

ANNEXES: Evaluation of Township and Community Based Child Protection System Building

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Appendix 1: TERMS OF REFERENCE FOR CONSULTANTS AND CONTRACTORS

Title : **Lead Consultant on Evaluation of “UNICEF Township/Community based Child Protection Systems Building Programme and Capacity Analysis of Implementing Child Protection Partners”**

Key Responsibility for evaluating the “Township/Community based Child Protection Systems Building Programme” Component

Requesting Section: Child Protection

A. Background and Justification

UNICEF Myanmar Child Protection interventions were initially carried out under the Education Programme, while in 2004 it became a full-fledged programme. From 2006, Child Protection became a separate section and started the 2006-2010 Government of Myanmar and UNICEF Country Programme with four projects; 1) Capacity building for child protection and participation, 2) Protection of children without parental care and children affected by HIV/AIDS, 3) Juvenile Justice and Legal Protection, and 4) Protection of children from exploitation and abuse. In late 2008, based on programmatic needs, UNICEF, government counterparts and implementing partners reformed the programme structure and consolidated projects 1, 2 and 3 into newly designed Project 1 “*Child and Family Welfare System for Protection of Children*” and Project 2 “*Justice for Children and Legal Protection*”. With this structure, the programme was implemented from 2009 Child Protection up to end 2010.

The 2006-2010 Child Protection Programme initially had seven results, with one result added in 2007 to reflect specific monitoring and reporting responsibilities on grave violations against children in situations of armed conflict (as per UN Security Council Resolution 1612). The results were as follows:

- 1) Operational data on children without parental care available;
- 2) A national strategy on the protection of children without parental care and children affected by HIV/AIDS developed;
- 3) Strengthened knowledge and skills on child protection, child rights, social work, psychosocial care and support;
- 4) National standards, policies, alternative measures and training programmes on juvenile justice will be in place to protect children in conflict with the law;
- 5) Community-based child protection networks piloted in selected communities;
- 6) A Plan of Action to prevent recruitment of children will be operationalized;
- 7) Improved law enforcement and reintegration measures for exploited and trafficked children
- 8) Prevention of recruitment of minors into armed forces, as per Security Council Resolution 1612 (added in 2007)

Soon after Cyclone Nargis made landfall in Ayarwaddy and Yangon Division (Region) in May 2008, the UNICEF Child Protection Section, in cooperation with the Government and implementing partners, initiated interventions to strengthen or establish community-based protective environment in cyclone affected areas as part of response and recovery activities to prevent and respond to cases of child abuse, exploitation, neglect and violence.

Subsequently, based on the experiences and lessons learned, the programme was expanded to non-cyclone affected areas through Programme Cooperation Agreements (PCA) with 13 implementing partner organizations, both local, national and international NGO’s; CARE Myanmar, Catholic Bishop Conference of Myanmar (CBCM), Enfants du Monde/Droits de l’Homme (EMDH) (up to June 2010), Kalay Valley Baptist Association (KVBA), Myanmar Council of Churches (MCC), Myanmar Nurse and Mid-Wife Association (MNMA), Myanmar Red Cross Society (MRCS), National Young Women’s Christian Association (NYWCA), Pyi Gyi Khin, Ratana Metta Organization, Save the Children in Myanmar, Tedim Baptist Convention and Yangon

Kayin Baptist Women's Association. Developing partnerships with these organizations, as of February 2011, the UNICEF Child Protection programme covers 545 villages/wards in 45 townships along with 20,894 children registered (9,670 girls/11,224 boys). The programme with MCC Legal Aid, in providing legal aid to children in contact with the law and women survivors of gender based violence covers 245 townships.

A range of community-based child protection activities were and continue to be carried out under the township/community based child protection programme component: capacity development to key community members, providing supports as preventive measures to vulnerable children and families, mobilization and formation of community support groups (CSGs), facilitating child participation, managing child protection and child rights violation cases and arranging referral to service providers as needed. From 2009 onwards, UNICEF and the Department of Social Welfare (DSW) of the Ministry of Social Welfare, Relief and Resettlement, formalized activation of selected township Committees on the Rights of the Child (TCRC) by assigning a DSW officer at township level (where DSW is not represented). A start was made with five townships in 2009 and four additional ones in 2010, while early 2011, DSW and UNICEF selected six new townships. This approach aims to strengthen the child protection response and referral mechanism from community level up to township level, at times up to district level too and is part of child protection systems building, especially as the child protection service delivery system in Myanmar is weak, and child protection networks differ from village to village. There is only a functioning referral system in limited places, and most communities have little or no awareness of existing child protection legislation. Generally, they do not know to whom they can report child protection cases. The child protection systems building at the township level, therefore, tries to fill the gap by bringing all key duty bearers and stakeholders together in order to prevent, respond, and refer (whenever necessary) all child protection concerns.

Before scaling-up the interventions across the country, and seeking the programmatic impact, the UNICEF Child Protection team proposes to conduct a review of the current interventions of Township/community-based child protection along with capacity analysis of the implementing partners. This review would inform and guide better programmatic responses in the current child protection country programme (2011-2015). This Terms of Reference will be focusing on "Township/community-based child protection systems building" component.

The capacity analysis of implementing partners will also assess the comprehensiveness of the child protection systems including availability, reach and quality for prevention, monitoring and response to child protection. Evaluation on this component will be carried out by another external consultant with expertise on organizational development, and will complement to this consultancy through effective coordination and collaboration between two consultants. The consultant responsible for "Township/community-based child protection system building" component will be the lead consultant, and have responsibility to present one final consultancy report for two components on UNICEF Child Protection Programme Review (i.e. "Township/community-based child protection systems building" and "Capacity analysis of child protection implementing partners").

The lead consultant will also make concrete recommendations and develop an action plan on key areas for further systems strengthening.

The assessment is planned to cover at least 6 areas (selected villages in townships) including remote regions such as Chin State where ethnic minority resides with lack of basic necessities and facing a range of child protection issues.

In addition to project progress monitoring reports and annual reports submitted by the implementing partners, a more comprehensive and objective evaluation by an external consultant, or consulting firm is deemed necessary to validate results reported. The evaluation will document the progress, experiences and lessons learned and identify issues, gaps and challenges for the current township/community-based child protection interventions along with analyzing partners' capacity in various programmatic and organizational development aspects.

B. Purpose of Assignment

The objectives of the assessment on Township/community-based child protection systems building are as follows:

- Assess the protection dimension of families with special focus on children and adolescents- and identify the most vulnerable and disadvantages groups;
- Assess the availability, reach and quality of child protection prevention, monitoring and response system with a focus on both statutory services and those provided by non-government services including but not limited to community and township-based monitoring system of child protection indicators, case management, referral, alternative care options and linkages with justice systems including early detection of vulnerable children, reintegration of child offenders and support for child offenders below the age of criminal responsibility;
- Assess the effectiveness and capacity of possible networks, partners and township/community based mechanisms available to develop and strengthen the child protection system that promotes an integrated approach to prevention, monitoring and response;
- Develop an action plan (based on recommendations and lessons learned) that identifies and prioritizes key areas for capacity development and support, taking into consideration the level and severity of violation of child protection concerns both general and in the context of conflict.
- Assess sustainability of the programme (i.e. the likelihood of the programme continuing after donor support); and
- Assess the relevance of the programme (i.e. appropriateness of the programme in relation to the needs and situation)

This evaluation would also aim to address the below evaluation objectives and provide answers to the following specific questions:

Relevance

1. Are objectives of the project in keeping with locally defined needs and priorities?
2. Should the direction of the project been changed to better reflect those needs and priorities?

Effectiveness

3. To what extent have the project's objectives been reached?
4. Are the project activities adequate to realize the objectives?

Efficiency

5. Has the implementation of the activity made effective use of time and resources to? achieve the outcomes?

Impact

6. Has the activity produced intended or unintended changes in the lives of beneficiaries and their environment, directly or indirectly?
7. Have there been positive or negative impacts from external factors?

Sustainability

8. To what extent does the project established processes and systems that are likely to support the continued implementation of the project?
9. Are the involved parties willing and able to continue the project's activities on their own?

Gender Equality

10. Was the activity designed to provide equal participation and benefits for women and men, boys and girls?
11. Is the activity promoting equal participation and benefits for women and men, boys and girls?

Monitoring and Evaluation

12. Does evidence exist to show that objectives are on track to being achieved?
13. Is the M&E system collecting the right information to allow judgment to be made about Meeting objectives and sustainability at the next evaluation point?
14. Is data gender-disaggregated to measure the outcomes of the activity on men, women, boys and girls?
15. Is the M&E system collecting useful information on cross-cutting issues?

The assessment seeks to document and analyse the child protection services and protection measures, and the resulting gaps and constraints that are faced.

The consultant for this evaluation "Township/community-based child protection systems building" will be the lead consultant working together with another external consultant who will be evaluating the component on "Capacity analysis of child protection implementing partners". While finalizing the consolidated report, in addition, the lead consultant will also coordinate and share relevant findings to another consultant (who is the lead consultant) responsible for the evaluation of AusAid-UNICEF programme on "Strengthening Juvenile Justice System, Child Protection and Social Work in Myanmar". A report of this programme review will also be shared with AusAID for information and complementarity.

C. Programme Area

This consultancy is covered under Child Protection Programme (2011-2015) Component Result (PCR) 912 "*Capacity of government officials, civil society organizations and communities enhanced to implement prevention, recovery and reintegration services for vulnerable children to strengthen child protection and social welfare system including improved data collection and use*" and Intermediate Result (IR) 62.1 "*Capacity of government and non-governmental partners built to effectively contribute to strengthening child protection systems by 2015*" and Intermediate Result (IR) 63 "*80% of UNICEF registered vulnerable children, including children in contact with the law, receive child friendly and gender appropriate prevention, recovery and reintegration services by 2015 in selected townships*".

D. Scope of Work

The assessment on Township/community-based child protection systems building will include the following:

Section One – Context analysis

- Scope and context of the current child protection programme with a special focus on Township/community-based child protection systems building, drawing on findings of progress reports, including the Situation Assessment from partner agencies, and field monitoring reports from UNICEF child protection programme staff
- Current situation in the assessment/evaluation areas, law and order, local authority and services outreach capacity, accessibility, etc.
- Analysis of the relevant legal and regulatory framework (existing as well as amended laws, legislations etc...), social welfare in particular child and family welfare system in place related to child protection and the impact of its implementation on child rights, including case studies.
- Impact on access to basic essential services such as health centers, schools, early childhood care.

Section Two– Protection measures in the assessment areas

- UNICEF assisted Township/community-based child protection services and its implications to the targeted beneficiaries – vulnerable children and families
- Other child protection services and protection measures: current action and providers, (Governmental and Non Governmental), services available (type of services)
- Existing resources available in the community: traditional care services, support groups, community agents, etc.
- Identify existing and potential resources for promoting monitoring, protection and prevention of vulnerable children.

Section Three – Part Capacity analysis of implementing partners

The following areas of capacity of implementing partners will be assessed:

- Technical capacity on child protection (and guiding principles)
- Networking and advocacy
- Community ownership and accountability

Note: Capacity relating to: the Governance and strategy of the organization; Finance; Administration and human resources; Project design and management of implementing partners will be evaluated by another external consultant. However, lead consultant will be responsible for ensuring that all components are reviewed and recommendations included in the final report.

Section Four – Programmatic considerations

- Identify key areas for child protection intervention making recommendations on critical areas that need to be addressed to prevent and mitigate the impact of the children.
- Constraints facing interventions including legal, policy, political resources, attitudes of stakeholders and community members including parents, cultural, religious, and security.
- Children voices on current Township/community-based child protection intervention
- Identify selected findings on technical capacity of child protection partners which could complement for organizational development to partner agencies (i.e. complement to the evaluation on “Capacity analysis of child protection implementing partners”)

The actual assessment will include visits to at least 6 areas where the Township/community-based child protection interventions are being implemented in order to collect background

information, identify relevant institutions as possible counterparts for the realization of the assessment, and verify the validity for the assessment.

The assessment should be conducted in a highly inclusive manner, involving the vulnerable groups, including children and adolescents, and all relevant government and non-government staff. Additionally the process should be highly transparent with the targeted population to avoid misunderstanding or misinterpretation of findings.

E. Evaluation Methods

- Develop the evaluation work plan, evaluation design and methodology taking into consideration the UNICEF Evaluation Report Standards
- Develop the assessment implementation work plan
- Review of available documentation
- Develop the assessment instruments and conduct validation and field testing of the same
- On site observation and collecting information
- Prepare the report and present the findings in a briefing to be organized for the purpose of disseminating results to intended audience

The consultant is expected to undertake the evaluation in as rigorous and timely manner as possible to produce information and make recommendations that are sufficiently valid and reliable, based on data and analysis.

It is expected that the evaluator will conduct a participatory evaluation that will involve project implementers and target beneficiaries (including children) in all key evaluation tasks. Existing project documents and progress reports will be shared with the consultant to facilitate completion of the tasks.

F. Areas to be considered

- All work shall be done in full co-operation with the UNICEF Child Protection team in particular the Chief of Section, and the Child Protection Monitoring & Evaluation Officer.
- Assess the establishment of Township/community-based protective environment in project villages along with supplementary child protection services.
- Assess the development of strengthening township level child protection response and referral mechanism in selected 6 townships.
- Instruments used for the evaluation should be attached to the report.

