



Draft Terms of Reference for Interim Evaluation

Vanuatu Community-based Climate Resilience Project (VCCRP)

Vanuatu, December 2025 – August 2026

1. Summary

Save the Children Australia is looking for qualified consultants to conduct an interim evaluation for the Vanuatu Community-based Climate Resilience Project (VCCRP), primarily funded by the Green Climate Fund with support from the Vanuatu and Australian Governments and Save the Children Australia.

Type of evaluation	Midterm process and outcome evaluation
Name of the project	Vanuatu Community-based Climate Resilience Project (VCCRP)
Project start and end dates	1 October 2022 – 31 October 2028
Project duration	6 years
Project locations:	Vanuatu – all six provinces (Malampa, Penama, Sanma, Shefa, Tafea, Torba)
Donor(s)	Primarily funded by the Green Climate Fund with support from the Vanuatu and Australian Governments and Save the Children Australia.
GCF accredited entity	Save the Children Australia
Partners/co-executing Entities	Save the Children Vanuatu Government of Vanuatu acting through its Ministry of Climate Change Adaptation, Meteorology & Geo-Hazards, Energy, Environment and Disaster Management (MoCCA)
Green Climate Fund result areas	- Adaptation: Most vulnerable people and communities - Adaptation: Health and well-being, and food and water security - Adaptation: Ecosystems and ecosystem services
Save the Children theme	Child poverty – Food Security and Livelihoods sub-theme Climate resilience (cross-cutting)



Estimated impact	90,157 people (direct) and 110,000 people (indirect) from the initial proposal.
Overall objective of the project	Vulnerable and remote communities in Vanuatu become more resilient to the impacts of increasing climate variability, extremes, and change to their food security and livelihoods

2. Introduction – project stakeholders and background of evaluation

The Vanuatu Community-based Climate Resilience Project (VCCRP) is the largest community-based, climate change adaptation project ever delivered in Vanuatu. Largely funded under the Green Climate Fund (GCF), with co-financing from the Australian Department of Foreign Affairs and Trade and Save the Children Australia and in-kind support from the Government of Vanuatu, it has been designed to reduce the climate-related vulnerabilities of communities across all six provinces of Vanuatu. It will increase communities' resilience to climate variability, extremes to ensure a good quality of life in the face of continuing climate change.

The VCCRP is a partnership between the Vanuatu Government through the Ministry of Climate Change Adaptation, Meteorology, Geo-Hazards, Energy, Environment and Disaster Management, and Save the Children Vanuatu working alongside the Ministry of Internal Affairs, Ministry of Agriculture, Livestock, Forestry and Biosecurity, Ministry of Fisheries, Ocean and Maritime Affairs and Ministry of Lands and Natural Resources. Save The Children Australia is the Accredited Entity that oversees the project and liaises with the Green Climate Fund. The VCCRP is a six-year initiative (October 2022 – October 2028) implemented in 29 Area Councils across all 6 provinces in Vanuatu.

The interim evaluation process and this ToR corresponds with the intentions and guidelines of the Government of Vanuatu in terms of monitoring and evaluation policies and those of the Green Climate Fund (GCF).¹ The GCF is the world's largest dedicated fund helping developing countries reduce their greenhouse gas emissions and enhance their ability to respond and adapt to climate change. GCF's Evaluation Policy explains that the interim and final evaluations are critical for informing and improving the implementation of projects or programmes, and for helping GCF to report on results and lessons relevant to GCF objectives.

This ToR focuses on an interim evaluation led by the Accredited Entity (AE) (not managed by the GCF), supported by the Project Management Unit (PMU) and all project stakeholders.

The scope of an interim evaluation under the GCF Evaluation Policy is defined to ensure accountability, learning, and improvement during the implementation of a funded activity. Its scope is both practical and strategic, aiming to enhance learning, accountability, and adaptive management.

Therefore, the overall intention is that the interim evaluation will be focused on exploring progress, achievements and outcomes to best inform future actions and in response to clearly identified information needs of the different stakeholders. The interim evaluation should also

¹ Green Climate Fund: <https://www.greenclimate.fund/about>



take into consideration the findings of the Evaluability Assessment carried out in 2025 and inform the future scope of the final evaluation.

3. Project background

The overall objective of the project is “vulnerable and remote communities in Vanuatu become more resilient to the impacts of increasing climate variability, extremes, and changes to their food security and livelihoods.”

