To be considered for this recruitment, please submit a cover letter, resume, salary history, 2 references (whom we may contact after interview) to [ikuma.masuda@japanplatform.org](mailto:ikuma.masuda@japanplatform.org). Incomplete applications will not be considered. **The email subject line MUST include: "Position Title\_Sulawesi Programme"**. the position could be filled even before the closing date.

The detail M&E approach and methodology are shown in Annex1&2 Inception report.