G. Timeline

Work is scheduled to take 41 working days including field related activities beginning the first week of April, 2011.

| Activity | # of days | Week |
|---|-----------|-------------|
| Comprehensive Desk Review of related documents (relevant documents to be sent by UNICEF Child | 5 | April 11-15 |

| | | |
|--|-----------|---------------------------|
| Protection Team) | | |
| Develop Data-Collecting Instruments | 3 | April 18-20 |
| Comments on the Instruments from UNICEF | | April 21 |
| Revision of Instruments (<i>all of the above could be done by external consultant from home</i>) | 1 | April 22 |
| Travel to Yangon, Myanmar (per diem only) | | April 24/25 |
| Discussion with UNICEF on design, e.g. field areas, participants, etc. Meeting with Translator/s; Briefing for the Field Visits; Preparation of Areas, Contact Key Informants, Translate Instruments into Myanmar, Prepare Accommodation of Consultants and other Logistics; | 1 | April 26 |
| Field visit to Mawlamying, Tedim, Nyaung Oo, Bogalay, Labutta and Dala (villages and in town). Conduct interviews, observations and focus group discussions with key informants and beneficiaries including children | 17 | April 26-May 12 |
| Travel to Nay Pyi Taw and meet with the DSW staff | 2 | May 13-14 |
| Meeting with UNICEF representative, Dy Representative, Chief of Child Protection and Child Protection Team Meeting with the consultant working for evaluation on "Capacity analysis of child protection implementing partners" Debriefing on field findings to Child Protection team | 2 | May 16-17 |
| Consolidation and analysis of the data; drafting of the report by compiling the findings from the evaluation on "Capacity analysis of child protection implementing partners" (<i>can be done at home</i>)(<i>e-mail corresponding will be done with the other consultant responsible for evaluation on "Capacity analysis of child protection implementing partners"</i>) | 7 | Between May 18 and June 3 |
| Comments of UNICEF on the draft assessment | | June 6 |
| Revise draft based on UNICEF comments; prepare power point presentation | 2 | June 10 |
| Finalize assessment report including executive summary and annexes; submission of the report to UNICEF and acceptance of UNICEF | 1 | June 15 |
| TOTAL NUMBER OF WORKING DAYS | 41 | |

H. Expected Deliverables

Within the consultancy period (41 working days between mid April to mid June), the consultant is expected to complete the above-mentioned scope of work using the UNICEF Evaluation Report Standards. The deliverables are as follows:

1. Evaluation design (Evaluation instruments developed) and implementation plan
2. Quantitative/qualitative assessment of general services (including access) in communities visited

3. First draft of the evaluation report. Recommendations, lessons learned and suggestion for programmatic direction should be included in the evaluation report.

4. Finalization of the evaluation report.

The evaluation report should include the following sections:

- Executive summary (2 pages max.)
- Introduction/project context
- Aims
- Objectives
- Methods
- Findings
- Conclusions
- Recommendations: which refer to all relevant components of the overall Evaluation objectives as described in section B above;
- Annexes
- Distribution list

I. Estimated Duration of Contract

The contract is for a total of 41 working days between mid April and mid June 2011.

J. Official Travel Involved

The consultant will travel from the home country to Yangon. In-country travel will also be required to the selected programme areas. Approximately 17 days will be spent by the consultant(s) in the 6 selected areas with the remainder of the time in Yangon.

K. Desired background and experience

- Advanced degree in social sciences, child and family welfare, social work or related field.
- 10-15 years of organizational experience working in child and family welfare, social work or related field, preferably in an international environment.
- Experience in conducting assessments, analysis, or evaluation of child protection systems.
- Fluency in English language and good report writing skills.
- Knowledge of and working experience in UNICEF or other relevant UN-agency an advantage.
- Experience of working in Myanmar and knowledge of the country context would be an asset.

L. Contract Supervisor

Jeannette Wijnants, Chief of Child Protection

M. Type of Supervision that will be provided

- Consultation via email on development of schedule, data gathering instrument and desk review.
- In office briefing and review programme.
- Review and assess draft and final report.

N. Consultant's Work Place

Consultant will work at her own office or hotel. UNICEF will arrange the focus group discussions and interviews in the selected assessment areas. No office space will be provided by UNICEF for the consultant.

Responsibilities of UNICEF.

- Briefing and work supervision
- Organizing focus groups and interviews including venue, materials and all logistics
- Organizing interpretation (in both Myanmar and Chin and possibly other languages)

O. Recourse

UNICEF reserves the right to withhold payment of professional fees if output does not meet the required standard.

Submitted by:

Name: Jeannette Wijnants
Title: Chief Child Protection

Date: _____

Certified by:

Name: Marinus Gotink
Title: CIC Deputy Representative

Date: _____

Approved:

Name: Ramesh Shrestha
Title: Representative

Date: _____

Appendix 2: TERMS OF REFERENCE FOR CONSULTANTS AND CONTRACTORS

Title : Consultant on Evaluation of "UNICEF Township/Community based Child Protection Systems Building Programme and Capacity Analysis of Implementing Child Protection Partners"

Key Responsibility for evaluating the "Capacity Analysis of Implementing Child Protection Partners" Component

Requesting Section: Child Protection

A. Background and Justification

UNICEF Myanmar Child Protection interventions were initially carried out under the Education Programme, while in 2004 it became a full-fledged programme. From 2006, Child Protection became a separate section and started the 2006-2010 Government of Myanmar and UNICEF Country Programme with four projects; 1) Capacity building for child protection and participation, 2) Protection of children without parental care and children affected by HIV/AIDS, 3) Juvenile Justice and Legal Protection, and 4) Protection of children from exploitation and abuse. In late 2008, based on programmatic needs, UNICEF, government counterparts and implementing partners reformed the programme structure and consolidated projects 1, 2 and 3 into newly designed Project 1 "Child and Family Welfare System for Protection of Children" and Project 2 "Justice for Children and Legal Protection". With this structure, the programme was implemented from 2009 Child Protection up to end 2010.

The 2006-2010 Child Protection Programme initially had seven results, with one result added in 2007 to reflect specific monitoring and reporting responsibilities on grave violations against children in situations of armed conflict (as per UN Security Council Resolution 1612). The results were as follows:

- 2) Operational data on children without parental care available;
- 3) A national strategy on the protection of children without parental care and children affected by HIV/AIDS developed;
- 4) Strengthened knowledge and skills on child protection, child rights, social work, psychosocial care and support;
- 6) National standards, policies, alternative measures and training programmes on juvenile justice will be in place to protect children in conflict with the law;
- 7) Community-based child protection networks piloted in selected communities;
- 7) A Plan of Action to prevent recruitment of children will be operationalized;
- 9) Improved law enforcement and reintegration measures for exploited and trafficked children
- 10) Prevention of recruitment of minors into armed forces, as per Security Council Resolution 1612 (added in 2007)

In its first mid-term of the country programme (2006-2011), UNICEF Child Protection developed training manuals on child protection and child rights, and accelerated awareness raising training workshops throughout the country in collaboration with the Department of Social Welfare to the various levels of committees for the rights of the child (CRC). Child Protection & Child Rights awareness raising workshops by DSW & Myanmar Literacy Resource Center to CRC Committees, in fact, started since October 2002, and as of February 2007, a total of 8249 CRC committees members from 17 State/Regions, 38 Districts and 178 Townships participated. In addition, through developing partnership with local NGOs; Catholic Bishop Conference of Myanmar, Kalay Valley Baptist Association, Myanmar Council of Churches, Ratana Metta Organization, Tedim Baptist Convention, Kachin Baptist Convention and Yangon Kayin Baptist Women's Association, awareness raising programme was able to be expanded to hard-to-reach communities such as Chin, Kachin, Shan, Tanintharyi and Kayin Regions. This awareness raising on child protection and child rights programme allowed UNICEF to cover 8 townships, 3894 villages with 26050 community members through 973 training workshops.

Soon after Cyclone Nargis made landfall in Ayarwaddy and Yangon Division (Region) in May 2008, the UNICEF Child Protection Section, in cooperation with the Government and implementing partners (above mentioned partners) and other partners; Enfants du Monde/Droits de l'Homme (EMDH) (up to June 2010), Myanmar Nurse and Mid-Wife Association (MNMA), Myanmar Red Cross Society (MRCS), National Young Women's Christian Association (NYWCA), and Pyi Gyi Khin initiated interventions to strengthen or establish community-based protective environment in cyclone affected areas as part of response and recovery activities to prevent and respond to cases of child abuse, exploitation, neglect and violence. As of February 2011, the UNICEF Child Protection programme covers 545 villages/wards in 45 townships along with 20,894 children registered (9,670 girls/11,224 boys). The programme with MCC Legal Aid, in providing legal assistance to children in contact with the law and women survivors of gender based violence covers 245 townships. From 2009 onwards, UNICEF and the Department of Social Welfare (DSW) of the Ministry of Social Welfare, Relief and Resettlement, formalized activation of selected township Committees on the Rights of the Child (TCRC) by assigning a DSW officer at township level (where DSW is not represented). A start was made with five townships in 2009 and four additional ones in 2010, while early 2011, DSW and UNICEF selected six new townships. This approach aims to strengthen the child protection response and referral mechanism from community level up to township level, at times up to district level too, and is part of child protection systems building. This Township/Community-based Child Protection Systems Building will be evaluated by an external consultant who will also be a lead consultant for the evaluation of "UNICEF Township/Community based Child Protection Systems Building Programme and Capacity Analysis of Implementing Child Protection Partners".

Before scaling-up the interventions across the country, and seeking the programmatic impact, the UNICEF Child Protection team proposes to conduct a review of the current interventions of Township/community-based child protection along with capacity analysis of the implementing partners, including a review of organizational structure and resources of Department of Social Welfare. The capacity analysis of implementing partners, the focus of this Terms of Reference, will assess the overall organizational analysis in which the organizational culture, the governance and strategies, financial accountability, the administrative and management structure, human resources management, policies advocacy and strategies for coordination with other organizations, and any strategies for sustainability of the organization.

The consultant will also make concrete recommendations and develop an action plan on key areas for further organizational strengthening.

In addition to project progress monitoring reports and annual reports submitted by the implementing partners, a more comprehensive and objective evaluation by an external consultant is deemed necessary to validate results reported. The evaluation will document the progress, experiences and lessons learned and identify issues, gaps and challenges for the current township/community-based child protection interventions along with analyzing partners' capacity in various programmatic and organizational development aspects.

B. Purpose of Assignment

The objectives of the capacity analysis of child protection implementing partners, including review of the Department of Social Welfare are as follows:

- Assess the Governance and strategy of the organization

- Assess the Financial component of the organization such as financial rules, regulations, transaction, and audit
- Assess the Administration and Human Resource Management of the organization including organizational policies, rules, regulations and guidelines
- Assess the Project design and management
- Assess sustainability strategies by the organizations for programmes (i.e. the likelihood of the programme continuing after donor support); and
- Develop an action plan (based on recommendations and lessons learned) that identifies and prioritizes key areas for capacity development and support, taking into consideration the level and severity of violation of child protection concerns both general and in the context of conflict.

This evaluation would also aim to address the below evaluation objectives and provide answers to the following specific questions:

Relevance

1. Are mission, vision, and aims of the organization in keeping with locally defined needs and priorities?

Effectiveness

2. To what extent have the organization's aims been reached?
3. Are the organization's activities adequate to realize its aims?

Efficiency

4. Has the organization made effective use of time and resources to achieve the outcomes?

Impact

5. Has the organization's activities produced intended or unintended changes in the lives of beneficiaries and their environment, directly or indirectly?
6. Have there been positive or negative impacts from external factors?

Sustainability

7. To what extent does the organization established processes and systems that are likely to support the continuation of the organization?
8. Are the involved parties willing and able to continue on their own?

Gender Equality

9. Was the organization designed to provide equal participation and benefits for women and Men employees or beneficiaries?
10. Is the organization promoting equal participation and benefits for women and men employees?
11. Is the organization promoting equal participation for boys and girls (child participation) in its programmes?

Monitoring and Evaluation

12. Does evidence exist to show that the organization's aims are on track to being achieved?
13. Is the M&E system collecting the right information to allow judgment to be made about?
14. Is the M&E system collecting useful information on cross-cutting issues?
15. Is there any financial accountability assessment to the organization?

The consultant for this evaluation" Capacity Analysis of child protection implementing

partners” will be working together with another external consultant (the lead consultant) who will be evaluating the component on “Township/Community-based child protection systems building”.

C. Programme Area

This consultancy is covered under Child Protection Programme (2011-2015) Component Result (PCR) 912 *“Capacity of government officials, civil society organizations and communities enhanced to implement prevention, recovery and reintegration services for vulnerable children to strengthen child protection and social welfare system including improved data collection and use”* and Intermediate Result (IR) 62.1 *“Capacity of government and non-governmental partners built to effectively contribute to strengthening child protection systems by 2015”* and Intermediate Result (IR) 63 *“80% of UNICEF registered vulnerable children, including children in contact with the law, receive child friendly and gender appropriate prevention, recovery and reintegration services by 2015 in selected townships”*.

D. Scope of Work

The assessment on Capacity Analysis of Child Protection implementing partners will include the following:

- Scope and context of the current governance structure, legitimacy of the actors in organizations, power structure (formal vs. informal), organizational culture
- A fair and consistent legal system, correctly prioritizing services to correspond with beneficiaries’ needs(organizational strategies)
- Recognition of responsibilities , ownership of obligations, motivations of staff
- Transparency -availability and clarity of information provided to beneficiaries, partners, and to staff working within organizations
- Financial accountability brought about by efficiency in resource use, supplies, expenditure control, table of authority and internal and external audits
- Enacting legislation that strengthens the freedom and plurality of media, establishing an independent electoral management body, and encouraging staff inputs into decision making on organization’s plans and budgeting
- Quality of information, feedback and communication, openness to learning from the outcomes of past decisions
- Ability to communicate, negotiate, facilitate and influence
- Staff recruitment policy, staff rules and regulations, code of conduct, performance management, safety, wellness, benefits, employee motivation, communication, administration, and training, employee turnover rate and cost, employee satisfaction,
- Cost of training and development activities with respect to organizational goal attainment
- Administration of office tasks, inter-organizational control forms, staff safety, timely communication within organization for updated information such as policies, ethics and integrity
- Developing programme design and management strategies
- Strategies for sustainability of the organization as well as programmes implemented by the organization
- Policies advocacy and strategies for coordination with other organizations

Note: Capacity relating to: technical capacity on child protection, community ownership and accountability will be evaluated by another external consultant (the lead consultant) while evaluating “Township-Community-based child protection systems building” component. However, the consultant for this consultancy will be responsible for ensuring that all above mentioned components are reviewed and recommendations included in the final report through collaboration with the lead consultant.