3.1 Project Theory of Change and components

The project’s theory of change ‘paradigm shifting’ goal statement is that **IF** vulnerable remote and rural communities in Vanuatu access and utilize locally-relevant climate information, integrate climate risks into community planning processes, and are supported to implement priority adaptation actions; **THEN** they will be more resilient to the impacts of increasing climate variability, extremes and change on their food security and livelihoods; **BECAUSE** their exposure and vulnerability to hazards will be reduced and their adaptive capacity increased².

The project will work to achieve this objective via activities under three interlinked components:

Component 1: Government, civil society and communities are strengthened to support local resilience to climate change impacts, including by providing access to climate information and early warnings

- **Output 1.1:** Community-based climate change adaptation and disaster risk reduction mechanisms are strengthened
 - Activity 1.1.1 Establish Community Disaster and Climate Change Committees (CDCCCs) (if necessary) and build their capacity, including strengthening social inclusion and gender-balance
 - Activity 1.1.2: Increase CDCCC member capacity to identify climate change and disaster risks at the local level
- **Output 1.2:** Communities have increased understanding of climate change impacts and are supported to develop inclusive local adaptation plans
 - Activity 1.2.1: Community awareness raising on climate change risks to food systems, livelihoods and disaster risk via targeted information, education, and communication (IEC) materials and information sessions managed by Area Council Climate Change Officers and CDCCCs
 - Activity 1.2.2: Identify key local issues that drive climate vulnerability and use this to develop local adaptation plans and measure program impact
 - Activity 1.2.3: Development of inclusive Community Adaptation Plans and identification of key resilience building actions (selected from adaptation package menu)

² For details, please see the VCCRP Funding Proposal and Theory of Change here: [FP184: Vanuatu community-based climate resilience project \(VCCRP\) | Green Climate Fund](#).



- **Output 1.3:** Communities have increased access to climate information services (CIS) and early warning systems and the skills to utilise them as adaptation tools
 - Activity 1.3.1: Develop and distribute Climate Information Services (CIS) IEC products to support community adaptation awareness raising and adaptation planning processes
 - Activity 1.3.2: Build capacity of Area Council Climate Change Officers and CDCCCs to effectively utilize CIS in community planning processes

Component 2: Scalable, locally appropriate actions are implemented to meet community adaptation needs to create climate-resilient, sustainable development pathway

- **Output 2.1:** Local natural resources are more resilient to climate change impacts through implementation of nature-based solutions
 - Activity 2.1.1: Support adaptations that strengthen or rehabilitate coastal protection barriers, reduce risk of flood/landslides and improve water-security through nature-based solutions
 - Activity 2.1.2: Introduce/scale up improved agriculture methods to minimise erosion, facilitate groundwater recharge and distributing preventive species to communities
 - Activity 2.1.3: Support communities to protect and rehabilitate habitats that support fisheries, particularly degraded coral reefs, seagrass meadows and mangroves
- **Output 2.2:** Climate-resilient agriculture for food security and livelihood development
 - Activity 2.2.1: Support adaptations to traditional farming methods to increase climate-resilience and increase food security
 - Activity 2.2.2: Introduce/scale up adoption of climate-resilient native food and cash crop varieties
 - Activity 2.2.3: Establish/scale-up community-, school- and home-based kitchen gardens for enhanced nutrition utilising climate-resilient crops
- **Output 2.3:** Climate-resilient fisheries for food security and livelihood development
 - Activity 2.3.1: Build community capacity on coastal resource management and monitoring that supports sustainable fisheries
 - Activity 2.3.2: Support communities to adopt primary community-based fisheries management to reduce climate change impacts
- **Output 2.4:** Women-led climate-resilient food processing and preservation established to support food security and diversification of livelihoods options



- Activity 2.4.1: Introduce or scale up women-led local solutions for food processing and preservation
- Activity 2.4.2: Support women to diversify into new agricultural/food commodities and value-add products that deliver greater income generating opportunities
- Activity 2.4.3: Support women-led enterprises to access private partnership options to access new (distant) markets for value-add products

Component 3: Institutional adaptive capacity is enhanced by building adaptive governance systems at the local level and enhancing local-provincial-national linkages

- **Output 3.1:** Adaptive local governance systems strengthened through sub-national planning
 - Activity 3.1.1: Support Area Council and Province officials to incorporate climate risk analysis into Area Council development plans and budgets
 - Activity 3.1.2: Build the capacity of local authorities to support operations of the CDCCCs and ongoing inclusive local adaptation planning processes
 - Activity 3.1.3: Support the National Disaster Management Office (NDMO) to design and establish a shock-responsive social protection system designed for the needs of the most vulnerable households.
- **Output 3.2:** Enhanced local-provincial-national linkages through knowledge management and creation of feedback loops
 - Activity 3.2.1: Capture lessons learned, emerging themes and best practices at the community level to ensure sub-national and national planning processes are informed by local needs and that local actions support national objectives
 - Activity 3.2.2: Support local authorities in monitoring and evaluation of national Climate Change and Disaster Risk Reduction (CCDRR) policies at the local level and increasing dialogue between stakeholders at all levels