Organizational Development considerations

- Through thorough analysis, identify key capacity gaps for child protection implementing partners and make recommendations on critical areas that need to be addressed to prevent and mitigate the impact on the children.
- Recommendations should be included possible ways of organizational development.

The actual assessment will include visits to the child protection partners’ offices to collect background information, identify relevant institutions as possible counterparts for the realization of the assessment, and verify the validity for the assessment.

The assessment should be conducted in a highly inclusive manner, involving all relevant government and non-government staff. Additionally, the process should be highly transparent with the targeted population to avoid misunderstanding or misinterpretation of findings.

E. Evaluation Methods

- Develop the evaluation work plan, evaluation design and methodology taking into consideration the UNICEF Evaluation Report Standards
- Develop the assessment implementation work plan
- Review of available documentation
- Develop the assessment instruments and conduct validation and field testing of the same
- On site observation and collecting information
- Prepare the report and present the findings in a briefing to be organized for the purpose of disseminating results to intended audience

The consultant is expected to undertake the evaluation in as rigorous and timely manner as possible to produce information and make recommendations that are sufficiently valid and reliable, based on data and analysis.

It is expected that the evaluator will conduct a participatory evaluation that will involve project implementers and target beneficiaries (including children) in all key evaluation tasks. Existing project documents and progress reports will be shared with the consultant to facilitate completion of the tasks.

F. Areas to be considered

- All work shall be done in full co-operation with the UNICEF Child Protection team in particular the Chief of Section, and the Child Protection Monitoring & Evaluation Officer.
- Instruments used for the evaluation should be attached to the report.

G. Timeline

Work is scheduled to take 23 working days including field related activities beginning 25 April 2011.

| Activity | # of days | Week |
|--|-----------|---------------------------|
| Comprehensive Desk Review of related documents (relevant documents to be sent by UNICEF Child Protection Team). Possible pre-meeting with UNICEF Child Protection Team and Lead Consultant on 26 April | 4 | April 25-28 |
| Develop Data-Collecting Instruments and send to UNICEF | 2 | April 29-May 2 |
| Comments on the Instruments from UNICEF | | May 3 |
| Revision of Instruments (<i>all of the above could be done by external consultant from home</i>) | 1 | May 4 |
| Discussion with UNICEF on design, e.g. field areas, participants, etc. Meeting with Translator/s; Briefing/Preparation for meetings with partners Preparation of Areas, Contact Key Informants, Translate Instruments into Myanmar, and pretest | 2 | May 5-6 |
| Visit to partner organizations , set business meetings, interviews, group discussions, verification of information through observation and discussion with respective staff members from organizations (Yangon offices and peri urban field setting,) Travel to Nay Pyi Taw and meet with the DSW staff (together with lead consultant, scheduled on 13 May) | 6 | May 9-16 |
| Any additional meetings with partners as necessary, Meeting with UNICEF representative, Dy Representative, Chief of Child Protection and Child Protection Team Meeting with the consultant working for evaluation on "Township/Community-based Child Protection Systems Building" Debriefing on field findings to Child Protection team | 2 | May 17-18 |
| Consolidation and analysis of the data; drafting of the report by compiling the findings from the evaluation on "Capacity analysis of child protection implementing partners" (<i>can be done at home</i>)(<i>e-mail corresponding will be done with lead consultant responsible for evaluation on "Township/Community-based Child Protection Systems Building"</i>) | 4 | Between May 19 and May 31 |
| Comments by Lead Consultant and UNICEF on the draft assessment | | June 6 |
| Revise draft report based on UNICEF comments; prepare power point presentation, ensure final report on capacity analysis is included in overall 'UNICEF Township/Community based Child Protection Systems Building Programme and Capacity Analysis of Implementing Child Protection Partners' Report (expected from Lead consultant by 15 June) | 2 | June 10 |

| | | |
|------------------------------|----|--|
| TOTAL NUMBER OF WORKING DAYS | 23 | |
|------------------------------|----|--|

H. Expected Deliverables

Within the consultancy period (23 working days between end April to mid June), the consultant is expected to complete the above-mentioned scope of work using the UNICEF Evaluation Report Standards. The deliverables are as follows:

1. Evaluation design (Evaluation instruments developed) and implementation plan
2. Quantitative/qualitative assessment of general services (including access) in communities visited
3. First draft of the evaluation report. Recommendations, lessons learned and suggestion for programmatic direction should be included in the evaluation report.
4. Finalization of the evaluation report.

The evaluation report should include the following sections:

- Executive summary (2 pages max.)
- Introduction/project context
- Aims
- Objectives
- Methods
- Findings
- Conclusions
- Recommendations: which refer to all relevant components of the overall Evaluation objectives as described in section B above;
- Annexes
- Distribution list

I. Estimated Duration of Contract

The contract is for a total of 23 working days between end April and mid June 2011.

J. Official Travel Involved

The consultant will travel from the home country to Yangon. In-country travel will also be required to Nay Pyi Taw. Approximately 10 days will be spent by the consultant in the partners' office and peri urban areas with the remainder of the time in Yangon.

K. Desired background and experience

- Advanced degree in social sciences, child and family welfare, social work or related field.
- 10-15 years of organizational experience working in child and family welfare, social work or related field, preferably in an international environment.
- Experience in conducting assessments, analysis, or evaluation of child protection systems, and experience in organizational development
- Fluency in English language and good report writing skills.
- Knowledge of and working experience in UNICEF or other relevant UN-agency an advantage.

- Experience of working in Myanmar and knowledge of the country context would be an asset.

L. Contract Supervisor

Jeannette Wijnants, Chief of Child Protection

M. Type of Supervision that will be provided

- Consultation via email on development of schedule, data gathering instrument and desk review.
- In office briefing and review programme.
- Review and assess draft and final report.

N. Consultant's Work Place

Consultant will work at his/her own office or hotel. UNICEF will arrange the focus group discussions and interviews in the selected assessment areas. No office space will be provided by UNICEF for the consultant.

Responsibilities of UNICEF.

- Briefing and work supervision
- Organizing focus groups and interviews including venue, materials and logistics
- Organizing interpretation

O. Recourse

UNICEF reserves the right to withhold payment of professional fees if output does not meet the required standard.

Submitted by:

 Name: Jeannette Wijnants
 Title: Chief Child Protection

Date: _____

Certified by:

 Name: Juanita Vasquez
 Title: Deputy Representative

Date: _____

Approved:

 Name: Ramesh Shrestha
 Title: Representative

Date: _____

Appendix 3: Schedule of Field Visits for International Consultant

Claire O’Kane (international consultant) to be accompanied by Daw Si Si Aye (national consultant), U Aung Shwe (Interpreter) and in selected locations: Daw May Zan Kyaw, U Hein Latt, Daw Thida Seine, Daw Khin Aye Yee, Daw Yin Yin Han, Daw Nyunt Nyunt Thane and Jeannette Wijnants (UNICEF Child Protection team members)

24 April to 17 May 2011

| Date & Time | Activity & Theme | Details |
|---|---|--|
| Day-1, Sunday - 24 April 2011 | | |
| | Arrive Yangon by air | |
| | Check in Hotel | |
| | Night Stay at Yangon | |
| Day-2, Monday - 25 April 2011 | | |
| 08.30 – 09.30 | Meet with Chief, Child Protection Section and Introduction to the team | Briefing on progress |
| 09.30 – 12.00 | Meeting with various colleagues on logistics, meeting with interpreter, finalization of tools | Briefing on the design and tools for the review (Claire, JW, Kay, CKK, SSO, UHT) |
| 12.00 – 13.00 | Lunch | At Trader’s |
| 13.00 – 16.00 | Meet with community support group members, beneficiaries and project staff (for pretesting the tools) | Meeting to be held at Trader’s |
| 16.00 – 17.00 | Review tools and make amendments if necessary (and translate changes) | Claire, JW, CHKK, Kay, UHT |
| | Night stay at Yangon | |
| Day-3, Tuesday - 26 April 2011 | | |
| 08.30 – 09.30 | Meet with Chief, Child Protection Section and Introduction to the team | Briefing on progress |
| 09.30 – 12.00 | Meeting with Child Protection team | Briefing on the design and tools for the review |
| 12.00 – 13.00 | Lunch | |
| 13.00 – 15.00 | Meet with consultant for organizational capacity review | |
| 15.00 – 17.00 | Final preparations | |
| | Night stay at Yangon | |
| Day-4, Wednesday - 27 April 2011 | | |
| 07.00 – 13.00 | Leave Yangon by car to Mawlamyaing | six-hour drive (lunch on the way) |
| 13:00-14:30 | Check in at hotel | |
| 14.30 – 15.00 | Courtesy call to Assistant Director, Department of Social Welfare, Mon State | Accompanied by Daw May Zan Kyaw, UNICEF Child Protection Field Officer |

| | | |
|--|--|---|
| 15.00 – 18.00 | Separate meetings with Project staff of CARE, Myanmar Nurse and Midwife Association (MNMA), Save the Children (SC) | To be introduced to partners by Daw May Zan Kyaw, UNICEF Child Protection Field Officer |
| | Night stop at Mawlamyaing | Shwe Myint Mo Tun Hotel 057-27347/27348 |
| Day-5, Thursday - 28 April 2011 | | |
| 08.00 – 08.30 | Travel to SwaYa Village by car | 30-minute drive |
| 08.30 – 12.00 | Meet with community support group members, beneficiaries and Save the Children project staff | |
| 12.00 – 13.00 | Lunch | |
| 13.00 – 13.10 | Travel to Hlaing Ward by car | 10- minute drive |
| 13.10 – 16.00 | Meet with community support group members, beneficiaries and CARE project staff | |
| 16.00 – 16.30 | Night Stop at Mawlamyaing | Shwe Myint Mo Tun Hotel |
| Day-6, Friday – 29 April 2011 | | |
| 08.00 – 08.15 | Travel to ShweMyaingThiri by car | 15-minute drive |
| 08.15 – 11.30 | Meet with community support group members, beneficiaries and MNMA project staff | |
| 11.30 – 17.30 | Leave Mawlamyaing by car to Yangon | six-hour drive (lunch on the way) |
| | Night Stop at Yangon | |
| Day-7, Saturday – 30 April 2011 | | |
| 06.00 AM | Leave Yangon by air to Mandalay | one-hour flight |
| 08.00 – 17.00 | Mandalay –Kalay by car | 9-hour drive |
| | Check in at hotel | |
| | Night Stop at Kalay | TaungZalat Hotel |
| Day-8, Sunday – 1 May 2011 | | |
| 06.00 – 10.00 | Travel from Kalay to Tedim by car | 4 hour drive; accompanied by U Hein Latt, UNICEF Child Protection Field Officer |
| 10.00 – 11.00 | Meet with Project staff of TedimBaptistConvention (TBC) | |
| 11.00 - 12.00 | Travel from Tedim to LoiTui Village by car | 1-hour drive; |
| 12.00 – 13.00 | Lunch | |
| 13:00 -16:00 | Meet with community support group members, beneficiaries and TBC project staff | |
| 16.00 – 17.00 | Return to Tedim by car | 1-hour drive; arrive Tedim at 17.00 pm |
| | Check in guest house | |
| | Night stop at Tedim | CiimMuai guest house |

| Day-9, Monday – 2 May 2011 | | |
|--------------------------------------|---|--|
| 06.00 – 10.00 | Travel from Tedim to Kalay by car | 4 hour drive |
| 10.15 – 19.00 | Travel from Kalay to Monwya by car | 9 hour drive |
| | Check in at hotel | |
| | Night stop at Monwya | |
| Day-10, Tuesday – 3 May 2011 | | |
| 09.00 – 12.00 | Travel Monwya to Mandalay | 2 – 3 hours drive |
| 1.00 – 5.00 | Rest at Mandalay, possible visit to UNICEF Field Office, Mandalay | |
| | Night Stop at Mandalay | Hotel Queen |
| Day-11, Wednesday – 4 May | | |
| 09.00 – 11.90 | Report writing (in hotel) | |
| 14.35 – 15.35 | Travel Mandalay to NyaungOo by air | |
| 16.00 – 16.30 | Check in at hotel | |
| 16.30 – 16.45 | Travel to Wet Gyi Inn Village by car | Accompanied by DawThida Seine, UNICEF Child Protection Field Officer |
| 16.45 – 19.00 | Meet with community support group members, beneficiaries | |
| 19:00 | Night stop at NyaungOo | Golden Express Hotel 061-60034/60381 |
| Day 12, Thursday - 5 May 2011 | | |
| 07.30 – 07.45 | Travel to MRCS office, Bagan Myo Thit | |
| 07.45 – 08.45 | Meet with Myanmar Red Cross Society (MRCS) project staff | |
| 08.45 – 09.15 | Travel to TCRC office | |
| 9.15 – 12.00 | Meeting with DSW Officer responsible for TCRC and meeting with TCRC members | |
| 12.00 – 13.00 | Lunch | |
| 13.30 – 13.30 | Travel to Phwa Saw Village | |
| 13.30 – 15.30 | Meet with community support group members, beneficiaries | |
| 17.25 – 18.45 | Travel Naung Oo to Yangon | Night stop Yangon |
| Day-13, Friday – 6 May 2011 | | |
| 07.00 – 10.00 | Travel to Bogalay by car | 3-hour drive |
| 10:00 -10:15 | Check in at hotel | |
| 10.15 – 12.15 | Meet with DSW Social Welfare Officer, TCRC members | Accompanied by DawKhin Aye Yee, UNICEF Child Protection Officer |
| 12.15 – 13.00 | Lunch | |
| 13.00 – 13.15 | Travel to KyetTaungChaung Village by boat | 15-minutes' ride |

| | | |
|--|---|--|
| 13.15 – 16.15 | Meet with community support group members, beneficiaries and Yangon Karen Baptist Women Association (YKBWA) project staff | |
| 16.15 – 16.30 | Return to Bogalay by boat | 15-minutes' ride |
| 16.30-17:30 | Meeting with YKBWA project staff | |
| | Night stop atBogalay | Night stay in Shwe Lin Ein Guest House,045-45648 |
| Day-14, Saturday – 7 May 2011 | | |
| 08.00 – 11.00 | Travel to Aung Chan Tha Village by boat | 3-hour boat ride |
| 11.00 – 13.00 | Meet with community support group members, beneficiaries and Myanmar Council of Churches (MCC) project staff | |
| 13.00 – 16:00 | Return to Bogalay | |
| 16.00 – 17:00 | Meeting with MCC Project Staff | |
| | Night stop atBogalay | Night stay atShwe Lin Eing guest house |
| Day-15, Sunday – 8 May 2011 | | |
| 08.00 – 11.00 | Return to Yangon by car | |
| | Rest and Free time | |
| | Night Stop at Yangon | |
| Day-16, Monday – 9 May 2011 | | |
| 08.00 – 14.00 | Travel to Laputta by car | 6-hour drive |
| 14:00 - 14:30 | Check in at hotel | |
| 15:00 - 16:00 | Meeting with DSW Social Welfare Officer and TCRC members | Accompanied by DawYin Yin Han, UNICEF Child Protection Officer |
| | Night stop at Laputta | Night stay in Paris Hotel 042-86578 |
| Day-17, Tuesday – 10 May 2011 | | |
| 08.00 – 09.00 | Travel to MiChaungEing village by boat | 1 hour speed boat ride |
| 09.00 – 12.00 | Meet with community support group members, beneficiaries and MRCS project staff | |
| 12:00 – 13.30 | Travel to Da Ni Chaung village by boat, lunch on the way | 30minutes speed boat ride |
| 13.30 – 16.30 | Meet with community support group members, beneficiaries and RattanaMetta Organization (RMO)project staff | |
| 16.30 – 18.30 | Return to Laputta by boat | 1 hour speed boat ride |
| | Night stop at Laputta | Night stay in Paris Hotel |
| Day-18, Wednesday – 11 May 2011 | | |
| 08.00 – 11.00 | Separate meeting with project staff from MRCS, CBCM, SC, RMO | Henery-CBCM 09-49719876 |
| 11.00 – 17.00 | Return to Yangon by car | 6 hour drive |

| | | |
|---------------------------------------|--|-----------------------|
| | Night stop at Yangon | |
| Day-19, Thursday – 12 May 2011 | | |
| 08.30 – 09.15 | Travel to Dala by car | 45 minute drive |
| 09.30 – 10.30 | Meeting with TCRC members | |
| 10.30 – 10.45 | Travel to meeting place (Monastery) | |
| 10.45 – 12.45 | Meet with community support group members, beneficiaries and project staff from Ta Pin Shwe Htee ward at Monastery | |
| 12.30 – 13.30 | Lunch | |
| 13.30 – 15.30 | Meet with community support group members, beneficiaries and project staff from Kamakasit ward at Monastery | |
| 15.30 – 17.00 | Meeting with MNMA staff members at Monastery | |
| 17.00 -17.45 | Return to Yangon by car | 45 minute drive |
| | Night stop at Yangon | |
| Day-20, Friday – 13 May 2011 | | |
| 08.30 - 10.00 | Meeting with training consultant U Taik Aung | At UNICEF Office |
| 10.00 - 11.00 | Meeting with UNICEF staff- individual meetings (KAY) | At UNICEF Office |
| 11.00 -12.00 | | Shon FGD with CP team |
| 12.00 – 13.00 | Lunch | |
| 13.00 – 14.00 | | |
| 14:00 - 15:00 | Meeting with UNICEF staff- individual meetings | |
| 15:00 - 16:00 | Meeting with UNICEF staff- individual meetings | |
| 16.00 – 17.00 | Any follow up meetings with Save and World Vision, others? | |
| | Night stop at Yangon | |
| Day-21, Saturday -14 May 2011 | | |
| | Meeting with consultant-Capacity Building | |
| | Rest and report writing | |
| | Night Stop at Yangon | |
| Day-22, Sunday -15 May 2011 | | |
| | Rest and report writing | |
| | Night Stop at Yangon | |
| Day-23, Monday -16 May 2011 | | |
| 08.30 – 09.00 | Leave for DSW | |

| | | |
|--|--|---|
| 09.00 – 12:00 | Meeting with Deputy Director General and officials from Department of Social Welfare | Accompany by Jeannette Wijnants, Chief of Child Protection, Daw Nyunt Nyunt Thane, Child Protection Specialist, Shon Campbell, consultant for Capacity Analysis |
| 12:00 – 13.00 | Lunch | |
| 13.00 – 15:00 | Meeting with representatives from all implementing partners | Make confirmation with partners |
| 15.00 – 15.30 | Debriefing with Juanita | |
| | Night stay at Yangon | |
| Day-24, Tuesday -17 May 2011 (UN and Government Holiday) | | |
| 13.00- 14.00 | Meeting with AusAID representative | |
| | | |
| 16.00 | Depart from Yangon | |

Appendix 4: Implementation Work Plan: Evaluation of Township and Community Based Child Protection Programme

Introduction: UNICEF are working in partnership with DSW to activate TCRCs and to support DSW Social Welfare Officials in 9 selected Townships. Through partnership agreements with 13 NGO partners UNICEF are also supporting community based child protection work through Community Support Groups in 418 villages/ wards across 45 townships. Over 15,000 children have been registered through this programme. The findings of this evaluation will be used to inform and guide programme improvements in township and community child protection work so that any future scaling up of interventions may be effective and sustainable. The TOR, as well as initial findings from a desk based review of key documents (strategy documents, programme plans, annual and mid-term reviews with DSW, reviews of TCRCs, field visit reports, partner progress reports, training reports and child protection data base analysis) have informed the design of assessment instruments including use of: Semi structured interviews, Focus Group Discussions, participatory tools, structured questionnaires, case studies, observation and key informant interviews. This document presents an overall evaluation matrix indicating which key assessment methods and tools will be used with different stakeholders. It also provides an overview of the main evaluation areas and evaluation criteria. Questions relating to these evaluation areas have been developed and tailored for their relevance for use with different stakeholders¹ for use within specific available time frames. The schedules for using various assessment methods with different stakeholders are outlined below. The field visits (April 25 – May 16 2011) were pre-arranged by UNICEF as advance travel permission for the evaluator was required². During three weeks of field work the evaluator will meet with:

- 12 Community Support Groups supported by different NGO partners in 5 different States and Divisions (Yangon, Mon, Chin, Mandalay, and Ayeyarwaddy) with opportunities for discussions with women, men, girls and boys.
- 8 NGO partners (CARE, MNMA, Save the Children, Teadim Baptist Convention, YKBWA, MRCS, CBCM and RMO).
- 4 TCRCs (Naung Oo, Bogalay, Laputta and Dala) meeting with TCRC members and the DSW Social Welfare Officer
- DSW Director General, Deputy Director General and officials from the Department of Social Welfare, Nay Pyi Taw
- UNICEF Child Protection team staff (Yangon HQ staff, and field staff)
- Representatives of all implementing partners (13 NGOs)

In addition a self-assessment format was developed and distributed (in local languages) to NGO partners in the first week of April 2011 to receive feedback from 50- 60 additional CSGs by mid May 2011. Furthermore, another consultant will be undertaking a more detailed capacity analysis review of each of the 13 NGO implementing partners. The methodology and findings from this analysis will be incorporated in the overall evaluation

¹ See separate documents sharing details of FGDs, semi structured interviews and/ or participatory tools for each stakeholder.

² See Proposed Field itinerary for international consultant conducting review of UNICEF child protection, Draft of 28 March 2011.

findings and will inform the recommendations made to strengthen the township and community based child protection programme. All findings from different data sources and methods will be triangulated to ensure validity. Furthermore ethical guidelines will be applied throughout to ensure confidentiality, informed voluntary participation and appropriate use of child protection codes of conduct and reporting procedures.

EVALUATION MATRIX:

| Key Stakeholders: | Assessment Methods/ Tools: | Overall Evaluation areas to be explored through different methods: |
|---|---|--|
| UNICEF (Yangon office and field offices) | Focus Group Discussions and/or Semi structured interviews | <p>Criteria relating to the relevance, effectiveness, efficiency, impact, sustainability, gender equality and equity will be considered while exploring key evaluation areas concerning:</p> <p>The relevance of UNICEF assisted Township/community-based child protection programme in creating a protective environment where girls and boys are free from violence, exploitation, and unnecessary separation from family?³</p> <ul style="list-style-type: none"> - Analysis of government laws, policies and strategies; and plans of Government, UNICEF and NGO partners with regards to their support to child protection system building at community, township and higher levels; Identify how changes in administration may affect the functioning of TCRCs. - Analysis of main protection concerns affecting girls and boys in community; local beliefs concerning child protection and discipline; and opportunities for children or adults to report protection concerns - How effectively risk and protection factors are identified with children, families, communities, officials; whether existing good practices and local resources are effectively built upon. - Is the programme supporting gender equality and reaching the most marginalised children? |
| | 'H' Assessment | |
| | Key Informant interviews | |
| | Child Protection Data base analysis | |
| | Desk based review of relevant strategies, policies, plans, progress reports, training reports, children's consultation reports | |
| DSW (Nay Pyi Taw and in States/ Divisions) | Semi structured interviews | <p>The availability, reach and quality of community based child protection prevention, monitoring and response system with a particular focus on the value, accessibility, effectiveness, impact and sustainability of community support groups and their activities. Assess the scope, quality and impact of awareness raising and prevention work, children's participation, case management, care of vulnerable children with their communities, reintegration⁴, referrals, and networking.</p> <p>The effectiveness of TCRCs – their accessibility to communities and children; their capacity to undertake case management and referrals on child protection in the best interests of the child; the effectiveness and</p> |
| | Desk based review of relevant laws, policies, strategies, plans, progress reports | |
| TCRC members (in 4 townships) | Focus Group Discussions | |
| | Case studies | |
| NGO Partners (8 -13 NGOs – national and/or local field staff) | Focus Group Discussions and/or Semi structured interviews | |
| | 'H' assessment | |
| | Case studies | |
| | Desk based review of relevant plans, progress reports, training reports, children's consultations etc | |
| | Group discussion with representatives from all implementing partners 23/05 | |
| CSGs | Focus Group | |

³ As reflected in UNICEF's vision and approach to child protection, UNICEF Child Protection Strategy 2008, E/ICEF/2008/5/Rev.1

⁴ Of former child soldiers, survivors of trafficking, children from institutions, or children in contact with the law

| | | |
|---|---|---|
| (12 CSGs in diverse locations – Mawlemyine, Tedim, Naung Oo, Bogalay, Laputta and Dala) | Discussions | sustainability of assigned DSW officers at the township. The capacity and effectiveness of partners, networks, and TCRCs, and their support from UNICEF and the Government to undertake an integrated approach to prevention, monitoring and response to child protection: <ul style="list-style-type: none"> - Identify capacity building at different levels – relevance, effectiveness, applicability - Identify key strengths, key constraints (<i>legal, policy, resources, socio-cultural</i>), and key opportunities to strengthen. |
| | Time Line of CSGs | |
| | 'H' Assessment | |
| | Informal interviews with parents/ caregivers/ children | |
| | Case Studies | |
| Observation | | |
| CSG (50 - 60 additional CSGs) | Self assessment of CSGs (questionnaire and 'H' Assessment) | |
| Children and Young People (12 villages/wards ⁵) | Focus Group Discussions | The impact in girls and boys lives (especially of the most vulnerable and marginalised children) of the community and township child protection mechanisms. Identify the extent to which children are better protected from abuse, neglect, violence and exploitation; and are better cared for within their families and communities. The relevance and effectiveness of existing monitoring and evaluation systems in terms of data collection and analysis on indicators concerning child protection by UNICEF and their partners. Main lessons learned, good practices, key constraints and recommendations for effective replicability and scale up of child protection systems in the Myanmar context. |
| | Body Map (before/ after CSGs) | |
| | (if time) Drawings, drama, poetry or songs. | |
| | Observation | |

Schedule for UNICEF Child Protection team meetings:

Between April 25th – May 17th 2011 the evaluator will have both formal and informal opportunities to facilitate interviews, focus group discussions and participatory assessments involving UNICEF Child Protection Staff members including:

- ✚ Briefing the child protection team on the design and tools for the review, and seeking their suggestions to improve (2.5 hrs on 25/04)
- ✚ Undertaking a focus group discussion and/or semi structured interviews with CP team members (90 mins on 26/04)
- ✚ 'H' assessment by the CP team (45 minutes on 26/04)
- ✚ Key informant interview and key UNICEF staff responsible for M&E and Child Protection Data base Analysis
- ✚ Informal interviews with UNICEF CP staff members during field travel
- ✚ Meeting with Chief of Child Protection, Country Representative and Deputy Representative for discussions on the most significant findings from the review (1 hour on 16/05)
- ✚ De-briefing on field findings to the child protection team (2 hours on 17/05)

⁵ some of whom may be members of CSG or children/ youth groups

Schedule for DSW:

- ✚ Semi-structured interview and/or FGD with DSW Director General, DDG and other officials in Nay Pyi Taw (2 hours, 13/05)

Schedule for Field visits to TCRCs and DSW Social Welfare Officers:

One – two hour visits are scheduled with 4 TCRCs and DSW Social Welfare Officers in 4 townships (Naung Oo, Bogalay, Laputta and Dala).

- ✚ Semi-structured interview and/or FGD with TCRC members and/or DSW Social Welfare Officers (one hour)
- ✚ Structured questionnaire

Schedule for meetings with NGO partners:

During the field visits the main consultant will have the chance to meet with 8 NGO partners (CARE, MNMA, Save the Children, Tedim Baptist Convention, YKBWA, MRCS, CBCM and RMO). Most of these meetings are scheduled to last 45 – 60 minutes and will use:

- ✚ Time Line and Focus Group Discussions to explore the history of their community child protection work, capturing key training, different phases of work, successes and challenges over time.
- ✚ 'H' Assessment (in their own time)

Note: The agenda for focus group discussions with representatives from all implementing partners (2 hours on 16/05) will be developed during the review process based on significant findings from the field visits. It will be a good opportunity to further explore significant successes, challenges and strategic questions regarding the relevance and effectiveness of the township and community based child protection programme; and for implementing partners to identify relevant recommendations.