3.2 Adaptive changes in the project

Due to contextual changes within Vanuatu (such as post Covid inflation, an increase in energy costs, natural disasters, the collapse of the national airline) and lessons learned from locally led adaptation, an adaptive management review was undertaken in 2024-2025 to review budget and targets. In addition, data collected over the course of the first 2 years suggests that the project requires correction in terms of the target of people reached directly, given that the population in targeted sites is smaller compared to what was estimated at the proposal stage and the logistical challenges of implementing activities in 282 of the most remote communities in Vanuatu.

The Accredited Entity and the two Executing Entities (Ministry of Climate Change Adaptation, Meteorology & Geo-Hazards, Energy, Environment and Disaster Management of the Government of Vanuatu and Save the Children Vanuatu) in coordination with the Project



Management Unit, held meetings and discussions to identify recommendations. The required changes have been endorsed by the Technical Working Group and approved by the Steering Committee, before being presented to GCF for endorsement. Once the revised targets are approved, they will be shared with the selected evaluation team.

4. Scope of the consultancy

4.1 Intended audience and stakeholder engagement

Stakeholder engagement is essential to carry out an insightful and useful evaluation that corresponds with information needs and the operational context of project partners. At every step of the process, representatives of the engaged Government departments will be consulted to improve the process and ensure the uptake of the evaluation products.

Stakeholder	Further information
Project donor(s)	Primarily funded by the Green Climate Fund with support from the Vanuatu and Australian Governments and Save the Children Australia.
GCF Accredited Entity	Save the Children Australia, represented by the Pacific Regional Office.
Co-Executing Entities (managing day-to-day implementation)	Government of Vanuatu acting through its Ministry of Climate Change Adaptation, Meteorology & Geo-Hazards, Energy, Environment and Disaster Management Save the Children Vanuatu
Government implementing partners (supporting direct activity implementation)	Ministry of Climate Change Adaptation, Meteorology & Geo-Hazards, Energy, Environment and Disaster Management Ministry of Internal Affairs Ministry of Agriculture, Livestock, Forestry and Biosecurity Ministry of Fisheries, Ocean and Maritime Affairs Ministry of Lands and Natural Resources Provincial Government Area Councils
Community groups	Community Disaster and Climate Change Committees and other groups
Community members	Community members targeted with project activities residing in 282 communities in 29 Area Councils
International development/humanitarian research community	Community-based adaptation and locally-led adaptation research and practitioner communities

The scoping phase of the evaluation included an evaluability assessment which helped determine stakeholders' information needs and priorities as well as whether and to what extent these aspects can be included in the interim evaluation and what aspects may be explored during the final evaluation.



4.2 Purpose and scope

The primary purpose of the interim evaluation is to systematically assess the performance and progress of the Vanuatu Community-Based Climate Resilience Project (VCCRP) at its midpoint, with a focus on community-based climate change adaptations and in alignment with GCF evaluation standards³ and good practice principles. The evaluation aims to generate actionable insights to inform ongoing project implementation, facilitate adaptive management, ensure accountability to stakeholders – including the communities themselves, the Government of Vanuatu and the respective ministries and departments, the GCF, and other affiliated stakeholders, in order to strengthen overall learning and evidence-based decision-making processes. More specifically, the interim evaluation seeks to:

- Determine the extent to which communities benefit from the project and progress in their climate change adaptation pathways, and project activities are progressing as planned, meeting intended outcomes and objectives, and identify factors influencing implementation effectiveness.
- Provide timely, evidence-based insights in terms of how the project is adapting to the context and what adjustments and adaptations in the project scope, strategies, resource allocation, and implementation methodologies are required to enhance project impact and efficiency.
- Evaluate how effectively the project fulfills its accountability commitments to GCF, implementing partners, government stakeholders, and communities, and foster organizational learning by capturing and disseminating best practices, lessons learned, and evidence of relevance and scalability.

As the project is at the midway point with different stages of implementation across provinces, not all outputs will be included in the scope of this interim evaluation and will be finalised in discussion with the consultants during the inception phase. The evaluability assessment also includes guidance on evaluation questions and indicators that will be more pertinent to this evaluation.