Schedule for Field Visits to CSGs (including discussions with children, young people and community members):

The visit to each Community Support Group is approximately 3 hours. To make the most efficient and effective use of this time for assessing CSGs, the main evaluator will meet with the CSG, while the national consultant undertakes participatory activities with children and young people, and informal interviews with parents/ caregivers and other stakeholders.

- ✚ Introductions and trust building (15 minutes)
- ✚ Time line of CSGs and Focus Group Discussion with CSGs (90 - 120 minutes)
- ✚ 'H' Assessment (45 minutes)
- ✚ Observation *throughout*

Parallel activities:

- ✚ Introductions and icebreakers (15 minutes)
- ✚ Body Map and Focus Group Discussion with girls and boys (90 minutes)
- ✚ Drawing, poetry, song or drama (depending on children's interest and time availability)
- ✚ Interviews with parents/ caregivers and other key stakeholders (1 hour)
- ✚ Observation *throughout*

Notes:

- *To ensure privacy and opportunities for children and young people to freely express themselves the FGD with children and young people will be undertaken in a quiet place with minimum adults' presence. NGO partners, CSG members and parents/ caregivers will be encouraged to support opportunities for space for children's expression and participation. Where-ever possible at 6-26 girls and boys aged 10-18 years will be consulted through FGDs and participatory tools.*
- *If there is additional time available during the field visits: an 'H' assessment of CSGs may be undertaken with adults and children;*
- *Depending on their interest children may use drawings, poetry, songs or drama to illustrate changes in children and/or communities resulting from the community child protection work.*
- *Where-ever time and interest informal interviews with community members including parents, grandparents, teachers, religious leaders on the role and impact of the CSGs will also be undertaken.*

Annexes: See separate documents on:

- ✚ *Self assessment of Community Support Groups for Child Protection*
- ✚ *Focus group discussion and/or semi structured interviews with UNICEF CP team staff, and 'H' assessment by the CP team*
- ✚ *Key informant interview (with key CP staff members involved in M&E and Child Protection Data base management)*
- ✚ *Semi-structured interview and/or FGD with DSW*
- ✚ *Semi-structured interview and/or FGD with TCRC members and/or DSW Social Welfare Officers*
- ✚ *Time Line and Focus Group Discussions with NGO partners*
- ✚ *Semi- structured Questionnaire/ Interview for NGO partners*
- ✚ *Time line of CSGs and Focus Group Discussion with CSGs, 'H' Assessment and observation*
- ✚ *Body Map and Focus Group Discussion with girls and boys, and observation*
- ✚ *Informal interviews with parents, caregivers or other community stakeholders on CSGs*
- ✚ *Case Study Format*
- ✚ *Ethical Guidelines*

Appendix 4.1: Focus Group Discussions and/or Semi Structured Interviews with UNICEF Child Protection Team staff

Introduction: During the FGD we will explore key evaluation areas concerning the relevance, scope and reach of UNICEF's township and community child protection programme. We will consider the quality, effectiveness, impact and sustainability of TCRCs, CSGs, awareness raising, case management, referrals, reintegration, children's participation, and networking. We will also consider the relevance and effectiveness of the monitoring and evaluation system, the degree to which the programme effectively addresses *gender equality and equity*, and whether it is in line with a *human rights based approach*. The questions build upon the ToR and are informed by the desk review analysis of relevant strategies, laws, plans, progress reports, training reports etc. This FGD will be complemented by some individual Key Informant Interviews, and by an overall 'H' Assessment by team members of the programme. It will also be enhanced by discussions with your CP team following de-briefing and/or initial findings from the field visits.

All views will be respected and will remain anonymous. We encourage each of you to be open and honest so that we may collectively identify the weaknesses and challenges, as well as the strengths of the programme, in order to effectively identify lessons learned for effective scale up in the future.

Introductions – each person to introduce their name, role and how long they have been working with the UNICEF child protection team.

FGD (approximately 90 – 120 minutes)

Child protection, justice and care concerns:

- What are the main protection, care or justice concerns facing girls and boys of different ages and backgrounds in Myanmar (*place on post-its on the wall*)
- Which children are most vulnerable to protection or care concerns in different parts of the country and why?
- What are local beliefs and traditional practices concerning girls and boys of different ages? How do such beliefs and practices enhance children's protection or make them more vulnerable?
- Are there any beliefs or practices concerning particularly vulnerable groups of children (e.g. orphans, children with HIV, children with disabilities etc) that impact on the way they are cared for or protected?

Legal and policy framework:

- What are the main legal and policy frameworks that support the prevention or protection of children in Myanmar from abuse, neglect, violence or trafficking?
- To what extent are such legal and policy frameworks implemented?
- What are the main constraints in existing legal and policy frameworks?
- To what extent do you think agencies (Government, UN and NGOs) and individuals (at different levels) are aware of their legal mandate and duties to protect children?
- To what degree do the current legal and policy frameworks support child protection system building at local, township, state/ divisional and national levels? Please describe how.

- To what extent do the legal and policy frameworks support child rights and the principles of child rights (survival and development, best interests, non-discrimination and children's participation)?
- How are gender and age taken into account when planning services?

UNICEFs strategy (global and country strategy):

- UNICEF's Global Child Protection Strategy 2008 clearly describes its vision and approach to create a protective environment where girls and boys are free from violence, exploitation, and unnecessary separation from family; where laws, services, behaviours and practices minimise children's vulnerability, address known risk factors and strengthen children's own resilience⁶.
- How relevant is UNICEF assisted Township/community-based child protection programme in creating a protective environment where girls and boys are protected from violence, exploitation and unnecessary separation?
- What is the main goal and objectives of the Township and Community Based Child Protection programme?
- How relevant to you feel the programme is to the country needs and capacity?
- Overall how effective is the programme in addressing the range of child protection, care and justice concerns that you identified?
- Which concerns are currently more effectively addressed through the programme? Please give examples?
- Which concerns are less effectively addressed through the programme? Please give examples.
- UNICEF's CP Strategy 2008 builds upon findings from the Violence Study which notes that **violence against children is significant in its scale, scope and under-reporting** all of which are exacerbated by societal acceptance. What is UNICEF and its partners doing to encourage children to speak up about violence, abuse, neglect or exploitation affecting them?
- To what extent is UNICEF promoting children's participation in community based child protection programme, TCRCs and/or in child protection policies and practices affecting them?
- How effective/ ineffective is the programme in strengthening children's own resilience? Please describe
- What more can be done to promote children's active participation as agents of change?

Role and capacity of partners:

- How do you identify effective child protection partners?
- What are the main roles of different partners? (NGOs, INGOs and Government)
- To what extent do you think your different partners have sufficient capacity to prevent, monitor and to respond to child protection?
- Which child protection concerns are partners most confident in preventing/ responding to? (can also describe difference among partners) why?

⁶ As reflected in UNICEF's vision and approach to child protection, UNICEF Child Protection Strategy 2008, E/ICEF/2008/5/Rev.1

- Which child protection concerns do partners face most difficult in preventing/ responding to? Why?

Capacity building provided by UNICEF to partners:

- What approaches does UNICEF use to build capacity of partners at different levels?
- Make a list of training provided by UNICEF at different levels.
- How relevant is the training provided? Please describe why
- How effective is the training?
- Which training do you feel has been most effective? Why?
- Which training do you feel has been least effective? Why?
- To what extent has the training been applied in the field by different NGO partners?
- How does UNICEF provide follow up supervision, monitoring and mentoring to ensure quality implementation?
- What factors influence the effectiveness/ ineffectiveness of the capacity building at different levels?
- What other forms of capacity building could be more effectively used by UNICEF in the future to strengthen quality implementation?
- How does UNICEF support partners to apply child rights based approaches, gender equity and equity principles?
- How does UNICEF ensure that the principle of ‘do no harm’ is followed by partners (DSW and NGOs)?

Coordination among partners:

- What coordination mechanisms does UNICEF Child Protection team have with DSW?
- What coordination mechanisms exist among partners and other agencies working on child protection?
- To what extent do partners (NGO and DSW) have opportunities to share their experiences, to learn from one another and to support each other at different levels?
- Are all UNICEFs partners involved in the Child Protection Technical Working Group? If not? Why not?
- How effective is the Child Protection technical Working Group in maximising strategic programme and advocacy opportunities to strengthen quality child protection systems at different levels (national, State/ Division, township, community)?
- To ensure coordination and joint strategy developments has a mapping been undertaken to identify what CSGs/ CPGs exist across different parts of the country? And to identify which TCRCs are being activated/ supported by other child protection agencies?
- How does UNICEF strategise with Save the Children in Myanmar and World Vision to ensure synergy, strategic developments and the most efficient use of resources to activate TCRCs and CSGs/ CPGs in different parts of the country?
- What are the main successes and constraints of the Child Protection Technical Working Group in terms of supporting child protection system building?

TCRCs:

- To date how many TCRC have been activated by UNICEF?
- How many TCRCs does UNICEF intend to activate by the end of 2011? And by 2012?
- What are the most significant successes of TCRCs?
- Which TCRCs are functioning most effectively? Why?
- Which TCRC are functioning least effectively? Why?
- To what extent are TCRCs undertaking effective case management?
- What are the different roles and responsibilities of TCRC members, DSW social welfare officer and other stakeholders in managing cases referred to the TCRC?
- What difference does it make to have an assigned DSW Social Welfare Officer?
- How are cases resolved by TCRCs in townships where there is no DSW Officer?
- What type of cases are most frequently being addressed by TCRC?
- Which protection/ care/ justice issues do TCRC have more or less capacity to resolve? Why?
- Please share some examples of sensitive effective responses to child protection by TCRCs?
- Can you share any examples where action taken by TCRC has not been in the best interests of the child? How does UNICEF intervene in cases where TCRC may do harm through their proposed intervention?
- To what degree are TCRCs accessible to CSGs and to children for reporting child protection cases?
- To what extent are State/ Divisional level TCRCs and NCRC providing direction and/or support (resource, or technical support) to TCRCs?
- What kinds of resources do TCRCs have access to? To what extent are they sufficient/ insufficient?
- What are the most significant constraints facing TCRCs?
- How sustainable are TCRCs? What factors influence their sustainability?
- How may the new administration affect the functioning of TCRCs?
- What kind of advocacy or support is required by UNICEF to ensure that TCRCs have sufficient human and financial resources?
- How has advocacy on social protection and child protection been linked for an effective response?

CSGs:

- What factors need to be taken into consideration by NGO partners when forming effective and inclusive CSGs that can respond sensitively to child protection concerns in their villages/ wards?
- What is the minimum level of awareness raising or training that needs to be provided to CSGs to enable them to understand their roles and responsibilities and to start to function?
- To what extent are women, children and young people, members of the poorest households currently represented in CSGs?
- To what extent do CSGs build upon existing structures, make effective use of local resources and build upon positive traditional practices to increase care and protection of children, especially the most vulnerable?

- To what extent are CSGs addressing traditional practices or beliefs that are harmful to children?
- Through NGO partners UNICEF have established more than 400 CSGs. What proportion of these CSGs do UNICEF think are:
 - a) functioning effectively to sensitively prevent and respond to the range of child protection/ care / justice issues in the best interests of the child?
 - b) functioning reasonably well to prevent and respond to some child protection/ care / justice issues in the best interests of the child?
 - c) Beginning to address some protection/ care issues but need to strengthen their capacity for a quality response
 - d) Dysfunctional and/or are not really address protection issues affecting children.
- What factors influence the effectiveness/ ineffectiveness of CSGs?
- How effective are NGO partners in sharing and applying the training on community based child protection and case management with CSG members?
- What kind of awareness-raising undertaken by CSGs in villages/ wards seems to be most/ least effective? Please describe
- How effective / ineffective are CSGs in undertaking case management?
- How are roles and responsibilities for case management shared among CSG members, NGO partners (and UNICEF)?
- What type of case are being managed by CSGs? How is the case management contributing to child protection?
- How effective/ ineffective are CSGs in making and follow up relevant referrals?
- How has provision of vocational training, livelihoods, health and education enabled more efficient and effective child protection responses by CSGs? How do you know?
- What are the main constraints faced by CSGs in case management?
- In terms of thematic child protection work how effective are the NGO partners and the CSGs in:
 - Preventing children coming into contact with the law/ being recruited as under age soldiers / being trafficked/ early marriage/ being involved in harmful child labour?
 - Supporting community based diversion or reconciliation
 - Supporting community based care and protection of orphans, children affected by HIV, children with disabilities, other children at risk
 - Supporting family and community based reintegration of former child soldiers, children who have been trafficked or institutionalised.
- To what extent are NGOs and CSGs encouraging children's participation in CSGs and/or in community based prevention and response to child protection?
- Where they exist to what extent are the children's groups or youth groups working in partnership with the CSGs?
- What are the benefits and/or challenges of supporting children's participation?

- How effectively are CSGs making referrals to TCRCs? Which type of cases are CSGs referring to TCRCs? Why?
- To what degree is a quality child protection prevention, monitoring and response system in place that effectively links formal and informal systems?
- How sustainable are CSGs? What factors influence their sustainability?
- What proportion of CSGs do they think would continue if support was withdrawn in 2011?
- How can quality CSGs be effectively scaled up? What strategies could be used?

Vulnerability and protection:

- To what extent do you think there is an appropriate balance between prevention and response services both in terms of addressing vulnerability and protecting girls and boys from abuse, violence and exploitation?
- Are CSGs more or less effective in preventing and/or responding to vulnerability? Compared with preventing and/or responding to child abuse, neglect, violence and exploitation?
- Is the balance right? Has UNICEF made effective use of time and resources to achieve better outcomes in child protection?
- Overall are the objectives of the programme in keeping with girls and boys, as well as parents and community members locally defined needs and priorities in terms of child protection concerns?
- Should the direction of the project be changed to better reflect those needs and priorities?
- *Should there be an increased focus in case management and in CSGs on identifying, preventing and responding to child abuse, neglect, violence and exploitation?*
 - Note: While vulnerable children are identified as they face increased risks of violence and exploitation; some vulnerable children (e.g. in single parent households) may be well protected from violence and exploitation, while other children living with both parents may face protection risks? How balance?
 - The data shared indicates that most children are registered due to vulnerability (living in single parent /elderly headed/ child headed households or being an orphan) rather than actually being abused or exploited. Thus, is this the most relevant data to be collecting to demonstrate improvements in children's rights to protection from all forms of violence?
 - Are CSGs more or less effective in preventing and/or responding to vulnerability? Compared with preventing and/or responding to child abuse, neglect, violence and exploitation?

Monitoring and evaluation:

- How effective are UNICEFs, DSWs and NGO partners M&E systems are in child protection?
- Does evidence exist to show that objectives are on track to being achieved?
- Is the M&E system collecting the right information to allow judgment to be made about?
- Are you gathering data which enables you to monitor improvements in girls and boys protection from violence, abuse, neglect and exploitation?
- What changes are there in girls and boys lives as a result of the community based and township child protection mechanisms? Are girls and boys (especially the most

vulnerable and marginalised) better protected from abuse, neglect, violence and exploitation? Please share some examples.

- Has the programme produced intended or unintended changes in the lives of beneficiaries and their environment, directly or indirectly? Please share some examples.
- How can UNICEF better demonstrate positive impact in terms of child protection?
- Can UNICEF and partners do more to gather baseline data on child protection issues affecting girls and boys in each community where you work?
- What role can UNICEF play in catalysing and supporting the Government and NGO partners to develop and implement effective data collection, monitoring and evaluation systems on child protection issues affecting girls and boys of different ages?

Gender Equality:

- How is the current programme contributing to gender equality?
- What more can be done to improve gender equality through the programme?

Equity:

- To what extent is the programme reaching the most marginalised and harder to reach?
- To what extent are the most marginalised children and family members being empowered to participate in the community based child protection programme?
- How is the programme addressing discrimination and promoting non-discrimination?



Evaluation criteria (relevance, efficiency, effectiveness, impact and sustainability):


- Do you have any other comments regarding the relevance, efficiency, effectiveness, impact or sustainability of the programme?

‘H’ Assessment will be used to identify good practices, lessons learned and constraints.

‘H’ Assessment (45 minutes)

- In this part of the evaluation, a ‘H’ assessment on flipchart paper will be used to explore lessons learned regarding the overall strengths and good practices of the Township and Community based child protection programme; the challenges and constraints faced; and suggestions to improve the township and community child protection programme to better protect children from all forms of abuse, neglect, violence and exploitation.
- Like in the diagram a ‘H’ shape on large flipchart paper. At the top of the left hand column draw a happy face. At the top of the right hand column a sad face. Below the middle “H” bar draw a light-bulb to represent ‘bright ideas’.

| | | |
|---|--|---|
|  | <p>UNICEF Child Protection team</p> <p><i>Add Date of assessment & the number of people</i></p> |  |
|---|--|---|

| | | |
|--|---|--|
| | <i>involved in this H assessment</i> | |
| |  | |

- *The 'H' assessment will be used by the CSG to explore and for them to record:*
 - In the top middle part of the 'H' record: 1) UNICEF Child Protection team; 2) the date you completed the 'H' Assessment; and 3) the number of people and their job title involved.
 - In the left hand column (*happy face*) discuss and record the key strengths, good practices and successes of the township and community child protection programme.
 - In the right hand column (*sad face*) discuss and record the weaknesses, challenges or constraints of the township and community based child protection programme. Think about children, CSGs, TCRCs, NGO partners, UNICEF when identifying constraints. *Remember to be open and honest in sharing weaknesses or challenges faced as it will help to inform program improvements.*
 - *Under the light-bulb (middle lower part)* Please discuss and record your suggestions to improve or strengthen work the township and community based child protection programme to increase child protection from all forms of violence, abuse, neglect and exploitation.

Appendix 4.2:

Time Line and Focus Group Discussion with NGO partners

Introduction: We appreciate the time given by your NGO. UNICEF in collaboration with the Department of Social Welfare is undertaking a review of its township and community based child protection programme. They are supporting more than 400 Community Support Groups in different parts of the country, and helping to activate selected Township Child Rights Committees. We are here to learn more about the ways in which your NGO is supporting township and community based child protection work. In today's discussion we will use a timeline activity and group discussions to explore the history of your community based child protection work, including the formation of CSGs, use of case management and referrals. We will explore the relevance, effectiveness, efficiency, impact, and sustainability of your child protection activities. The findings of the evaluation will be used to inform and strengthen improvements in child protection work in your area, and in other parts of the country.

All views will be respected during these discussions and will remain anonymous. We encourage each of you to be open and honest so that we may collectively identify the strengths of the township and community based child protection work, as well as the weaknesses and challenges, in order to identify lessons learned for effective scale up in the future.

Introductions of people in the group discussion – name, role.

Materials needed: Flipchart paper, tape, markers, post-it notes.

Time line Activity and Focus Group Discussion (1 hour)

Time line of NGO community child protection work is a useful tool to gain an overview of when and how your NGO has supported community and/or township based child protection work. It can provide a simple illustration of the history of the work, capturing key training, different phases of work, successes and challenges over time, and can be used to explore to what extent the objectives of the child protection programme have been met/ not met.

History of the child protection programme and formation of CSGs:

- Draw a horizontal line along the length of flipcharts (2-3 stuck together).
- Using time as a reference point identify when your NGO started working on community based child protection (and if different indicate the date when your UNICEF supported project on child protection started) and note where (in which geographic areas, and number of villages/ wards) the community based child protection work was organised.
- What criteria did you use to select villages for formation of CSGs?
- What kind of initial assessments on child protection have been conducted in your target villages?
- Describe the range of child protection activities that are undertaken by your NGO (with UNICEF and/or any other donor funding).
- On the time line indicate the number of CSGs/ CPGs you have established and indicate whether they were newly established and/or whether they built upon on any existing committee or structure?
- What factors did you consider when forming CSGs? What process was involved in forming the CSGs? Who was involved and why?

Purpose, Roles and Responsibilities:

- What is the purpose of your child protection programme?
- Has the purpose been clear from the beginning or has it changed over time?
- Why are you supporting the establishment of CSGs? What is their main purpose?
- What are the main roles and responsibilities of the Community Support Groups?
- What is the minimum level of awareness raising or training that needs to be provided to CSGs to enable them to understand their roles and responsibilities and to start to function?
- To what extent are women, children and young people, members of the poorest households currently represented in CSGs?
- How do the CSGs inform and involve other community members – women, men, girls and boys; and/or other groups or committees in child protection work?

Capacity building and support:

- Prior to being a partner with UNICEF Child Protection section what was your organisations capacity in child protection programming?
- What training have staff members of your NGO received in child rights and child protection? *On the time line please identify any training and/or other key support that you have received on child rights or child protection (when, and from whom)?*
- Which has been the most relevant and useful training you have received in terms of supporting community based child protection? Or township child protection?
- What kind of technical or other support have you received from UNICEF?
- How relevant and timely has any training/ support provided by UNICEF been?
- To what extent have you been able to put the trainings into practice?
- What training have you provided to CSGs? *Please indicate on the time line. Which trainings do you feel were most relevant and effective? Why?*
- Which were least relevant or effective? Why?

Protection issues and differences CSGs make:

- What are the main protection/ care concerns facing girls and boys of different ages and backgrounds in Myanmar, especially in the different regions where you work? *(place on post-its across the top of the timeline flipchart)*
- Which are the main child protection issues that the CSGs and your NGO are responding to through community based prevention work and case management? Please describe.
- *On the timeline highlight significant achievements in addressing vulnerability and increasing children's protection from abuse, neglect or exploitation.*
- What happened in situations/cases like this before the formation of CSGs?
- What difference does it make having CSGs in villages/ wards?
- Which protection issues do CSGs and your NGO feel most confident responding to? Why?
- Are there any protection issues which you feel less confident or effective in dealing with? If so, which? Please describe.
- How do you use the Child Law in your child protection work?

Local beliefs and traditions:

- Could you share any examples of local beliefs, customs and traditional practices that are positive for the protection of children? To what extent is your NGO and the CSG supporting these types of positive traditional practices?
- Could you please give some examples of local customs and practices that are harmful to the welfare of children? To what extent do you think the CSG is helping to change these practices?
- What are your views about disciplining children? How prevalent is beating of children in the communities where you work? Have there been any changes in behaviour or attitudes since forming the CSGs?

Awareness raising with and by CSGs:

- What kind of awareness raising on child rights and/or child protection have you organised with or for CSGs in target villages? Who was involved?
- What proportion of the community in target villages has been reached through awareness-raising?
- How effective/ ineffective do you feel the awareness-raising has been? Why?
- Which villagers (women, men, girls, boys, older or younger generation) have been most/ least influenced by the awareness-raising? Why?

Children's participation in CSGs and community protection:

- Can you describe any ways that girls and boys are actively involved in the CSG or in efforts to prevent or respond to child protection concerns in your village? *Record significant developments in children's participation on the time line.*
- What are the main benefits and/or challenges of involving children?

NGOs, CSGs and case management:

- If children or adults in your target village/ward have a child protection concern who do they report to? Where? What happens next?
- Can you describe processes or steps in case management?
- Can you describe the different roles and responsibilities of your NGO and the CSG members in terms of case management? Who takes what responsibility?
- How do you maintain confidentiality when dealing with child protection cases in a village/ward?
- How do you take into consideration a child's own views, their gender, age, religious, ethnic, cultural and other factors to ensure a non-discriminatory approach?
- How do you ensure that decisions are made in the best interests of the child?
- On average how many child protection cases are you dealing with each month?
- What are your key successes in case management?
- What are your key challenges or constraints in case management?
- In terms of thematic child protection work how has your community based child protection programme been effective have you been in prevention, response or reintegration of child trafficking/ child soldiers/ orphans/ children from institutions?

CSGs and referrals:

- What kinds of referrals are made in your case work?

- Which referrals have been most/ least effective? Why?

Referrals to TCRC:

- How many cases have you referred to the TCRC in the last one year? Why did you describe to refer these cases to TCRC?
- How effective are the TCRCs in responding sensitively and effectively to children's protection concerns? What factors do you think influence the effectiveness of the TCRC response?
- Does your NGO provide any support (technical or material) to TCRC in managing or responding to child protection cases? If so please describe.

Impact on children:

- What changes are there in girls and boys lives as a result of the township and community based child protection programmes? Please describe some of the most significant changes resulting from CSG interventions; and/or interventions by TCRCs.
- What is your estimate about how many girls and boys have benefited from your community based child protection programme? Which children are better protected? How?
- Have there been any negative impacts on children or families as a result of CSG or TCRC interventions? Please describe

Networking and co-ordination:

- Who does your NGO coordinate with any other organisations at the township, State/Divisional or National levels?
- Is the coordination effective/ ineffective? Why?
- Can you describe any ways that your NGO supports networking or coordination among CSGs from different villages?
- What are the benefits/ challenges of such networking?

Formal and informal systems:

- To what degree is a quality child protection prevention, monitoring and response system in place that effectively links formal and informal systems?
- To what extent do you think there is an appropriate balance between prevention and response services in terms of child abuse, violence and exploitation by your NGO and the CSGs?

Monitoring and evaluation:

- How effective do they think your NGOs M&E systems are in child protection?
- Are you gathering data which enables you to monitor improvements in girls and boys protection from violence, abuse, neglect and exploitation?
- Can you do more to gather baseline data on child protection issues affecting girls and boys in each community where you work?
- What else could be done to improve M&E systems?

Lessons learned, good practice and constraints:

- What are the main lessons learned from your community based child protection work?
- What do you consider your best practices?
- What are your greatest constraints?
- How do you try to resolve the constraints to be more efficient and effective?

Sustainability and replicability:

- How do you see the township and/or community based child protection programme evolving over time?
- As and when UNICEF phase out support to your NGO what are your plans for the future?
- When your NGOs phases out support to CSG what proportion of them do you feel will continue?
- What, if any, are your NGOs main support needs from UNICEF to better protect girls and boys (especially the most marginalized) in communities and to be more effective and sustainable in your work?
- What are your views and suggestions about replicating and scaling up CSGs and TCRCs in different parts of the country?
- What practical advice would you give to other NGOs or to communities who want to strengthen community based child protection?

Appendix 4.3: Community Support Groups⁷: Part A) Time Line of CSGs with Focus Group Discussion, and Part B) 'H' Assessment

Introduction: We appreciate the time given by your Community Support Group members today. UNICEF in collaboration with the Department of Social Welfare is undertaking an evaluation of its township and community based child protection programme. They are supporting more than 400 Community Support Groups in different parts of the country, and helping to activate some Township Child Rights Committees. We are here to learn more about your Community Support Groups and any links that you have with other groups or committees, including the Township Child Rights Committee (TCRC). In today's discussion we will use a timeline activity and group discussions to explore the history of your Community Support Group, its purpose, the kinds of activities you are doing, the training you have had, key successes in protecting children and key constraints faced over time. We will explore the relevance, effectiveness, efficiency, impact, and sustainability of your CSG activities. If your community maps are available it will be great if we can also reflect on them and their use. We hope to hear the views and experiences of women, men, girls and boys in your village/ ward.

We also have a 'H' assessment for you to explore the overall strengths, weaknesses and suggestions to improve CSGs.

While our discussions are going on, a parallel discussion will be undertaken by the national consultant with representatives of children and young people to better understand what changes the CSG is making to the lives of children in your community/ ward.

The findings of the evaluation will be used to inform and strengthen improvements in child protection work in your area, and in other parts of the country.

All views will be respected during these discussions and will remain anonymous. We encourage each of you to be open and honest so that we may collectively identify the strengths of your Community Support Groups, as well as the weaknesses and challenges, in order to identify lessons learned for effective scale up in the future.

Introductions of people in the group discussion – name, role.

Materials needed: *Flipchart paper, tape, markers, post-it notes. (Their community maps).*

⁷ In partner Save the Children they are called Child Protection Groups (CPGs)

PART A) Time line Activity and Focus Group Discussion (90 – 120 minutes)

Time line of the CSG is a useful tool to gain an overview of the community based child protection project. It can provide a simple illustration of the history of the work, capturing key training, different phases of work, successes and challenges over time, and can be used to explore to what extent the objectives of CSGs have been met/ not met.