The interim and final evaluations shall be guided by the [GCF Evaluation Guidelines](#) and the GCF Integrated Results Management Framework ([IRMF](#)).

The evidence gathered through the evaluation processes will also further inform project learning and knowledge products.

The evaluation will include the following OECD and GCF criteria, with criteria marked in bold to be prioritized :

- Implementation and adaptive management**
- Risks to sustainability**
- Relevance, effectiveness, efficiency**, (prospects for) impact and sustainability of projects and programmes;

³ [gcf-evaluation-guidelines.pdf](#) and [Green Climate Fund Evaluation Standards](#)



- d. **Coherence in climate finance delivery with other multilateral entities;**
- e. **Gender equity;**
- f. **Country ownership of projects and programmes;**
- g. Innovativeness in result areas – the extent to which interventions may lead to paradigm shift towards low-emission and climate-resilient development pathways;
- h. **Replication and scalability** – the extent to which the activities can be scaled up in other locations within the country or replicated in other countries,
- i. **Unexpected results, both positive and negative.**

Additionally, the interim evaluation should include an assessment of the extent to which the project is aligned with the principles of locally led adaptation (LLA). This includes examining how the project has supported local actors in decision-making, resource allocation, and implementation; the degree to which it has built local capacities and fostered inclusive participation; and whether it has enabled flexible, context-specific responses to climate risks. The evaluation should consider both formal mechanisms and informal practices that promote local leadership and identify opportunities to strengthen LLA integration in future phases of the project.

The interim evaluation will be conducted following an explanatory sequential design, in which the Project Management Unit (PMU) will first lead a midline data collection phase, followed by the interim evaluation. This approach has been selected primarily due to resourcing considerations and is intended to ensure that the interim evaluation can build on and delve deeper into the most salient findings emerging from the midline data collection exercise. As such, the evaluation team will be expected to integrate the quantitative data generated during the midline phase, using it to refine the scope and focus of qualitative inquiry. This will enable a more targeted and meaningful assessment of project performance, relevance, and impact.

Given the scope of the project and breadth of evaluation criteria, interim and final evaluations will cover the criteria either in full or partially. During the interim evaluation many of the evaluation criteria will be incorporated partially, the ToR will link the criteria with 1-2 evaluation questions and the scope of activities and outputs assessed will be limited, and relevant to the stage of project implementation. The final evaluation will be designed to provide a comprehensive assessment corresponding with several evaluation questions and will strive to include the full scope of the project, when feasible and financially viable. The consultant will be required to inform to what degree the evaluation questions have been addressed at the midline point and provide recommendations on areas that will require further analysis at the endline point.

4.3 Key evaluation questions

While the evaluation criteria will remain as is, the following questions may be revised further up until and together with the consultant in the early inception phase.



Evaluation criteria	Evaluation questions	Initially proposed methodology to be further developed by the selected team ⁴
Relevance	1. To what extent does the project's theory of change remain valid and relevant in the current context? Are the identified, planned inputs and strategies realistic, appropriate and adequate to achieve the results? 2. To what extent is the project implementation aligned with locally led adaptation principles? What has driven challenges and successes? 3. Are the interventions aligned with community-identified priorities and national resilience strategies?	Community-level case studies Workshop(s) KIIs Desk review FDGs
Effectiveness	4. To what extent is the project delivering activities at the community level in an effective manner and are there alternative strategies to achieve project objectives? 5. To what extent is the project making progress towards achieving its planned outputs and intended outcomes? 6. To what extent has the project contributed to an enabling environment? What is the strength of evidence for this finding based on the scorecard assessment?	Case studies KIIs Midline data Workshop(s) Enabling environment scorecards as per IRMF
Efficiency	7. To what extent and how did the project apply adaptive management? What internal, external, and funding mechanisms have facilitated and hindered the approach? 8. Have project resources been utilized in the most economical, effective, and equitable ways possible (considering value for money, absorption rate, commitments versus disbursements and projected commitments, co-financing, etc.)? 9. To what extent did the project deal with issues and risks in implementation in an efficient manner?	KIIs Workshop(s) Midline data Desk Review

⁴ Desk research applies to all evaluation questions.



	10. To what extent are the project monitoring and tracking mechanisms in place across all participating stakeholders (EEs) to ensure progress analysis? How can this be improved? 11. How have implementation delays and budget reallocations influenced delivery of ecosystem-based activities and adaptive planning?	
(prospects for) Impact	12. What are the prospects for impact at the community level and to what extent is the project contributing to the desired paradigm shift?	Case studies FGDs Paradigm shift scorecards
(prospects for) Sustainability	13. To what extent have local institutions, government agencies and communities demonstrated ownership and capacity to sustain project outcomes beyond the project period?	Case Studies KIIs
Coherence in climate finance delivery with other multilateral entities	14. To what extent is the project coherent with climate finance delivery and to what extent has the project complimented other on-going local level initiatives (by stakeholders, donors, governments) on climate change adaptation or mitigation?	KIIs Desk Review
Gender equity	15. How has the project, its implementing partners, and executing entities considered gender sensitivity (or transformation) in the design and implementation of its activities and institutional processes? 16. Are there any differences in progress towards achieving intended outcomes based on gender? How are these being addressed?	KIIs FGDs Case studies Midline data
Country ownership	17. To what extent is the project aligned with national development plans, national plans of action on climate change, or sub-national policy as well as projects and priorities of the national partners and its international commitments on climate resilience? 18. What have been the challenges and benefits of the co-implementing agency structure between Save the Children and	KIIs Desk Review



	the Ministry of Climate Change and the implementation across multiple ministries?	
Innovativeness in result areas – the extent to which interventions may lead to paradigm shift towards climate-resilient development pathways	19. What are the lessons learned and progress to enrich learning and knowledge generation in terms of how the project promoted "thought leadership," "innovation," or "unlocked additional climate finance" for climate change adaptation/mitigation in the project and country context? Please provide concrete examples and make specific suggestions on how to enhance these roles going forward.	Case Studies KIIs
Replication and scalability – the extent to which the activities can be scaled up in other locations within the country or replicated in other countries	20. To what extent are project activities/ results scalable or replicable? What are the enabling and hindering factors?	Case studies KII
Unexpected results, both positive and negative.	21. Are there any unintended or unexpected positive or negative effects as a consequence of the project's interventions and what factors have contributed to this?	All methods above

5. Evaluation methodology

This study is expected to include a desk review of project documentation, including the midline assessment (quantitative data), alongside qualitative data collection, to answer the key study questions. It is expected that the consultants should propose a purposive sampling strategy for qualitative data collection and propose methods that will be used for data collection as well as an overall methodological approach and framework to answer evaluation questions and assess the relevance and effectiveness of the Theory of Change to date. The quantitative midline data will gather evidence from a sample of 15 communities. Qualitative data collection is expected to target as minimum 8-12 of those same communities.

Overall, the methods and tools initially identified for this evaluation should include:

- Desk research, which will review project documentation and activity strategies, as well as different sources of progress data including midline quantitative data. Midline data collection is expected to be undertaken in 4 provinces, 5 Area Councils, and 15 distinct communities.
- 8-12 community-level case studies which will zoom in on the interventions, engagements, implementation modalities and results at the community level. The final list of the communities will be further discussed with the selected consultancy team. It



is envisaged that at least 4 case studies will cover coastal communities and at least 4 will study communities that lie in-land. The consultants will advise on the best sampling approach for the community selection. It is important to note that project activities are still under implementation, and not all communities have benefitted from the project to the same extent. This method will target communities where many of the project activities have taken place. It is understood that they will be geographically located in 2 provinces (to be selected from Shefa, Sanma, Malampa and Torba based on availability of flights).

- Key informants' interviews are suitable for various audiences to solicit individual perspectives that otherwise may not be captured. Three different groups may potentially be included in the KIIs: a) team members who have the knowledge of and experience with the implementation of the activities; b) personnel and management of the government stakeholders who may provide perspective, expertise and advice on the overall contribution of the project in the context of Vanuatu and effective ways of working; c) KIIs with community-members or community representatives to better understand their experiences and views with regards to the project.
- FGDs for community members, including women have a good potential to explore aspects important for specific groups and can be an effective way to collect vital information with regards the overall progress and perceptions of the project.
- Community meetings are often organised in Vanuatu, and while they follow community schedule, they may be a valuable source of information when opportunities arise to reach out to wider group of stakeholders and help validate or triangulate information receive through other methods and channels.
- Other methods such as short workshops, group interviews, on-line surveys may be used and proposed by evaluators in the technical proposal, and they will be further discussed with the project team.

Overall, data collection and data analysis methods can be further elaborated and negotiated given the scope of questions. The consultants are expected to develop all qualitative data collection tools as part of the inception report, which will be reviewed by the client.