Identifying the history and main activities of CSGs:

- *Draw a horizontal line along the length of flipcharts (2-3 stuck together).*
- *Using time as a reference point enable the CSG members to identify when their CSG was formed and to mark this on the time line.*
- How and when was your Community Support Group established? Please describe if and how it built upon on any existing committee or structure, or if it was newly established?
- *On the time line record key activities undertaken by the CSG*

Purpose, Roles and Responsibilities:

- What is the purpose of the CSG? Has the purpose been clear from the beginning or has it changed over time?
- What are the main roles and responsibilities of your Community Support Group members?
- How have you informed other community members – women, men, girls and boys; and/or other groups or committees in the village about the roles and responsibilities of your CSG?

Membership:

- How many members are there in your CSG? How were they selected?
- Have there been any changes in membership over time?
- Are women and men from some of the poorest households members of the CSGs? Why?
- Are children or young people involved as members in the CSG? Please describe why?
- What value do the local officials and/or local religious elders have for the CSG? How do they collaborate and/or support the CSG?

Meetings:

- How often do you meet? And where?
- What proportion of members usually join the meetings?
- What are the main agenda discussed in these meetings?

Capacity building and support:

- *On the time line please identify any training and/or other key support that you have received on child rights or child protection from your NGO partner and/or UNICEF since your CSG was established.*
- How relevant, timely and effective was the training/ support?
- To what extent do you feel you have been able to put the training into practice? Please give some examples.
- What kind of supervision and monitoring would help ensure effective implementation of trainings?

Protection issues and the difference CSGs make:

- What are the main protection concerns facing girls and boys of different ages and backgrounds in your community/ ward? (*place on post-its across the top of the timeline flipchart*)
- Which are the main child protection issues that your CSG are dealing with?
- *On the timeline highlight and discuss significant achievements in addressing vulnerability and increasing children's protection from abuse, neglect or exploitation.*
- What happened in *situations/cases like this* before the CSGs was formed in your village/ ward? What difference is it making to have a CSG in your community/ ward?
- In neighbouring villages where there is no CSG how do they respond to these kinds of protection concerns?

Community mapping and use of local resources:

- What difference has it made to undertake a community map? What was it for? How have the results been used?

Local beliefs and traditions:

- Can you share some examples of local beliefs, customs and traditional practices that are positive for the protection of children? To what extent is your CSG supporting these types of positive traditional practices?
- What are traditional ways of supporting vulnerable children in your community/ ward? Does CSG support these traditions? If so how?
- Can you share some examples of local customs and practices that are harmful to the welfare of children? To what extent is the CSG helping to change these practices? Please describe how?
- What are your views about disciplining children? How prevalent is beating of children in the community/ ward? Have there been any changes in behaviour or attitudes since forming the CSGs?

CSGs and awareness raising on child protection:

- Can you describe what kind of awareness-raising on child rights and/or child protection has been undertaken in your village/ ward by your CSG or your NGO partner?
- What proportion of the community has been reached through awareness-raising?
- How effective/ ineffective do you feel the awareness-raising has been? Why?
- Which villagers (women, men, girls, boys, older or younger generation) have been most/ least influenced by the awareness-raising? Why?

CSGs and Children's participation:

- Can you describe any ways that girls and boys are actively involved in the CSG or in efforts to prevent or respond to child protection concerns in your village? *Record significant developments in children's participation on the time line.*
- What are the main benefits and/or challenges of involving children?

CSG and case management:

- If children or adults in your village/ward have a child protection concern who do they report to? Where? What happens next?
- Which child protection issues does your CSG feel most confident responding to?
- Are there any protection issues which you feel less confident or effective in dealing with? If so, which? Please describe.
- How many child protection cases has your CSG been working on in the last 3 months?
- Can you describe processes or steps that you follow in case management?
- Can you describe the different roles and responsibilities of CSG members and/or NGO staff in terms of case management? Who takes what responsibility?
- How do you maintain confidentiality when dealing with child protection cases in your community?
- How do you take into consideration a child's own views, their gender, age, religious, ethnic, cultural or other factors to ensure a non-discriminatory approach?
- How do you ensure that decisions are made in the best interests of the child?
- What are your key successes in case management?
- What are your key challenges or constraints in case management?

CSG and Referrals:

- What kinds of referrals have you made in your case work?
- Which referrals have been most/ least effective and why?

Impact on children:

- Which children have most benefitted from CSG activities? What is your estimate about how many girls and boys have benefited from CSG interventions? How?
- What changes are there in girls and boys lives as a result of the CSG? Please describe some of the most significant changes resulting from CSG interventions.
- Please can you describe any ways that your CSG been effective in preventing or responding to children in contact with law, orphans, children affected by child trafficking, or child soldiers?
- Have there been any negative impacts on children or families as a result of CSG interventions? Please describe.

CSG and TCRCs:

- How many cases have you referred to the TCRC in the last one year? Why did you describe to refer these cases to TCRC?
- *If no referrals were made explore why? And any difficulties faced if they do not have an active TCRC to refer to.*
- *If referrals were made, how effective are the TCRCs in responding sensitively and effectively to children's protection concerns?*
- What factors do you think influence the effectiveness of the TCRC response?
- How strong/ weak are the links between your informal CSGs at community level and the formal work by TCRCs?
- What suggestions do you have to strengthen the links between formal and informal systems?

CSGs and Networking:

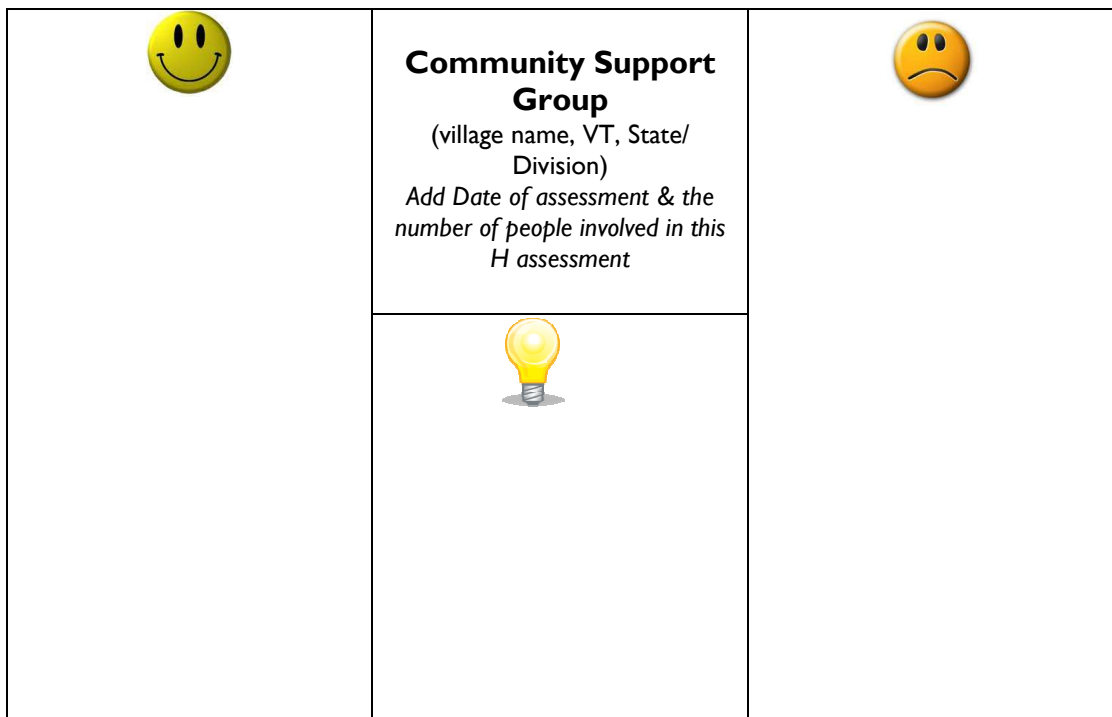
- How does your CSG network with other committees or groups within your village? And/or within the township?
- What are the benefits or challenges of networking?
- How do you think networks could be strengthened?

Sustainability and Replicability:

- How do you see your CSG developing or evolving in the future?
- As and when UNICEF/NGO partners will phase out support to your CSG, what are your plans for the future?
- What, if any, are your CSG support needs to better protect girls and boys (especially the most marginalized) in your community and to be more effective and sustainable in your work?
- What have been your main lessons learned on how to protect girls and boys in the community?
- What are your views and suggestions about replicating and scaling up CSGs and TCRCs in different parts of the country?
- What practical advice would you give to other communities who wanted to establish a CSG?

PART B: 'H' Assessment (45 minutes)

- In this part of the evaluation, a 'H' assessment on flipchart paper will be used to explore the overall strengths and successes of the CSG; the challenges and constraints faced by the CSG; and suggestions to improve the Community Support Group and efforts to protect children from all forms of abuse, neglect, violence and exploitation.
- *Children and young people's representatives, as well as other community representatives (parents/ caregivers, religious elders) may be involved in this part of the assessment to gain wider perspectives. It is possible that the 'H' Assessments can be undertaken simultaneously in different stakeholder groups within one community to see similarities, as well as differences in perspectives. Also to draw upon a wide range of stakeholders to give suggestions on how to strengthen and improve the community based child protection work.*
- *Like in the diagram a 'H' shape on large flipchart paper. At the top of the left hand column draw a happy face. At the top of the right hand column a sad face. Below the middle "H" bar draw a light-bulb to represent 'bright ideas'.*



- *The 'H' assessment will be used by the CSG to explore and for them to record:*
 - In the top middle part of the 'H' record: 1) the location of your Community Support Group (village/ward, village tract, State/ Division); 2) the date you completed the 'H' Assessment; and 3) the number of people, *gender and background of people involved in this 'H' assessment (e.g. 3 women, 3 men, 2 girls and 2 boys).*
 - In the left hand column (*happy face*) discuss and record the strengths and successes of your Community Support Group

- In the right hand column (*sad face*) discuss and record the weaknesses, challenges or constraints faced by the Community Support Group. *Remember to be open and honest in sharing weaknesses or challenges faced as it will help to inform program improvements.*
- Under the *light-bulb* (middle lower part) Please discuss and record your suggestions to improve or strengthen work by the Community Support Group to increase child protection from all forms of violence, abuse, neglect and exploitation. *Think about and include what training or support is most needed to increase the confidence and skills of CSGs.*

THANK ALL PARTICIPANTS and INFORM THEM ABOUT NEXT STAGES OF THE EVALUATION PROCESS.

Observation: Good observation skills are crucial throughout field work and the evaluation process. Through observation we can notice:

- Which members of CSGs are most/ least vocal; whether women and men are both vocal and active? To which extent?
- Body language and readiness to discuss and address child protection concerns;
- Whether children are actively involved in CSG discussions and/or in their own children group activities;
- Whether boys and girls have confidence to speak up during field visits;
- Which children speak more or less, for example whether proportionately more boys or girls, older or younger children are active? Whether children with disabilities are involved? Which children have most confidence?
- The degree to which parents or community members listen to children's views;
- Any protection concerns during our field visits – e.g. children involved in harmful work, children being beaten etc.

All these observation are crucial and can be triangulated with other data collected to inform the evaluation findings. The main evaluator will also keep a *diary* to record observations, ideas, thoughts and feelings. This diary will help identify and cross-check findings, and to record on gaps in information, or ideas for new areas to explore.

Appendix 4.4: Girls and Boys: Body Map and Focus Group Discussion

Note: *It is hoped that at least 6 -26 girls and boys aged 10-18 years (with a special focus on involving children from marginalised backgrounds) will have interest and time to spend at least one hour to participate in activities and discussions about child protection and the role of the CSG in their village/ ward. It is crucial that their participation is informed and voluntary, that they have a choice to participate, and that their parent or caregiver has agreed to their participation in this activity. Arrangements should be made for girls and boys to discuss in a quiet place with minimum presence of other adults so that they have freedom to express their views and experiences. Furthermore, their views will remain confidential and anonymous⁸.*

Introduction: We appreciate the time given by you today. UNICEF in collaboration with the Department of Social Welfare is undertaking an evaluation of its township and community based child protection programme which aims to increase children's protection from abuse, violence and exploitation. We are here to learn more about how the Community Support Groups are protecting girls and boys in your village/ ward, and about the ways that you get to express your concerns and to participate in initiatives to increase child protection. We will use a 'body mapping exercise' to better understand your views about the things you need protecting from, and to better understand what changes the CSG is making to the lives of children in your community/ ward. The findings of the evaluation will be used to inform and strengthen improvements in child protection work in your area, and in other parts of the country.

It is your choice to participate. You are encouraged to participate IF you are interested in the discussions. All views will be respected during these discussions and will remain anonymous. Only in cases where a child may be at risk will be inform others to ensure a sensitive response in your best interests. We encourage each of you to be open and honest so that we may collectively identify the protection issues most affecting girls and boys in your communities, the ways in which the Community Support Groups is helping to protect children, as well as any suggestions to improve the activities. All your suggestions will help us to identify ways to improve this programme in the future.

Circle icebreaker introductions of girls and boys in the group: name, age and an action of your favourite hobby.

Materials needed: Flipchart paper, tape, non permanent markers, coloured crayons, CRC picture cards, post it notes (two colours), 3 colour stickers.

Body Map (45 – 60 minutes)

The Body Map can be used to protection issues affecting girls and boys in their local area. It can also be used to explore changes before and after the CSG to explore how effectively the CSG is preventing and protecting girls and boys from protection issues that affect them.




Introductions and identifying protection issues affecting girls or boys:

- Stick 3 large flipcharts together and ask for a volunteer to lie on the charts to have their body shape drawn around.
- Explain that this 'body' represents girls and boys in their village/ ward.
- First of all we want to consider all the things that girls and boys need protecting from in their communities, homes, schools, workplace or in wider society.

⁸ Unless any significant child protection concerns are raised that require follow up by UNICEF to ensure action in their best interests.