5.1 Ethical considerations

It is expected that this evaluation will be:

- **Child/youth participatory.** Where appropriate and safe, children and youth should be supported to participate in the evaluation process beyond simply being respondents. Opportunities for collaborative participation could include involving children and youth in determining success criteria against which the project could be evaluated, supporting children and youth to collect some of the data required for the evaluation themselves, or involving children and youth in the validation of findings. Any child/youth participation, whether consultative, collaborative or child/youth-led, must abide by the [9 Basic Requirements for meaningful and ethical child participation](#).
- **Inclusive.** Ensure that beneficiaries from different ethnic, social and religious backgrounds have the chance to participate, as well as beneficiaries with disabilities and beneficiaries who may be excluded or discriminated against in their community.



- **Ethical:** The assessments and evaluations must be guided by the following ethical considerations:
 - Safeguarding – demonstrating the highest standards of behaviour towards children and adults.
 - Sensitive – to child rights, gender, inclusion, and cultural contexts.
 - Openness - of information given, to the highest possible degree to all involved parties.
 - Confidentiality and data protection - measures will be put in place to protect the identity of all participants and any other information that may put them or others at risk.⁵
 - Public access - to the results when there are not special considerations against this
 - Broad participation - the relevant parties should be involved where possible.
 - Reliability and independence - the assessments and evaluations should be conducted so that findings and conclusions are correct and trustworthy.

It is expected that:

- Data collection methods will be sex, age and disability inclusive.
- Assessment and evaluation activities will provide a safe, creative space where beneficiaries (adults and children) feel that their thoughts and ideas are important.
- A risk assessment will be conducted that includes any risks related to children, young people's, or adult's participation.
- A referral mechanism will be in place in case any child safeguarding or protection issues arise.
- Informed consent will be used prior to data collection activities.

It is the responsibility of the consultant to obtain relevant approvals if required. Save the Children will provide assistance with this process only in exceptional cases.

6. Expected deliverables

Deliverables

The consultant's deliverables include:

⁵ If any Consultancy Service Provider, Freelancer or Contingent worker will have direct contact with children and/or vulnerable adults and/or beneficiaries and/or have access to any sensitive data on safeguarding and/or children and/or beneficiaries, it is the responsibility of the person receiving the consulting service to contact the local HR team and child safeguarding focal point to ensure vetting checks and on-boarding are conducted in line with statutory requirements, local policies and best practices guidance.



1. A digital copy of the **final inception report** including any relevant annexes or appendices, and including, at minimum:
 - a. Summary of evaluation objectives, scope, and key questions
 - b. Detailed desk review
 - c. Detailed methodology, including data sources, sampling strategy, data collection methods and plans, data analysis methods and plans, quality assurance methods and plans, ethical considerations (including consent forms), safeguarding measures, and limitations
 - d. Evaluation matrix
 - e. Key deliverables, responsibilities, and timelines
 - f. Resource requirements
 - g. Stakeholder and child communication and engagement plan
 - h. Risk and mitigation plan
 - i. Copies of data collection tools in English and translated into Bislama
2. Regular (weekly or biweekly) written briefs on progress towards deliverables and identifying any ethical, methodological, or data quality concerns for trouble shooting.
3. A digital copy of the **draft and final interim evaluation reports** including any relevant annexes and appendices, and including, at minimum:
 - a. Executive summary
 - b. Background and context
 - c. Scope of the assessment/evaluation
 - d. Overview of the methodology, including an assessment/evaluation matrix and limitations
 - e. Findings aligned with the program components and the key assessment/evaluation questions, including case studies.
 - f. Conclusions that are based on evidence and outline implications of the findings and assess the likelihood that the project will achieve its intended development objectives and outcomes by the conclusion of the implementation period
 - g. Evidence-based recommendations that are action-oriented for critical interventions and are based on SMART principles. The report should include up to 10 recommendations.



- h. Proposed revisions to logframe indicators and targets at the outcome, output and activity level, based on assessment of project progress and what is feasible within the remaining budget and project duration
4. Digital copies of the **presentations** and **minutes** from the preliminary results presentation and management action workshop with the project team based on key findings and report recommendations
 - a. A digital copy of the **presentation** and **minutes** from the validation workshop / discussion
 - b. A digital copy of **data collection tools** with all translations
 - c. A digital copy of both **original and clean datasets** with the codebook, including field notes, recorded audio material, transcriptions, consent forms, etc.
 - d. Any datasets with personal identifiable information should be encrypted
 - e. A digital **inventory of output package materials**
5. A digital copy of an **evaluation brief which can be shared with communities** to communicate key findings

All reports are to use the templates which will be provided. Reports should communicate relevant information and findings in a concise and systematic way and should be written in an appropriately contextualized manner that facilitates use and understanding by diverse audiences.

All documents are to be produced in MS Word format and provided electronically by email to the SC consultancy project manager. Copies of all PowerPoint presentations used to facilitate briefings for the project should also be provided to Save the Children in an editable digital format.

7. Governance and reporting

The Accredited Entity will have established coordination and oversight mechanisms for the interim evaluation.

The VCCRP Programme Quality and MEAL Manager, in close collaboration with PMU members, manages interim evaluation in-country activities, ensuring methodological rigor, adherence to GCF standards, and integration of emerging lessons. An evaluation reference group will also be established to support the process.

Through structured engagement with stakeholders during evaluation processes—including government counterparts, executing entities, and community stakeholders—the PMU ensures evaluations serve both accountability and learning purposes. By consistently integrating lessons from evaluation findings, the project remains responsive and adaptable, maximizing its relevance, impact, and sustainability throughout the implementation period.



8. Roles and responsibilities

The responsibilities of the consultant/s include:

- Deliver an inception report outlining in greater detail the approach to the consultancy.
- Undertaking qualitative data collection, management and training of enumerators, data analysis, delivery of draft report.
- Integrate quantitative data from midline data collection in the analysis, identifying weak evidence links, and offering recommendations.
- Regularly meet with the Evaluation Manager and reference group to provide written and verbal updates on evaluation progress, identify and trouble shoot challenges and ethical considerations, and discuss methodological adaptations as needed.
- Consult with the VCCRP team members, proactively seek information, and take on-board comments to finalise the documents for submission.
- Attend all required briefings and trainings in relation to safeguarding.

Save the Children will provide support including making available documentation and will ensure coordination with project staff members, as well as stakeholders including Accredited Entity and Executing Entities.

The VCCRP, through Save the Children Vanuatu will provide:

- Induction to the project and meeting the team and contacts
- Evaluability assessment, midline data, and any findings related to the evaluation
- Access to all monitoring data and documentation
- Facilitate access to project sites
- When required, provide working space in the office in Port Vila, and allocate time for any required meetings or workshops, depending on the evolving scope of engagement
- Any other support as required and agreed bilaterally

The details of the tasks and duties will be adjusted according to the methodology and technical proposal and will be confirmed in writing in the contract.

9. Deliverables & Schedule

The overall timeline includes the engagement and the inputs from the key stakeholders of the project, including the members of the Steering Committee, Technical Working Group, as well as representatives of the Executing Entities and Accredited Entity. The assignment is expected to require an estimated 40 to 50 working days, subject to the technical and financial proposal received.

Timeframe	Key steps	Overall accountability	Tentative schedule	payment
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March – 15 July 2025	Scoping phase - evaluation outline drafted and consulted to solicit initial interests and information needs and evaluability assessment to help focus the evaluation process	Completed by AE, EEs, PMU	N/A
31 Oct – 17 Nov 2025 DEADLINE	Advertise consultancy Deadline for submission of proposals-bids 17.11.2025		N/A
17 Nov – 12 Dec 2025 DEADLINE	Interviews and contract signing by 12.12.2025	Interested parties and SCA	20% of the contract value upon signing of the contract
6 February 2026 DEADLINE	Development of inception report and draft data collection tools <u>Deadline for submission: 6 February</u>	Selected evaluation team	-
6 March – 27 March 2026	Ethics approval, training of enumerators and data collection and in-country evaluation work	Selected evaluation team	-
30 March – 17 April 2026 DEADLINE	Write-up of the draft evaluation report including proposed revisions to indicators and targets; sharing of key findings at preliminary results workshop 10 April. <u>Deadline for submission of the draft evaluation report: 17 April 2026</u>	Selected evaluation team	60% of the contract value upon submission of the draft evaluation report
20 April – 24 April 2026	Presentation of the draft evaluation report and Consultations of the draft evaluation report with AE and EEs Consultations of the draft evaluation report with the GCF focal person	EA, EEs, PMU, Technical Working Group	-
08 May 2026 DEADLINE	Report finalised with feedback incorporated <u>Deadline for submission of the final evaluation report: 08 May 2026</u>	Selected evaluation team	-
5 June 2026	Review and approval of the evaluation report by Steering Committee. Review and approval of all supporting documentation.	Steering Committee	
14 August 2026	Review and approval of the final evaluation report incorporating feedback from GCF.	Selected evaluation team	20% of the contract value upon finalising the contract
August 2026	Developing management response and dissemination plan for evaluation	Accredited Entity, Save The Children Australia with EEs	N/A



Payments

Payments will be made based on invoices issued by the consultant as per the schedule, milestones and deliverables outlined in this Terms of Reference. The consultants are required to include a payment breakdown in their financial proposal. The tentative payment schedule will be discussed and agreed with the selected consultants.

10. Consultants' profile

10.1 Required qualifications

The team of consultants, will have the following qualifications:

- Minimum 7 years of expert knowledge and practical experience in evaluations of climate change and/or development projects (process evaluations, and outcome evaluations for large-scale, complex, multi-sector projects). Preference for individuals with demonstrated experience in community-based adaptation and or locally-led adaptation.
- Minimum 3 years of experience in evaluation or research in programmes and partnerships in climate change adaptation, climate information services and climate governance systems, locally led adaptation, nature-based solutions and or agriculture in Vanuatu.
- Minimum of 3 years of experience in integrating GEDSI principles into research or guidelines and/or implementing GEDSI programming (ideally in the Vanuatu context)
- Minimum 2 years of experience in data collection in Vanuatu and familiarity with the Vanuatu rural context, including different provinces and Area Councils.
- Experience with facilitation and stakeholder engagement/consultation in Vanuatu or in the Pacific.
- Integrating findings from quantitative data with qualitative findings..
- Analyzing and interpreting qualitative data.
- Communicating technical and/ or complex findings to non-specialist audiences (especially report writing and presentation skills) including provincial and community level stakeholders
- Prior experience of working with the projects funded by the Green Climate Fund will be a key asset.
- Fluency in English is a requirement and having team members speaking Bislama is a must.
- Excellent personal and communication skills – the consultants must be able to interact with people from a variety of backgrounds and explain the reporting needs.
- Proficiency with technology, including Excel, Word, SharePoint as well as data management and qualitative analysis software.



- Attention to detail and ability to identify and track required changes and carefully follow instructions and multitude of interconnected technicalities.
- Female candidates and culturally diverse teams are encouraged to apply.

Additional requirements

- Must have clear & valid police checks
- Be able to attend meetings either in person or remotely (as requested)
- Strong English language skills required
- Able to attend Child Safeguarding training & willing to sign the Save the Children Child Safeguarding Policy.

11. Application procedure

11.1 Expression of interest / proposal package

Qualified consultants or consultancy teams, with required relevant experience in similar evaluations, are invited to submit a package of documentation including a Technical Proposal and Financial Proposal, as per the requirements below and in relation to the consultancy described in this ToR, including:

1. Technical Proposal (not longer than 15 pages), outlining:
 - The understanding of the task in relation to the consultancy.
 - Summary of the approaches and methods proposed.
 - Brief analysis of risks and mitigation measures for the proposed evaluation approach.
 - Names, roles, responsibilities, and key relevant experience of the team members including experience in evaluation, in field work in Vanuatu and experience in climate change adaptation or related fields relevant for VCCRP activities.
 - Tentative Work plan with key activities, timeline and LoE/ days needed to carry out activities.
2. Financial proposal / proposed budget, up to 2 pages, in USD with all costs envisaged including:
 - Consultancy fees clearly separated from all other technical, logistics and admin costs.
 - Payment breakdown structure.
3. CVs of the proposed team members.
4. Three assignments completed in whole or in large part by the lead consultant – samples of baseline reports, process evaluation reports, and outcome evaluation reports are preferred.



5. Details of three reference clients/supervisors for whom you have provided services similar to the deliverables requested here. References will only be contacted for shortlisted applicants.

Expressions of interests from consultants and teams with no documented experience in Vanuatu will be automatically rejected.

11.2 Selection criteria

Consultants will be shortlisted according to the following criteria:

1. Submission of all required proposal components (Required)
2. Relevance and quality of the technical proposal, including
 - a. Relevance of the consultant's profile, experience, and stated capacity (25%)
 - b. Relevance and quality of the proposed methodology and technical understanding of the task (25%)
 - c. Relevance and quality of the submitted sample works (10%)
3. Suitability of the financial proposal (40%)

Short-listed candidates will be interviewed and engaged in a discussion process with Save the Children to ensure that both parties have a similar understanding of the scope and purpose of the consultancy. References may be checked at this stage, after which Save the Children will make a final decision and begin the contracting process.

11.3 Due date

The expression of interest must be submitted no later than November 17th, 5PM, Vanuatu time zone (UTC+11)

Please submit your expressions of interest to: Renie Anderson
renie.anderson@savethechildren.org.au

11.4 Further questions

In case of further questions, please reach out to: Louisa Carpenter
louisa.carpenter1@savethechildren.org.au

Save the Children is a child-safe organisation. All personals engaged in its programs are required to undergo a National Police Check, a Working with Children Check where necessary and sign a criminal declaration form, Child Safeguarding Policy, PSEAH Policy and Code of Conduct.