- Ask them if they are aware of child rights? What rights do they have? What child protection rights do they have?
- Encourage the girls to sit together on one side and the boys on another side. Give each group CRC picture cards of children's rights to protection from different forms of abuse, neglect, violence and exploitation. Give them a few minutes to look at the cards, to discuss and in their own words or drawings to record on post –its⁹ (*one issue per post it*) what girls and boys (of different ages and backgrounds) need protecting from in their local area (in homes, schools, communities, work place or wider society).
- Ask the girls and boys groups to present their post its and to place them inside the body.
- Discuss whether each of these protection risks affect all children in the community and/or whether some children are more vulnerable or at risk to certain protection issues. *Make a note which children (girls/ boys, ages, background factors) are more vulnerable to certain protection concerns.*

RELEVANCE & EFFECTIVENESS of CSGs:

- Can you tell us about the CSG in your village/ ward. When did it start? Who is in it? What do they do?
- Are children able to participate in community based child protection activities? If so, who? And how?
- Are children included in any community meetings or training on child rights or child protection? If so, what?
- What is the process if children want to report child protection concerns? Who do you tell? Is it easy or difficult to share your concerns? What happens if girls or boys do share their concerns?
- Which protection issues do they think CSGs address most/ least effectively?
 - Place a 'green'  sticker by protection issues that CSGs often address
 - Place a 'yellow'  sticker by protection issues that CSGs sometimes address
 - Place a 'red'  sticker by protection issues that CSGs rarely address
- Which protection issues would they most like CSGs to give more attention to? Why?

IMPACT:

- *Now let us use the body shape to explore the impact on children of the CSGs. We will draw a line down the middle of the body. The left hand side is children in their community BEFORE the formation of the CSG, and the right hand side represents children AFTER the formation of the CSG. Where-ever relevant children may also want to comment on before and after changes from their own participation in community based child protection initiatives.*
- Encourage the children to think about any changes in girls and boys in their community as a result of CSG activities. We can use the body parts to facilitate discussion and to record different changes BEFORE /AFTER in relation to:

⁹ Give girls and boys different colour post-it notes so it is easier to see which protection issues were raised by girls/ boys.

- the *head*: any changes in what girls and boys think about/ worry about/ feel happy about? Any changes in children's knowledge? Any changes in the way adults think about girls and boys?
- the *eyes*: any changes in the way children see themselves/ their families/ their communities? Any changes in the way adults see girls and boys?
- the *ears*: any changes in what children hear? Any changes in how adults listen to girls and boys? Any changes in the way children listen to adults?
- The *mouth*: any changes in the way children communicate or speak? Any changes in the way adults communicate or speak to children? Any changes in opportunities for children to express their views or concerns? Any changes in opportunities for children to participate in issues affecting them in their homes, schools, community or work place?
- The *heart*: any changes in the way girls and boys feel? Any changes in the way adults feel about or care for girls and boys? Any changes in the way girls or boys from different backgrounds experience discrimination in the community?
- The *stomach*: any changes in what children eat? Or families eat?
- the *hands and arms*: any changes in what activities girls and boys do? What kinds of work they do? Any changes in the way adults treat them? Any changes in the way children are beaten by adults?
- the *feet and legs where do they go*: Any changes in where children go? In what they do?
- The *clothes*: Any changes in what children wear?
- Discuss the changes achieved, and give examples. Identify whether this is a change for a only a few children (*), some children (**), or a lot of children (***)). Can they share concrete examples.
- Discuss which girls and boys have most benefitted from CSG activities? Which children have least benefitted? Why?
- Have there been any negative impacts on children or their families from CSG activities? Please describe:
- Can they describe any local beliefs, customs and traditional practices that help protect children (especially the most vulnerable)? Is the CSG supporting these practices?
- Can they describe any local customs and practices that are harmful to children? Is the CSG helping to change these practices?
- What are children's suggestions/ recommendations to improve CSGs so that they are more effective in preventing and responding to abuse, violence and exploitation. *Can divide back into the girls and boys groups and give them post-its to record their recommendations.*
- *Explore if children are aware of the TCRCs and whether they have any recommendations to improve the TCRCs.*
- *What practical tips would they give children in other villages about what they can do to increase prevention and protection of girls and boys from all forms of abuse, neglect, violence and exploitation?*

Note: IF TIME and INTEREST CAN ALSO DO:

- a '**H**' **Assessment** with Children about the CSG and/or about their Child/ Youth Group; and/or

- *Drawings by children to show changes in girls/ boys lives in their village/ward since the formation of the CSGs. Alternatively children may prefer to develop **poems, songs or dramas** about the impact of CSGs or recommendations to strengthen them. They will be encouraged to participate in the medium of their choice.*

Observation: Good observation skills are crucial throughout field work and the evaluation process. Through observation we can notice:

- Whether children are included in CSG discussions?
- Whether girls and boys have confidence to speak up during field visits;
- Which children speak more or less, for example whether proportionately more boys or girls, older or younger children are active? Whether children with disabilities are involved? Which children have most confidence?
- The degree to which parents or community members listen to children's views;
- any protection concerns during our field visits – e.g. children involved in harmful work, children being beaten etc.

Appendix 4.5: Informal interviews with parents, caregivers or other community stakeholders on CSGs

Introduction: We appreciate the time given by you today. We are here to learn more about how the Community Support Groups are protecting girls and boys in your village/ ward. Findings from these discussions will be used by UNICEF, DSW and NGOs to inform and strengthen improvements in child protection work in your area, and in other parts of the country. We encourage you to share your views freely, they will remain anonymous and will help us improve our efforts to care for and protect children

Key questions:

Community perception of CSG:

- Can you tell us about the CSG in your village/ ward. When did it start? Who is in it? What do they do?
- What proportion of the villagers/ ward members do you think are aware of the CSG and what they do?
- How do they inform and involve other community members in their activities?
- How easy or difficult is it to approach the CSG if you have a concern about a child in your village/ ward? Please describe.
- Can you describe any experiences that you or your neighbours have of interacting with the CSG?
- In your view what are the most useful activities undertaken by the CSG? Why?
- What are main strengths and weaknesses of the CSG?

Child protection concerns:

- What are the main protection concerns facing girls and boys of different ages and backgrounds in your community/ ward?
- Which children face most protection concerns?
- What is the CSG doing to prevent or protect children from these concerns? Please describe:

Addressing child protection concerns before and after CSGs:

- Before the CSG existed how were child protection concerns addressed in your village/ward?
- What difference does it make to have a CSG village in your village/ ward? Please describe
- In neighbouring villages where there isn't a CSG how are they preventing or responding to child protection concerns?

Awareness-raising by CSG:

- Have you been part of any awareness raising organised by the CSG or NGO partner? Please describe.
- How appropriate was the awareness-raising to your local context?
- How effective/ ineffective was the awareness raising?
- Can you describe any personal changes in practices or attitudes or any changes among community members as a result of the awareness raising?
- What proportion of the community do you feel have changed practices or attitudes as a result of the awareness raising? Please share examples.

- Which people haven't been reached or changed through the awareness raising? Why?

Disciplining children:

- How are children disciplined in your village/ ward?
- How prevalent is beating of children in the community/ ward?
- Have there been any changes in behaviour or attitudes to beating children since the CSG was formed? Please describe.

Local practices:

- Can you share any examples of local beliefs, customs and traditional practices that are positive for the protection of children?
- Is the CSG supporting these types of positive traditional practices?
- What are traditional ways of supporting vulnerable children in your community/ ward?
- Does CSG support these traditions?
- Can you share any examples of local customs and practices that are harmful to children?
- Is the CSG helping to change these practices?

Listening to children:

- What are your views about listening to children and encouraging their expression and participation?
- Are children able to participate in CSGs or any other community based child protection activities? If so, who? And how?
- What are your views about the benefits or challenges of encouraging children's expression and participation?

Increasing child protection:

- Do you have any suggestions about what can be done to better protect girls and boys in your community?
- Do you have any suggestions to strengthen the role and effectiveness of the CSG?
- What are your views about the value of CSGs and whether they should be formed in other villages/ wards?

Appendix 4.6: Semi structured interviews and/or FGDs with TCRC members and/or DSW Social Welfare Officers

Introduction: We appreciate the time given to meet with us today to share your views about the TCRCs which are being supported through a partnership between the Government of Myanmar Department of Social Welfare and UNICEF, with collaboration of different partners. UNICEF are currently working in partnership with DSW to activate TCRCs and to support DSW Social Welfare Officials in 9 selected Townships, and hope to expand this partnership to reach 15 Townships by the end of the year. Through partnership agreements with 12 NGO partners UNICEF are supporting community based child protection work through Community Support Groups in 407 villages/ wards across 42 townships.

During the interview today we would like to explore the *relevance, effectiveness, efficiency, impact and sustainability* of the township and community based child protection programme. The questions build upon the ToR and are informed by the desk review analysis of relevant Child Laws, strategies, plans, and progress reports. These findings will be complemented by semi structured interviews with DSW officials in Nay Pyi Taw; as well as with findings from activities, discussions and interviews with Community Support Group members, and with girls, boys and parents from target communities.

All views will be respected and will remain anonymous. We encourage each of you to be open and honest so that we may collectively identify the strengths of the programme, as well as the weaknesses and challenges, in order to effectively identify lessons learned for effective scale up in the future.

Introduction – name and role of each member.

Contextual background:

- What month/ year was your Township Child Rights Committee activated?
- Who are the regular members of your TCRC?
- What are the roles and responsibilities of your TCRC?
- What do you see as the main protection concerns facing girls and boys of different ages and backgrounds in different parts of Myanmar?

Legal and policy framework:

- Efforts to activate and strengthen the TCRCs are clearly in line with the Myanmar Child Law 1993. To what extent do you think agencies and individuals (at different levels) are aware of their legal mandate and duties to protect children?
- What kind of support or guidance does the TCRC receive from higher level CRCs and/or from DSW?

Capacity Building:

- What training have DSW officials and/or TCRC members received from UNICEF that relates to strengthening of township child rights committees?
- How effective has it been? How has the training been applied in practice?

TCRCs and their response:

- How effective do you think the TCRCs are in responding sensitively and effectively to children's protection concerns?
- **What difference is it making to have an assigned DSW Social Welfare Officer at the township level to assist activities undertaken by the TCRC?**

- What are the most significant successes of TCRCs? Please share some examples.
- Which protection issues does the TCRC feel most confident responding to?
- Are there any protection issues which you feel less confident or effective in dealing with? If so, which? Please describe.
- Can you describe the different roles and responsibilities of different TCRC members in resolving child protection cases? Who takes what responsibility?
- On average how many child protection cases are you dealing with each month?
- What factors do you feel influence the effectiveness/ ineffectiveness of your case management response?

Relationship with communities, CSGs and children:

- What is your (TCRC) relationship with community members, including families and children?
- What is your understanding of Community Support Group/ Child Protection Groups and their role?
- Could you please give some examples of local customs and practices that are harmful to the welfare of children?
- To what extent do you think the township and community based child protection programme is helping to change these practices?
- Can you give any examples of collaboration between TCRC and CSGs to prevent or respond to child protection concerns and/or to support the reintegration of children who have been trafficked/ involved in harmful child labour/ been in conflict with the law/ former child soldiers etc?
- What are your views regarding the representation and involvement of CSG members, as well as Child / Youth Groups members in monthly meetings of TCRCs? Or in coordination meetings with TCRC members?
- What are the main benefits and/or challenges of involving children?

Doing no harm:

- How do you maintain confidentiality when dealing with child protection cases? Please give an example.
- How do you ensure that TCRC decisions are made in the best interests of the child? That they 'do no harm' and do not discriminate children?
- How do you take into consideration a child's own views, their gender, age, religious, ethnic, cultural or other factors to ensure a non-discriminatory approach?

Impact:

- What changes are there in girls and boys lives as a result of the township and community based child protection mechanisms? Please share some anonymous examples.
- Has the programme produced intended or unintended changes in the lives of beneficiaries and their environment, directly or indirectly? Please share some examples.

Co-ordination and Planning:

- To what extent do you think the agencies involved in child protection (government and NGO) are well-linked and coordinated at different levels?

- To what extent do the formal coordination mechanisms link to community based structures and mechanisms?
- Are there any groups or key individuals with townships who could be better linked/integrated into service delivery to promote child protection?

Human and financial resources:

- Do you think that you have appropriate staff (number and qualifications) to carry out your Department's mandate on child protection at a State/ Divisional level? What are the main constraints regarding human resources in the child protection sector?
- Do you think the currently available budget and resources for TCRCs are adequate to carry out your mandate? Please explain and provide examples.

Constraints and solutions:

- What are the most significant constraints facing TCRCs?
- What can be done to overcome main constraints?

Sustainability, scale up and replicability?

- What factors influence the sustainability of TCRCs?
- **Within what time period do you think it will be possible to activate all TCRC across the country? What kind of support will be needed to do so?**
- To what extent do you feel that the CSGs can be replicated and scaled up across the country?

Monitoring and evaluation:

- At the township, State or Divisional level does DSW and/or TCRC have any information or data collection systems on child protection?
- Do you have any plans to improve data collection and/or monitoring and evaluation on child protection systems

Recommendations:

- What recommendations do you have to strengthen child protection systems at community, township, State/ Division or national level?
- Do you have any specific recommendations in terms of: laws and policies; planning; co-ordination; services; or resources?
- Do you have any other recommendations for UNICEF to consider with regards to effective use of resources and strengthening the township and community based child protection programme?

Appendix 4.7: Semi Structured Interviews and/or FGDs with DSW

Introduction: We appreciate the time given to us and the importance of the partnership between The Government of Myanmar Department of Social Welfare, UNICEF, and NGO partners in strengthening township and community based child protection programme. UNICEF are currently working in partnership with DSW to activate TCRCs and to support DSW Social Welfare Officials in 9 selected Townships, and hope to expand this partnership to reach 15 Townships by the end of the year. Through partnership agreements with 12 NGO partners UNICEF are supporting community based child protection work through Community Support Groups in 407 villages/ wards across 42 townships. During the interview we would like to explore the *relevance, effectiveness, efficiency, impact and sustainability* of the township and community based child protection programme. The questions build upon the ToR and are informed by the desk review analysis of relevant Child Laws, strategies, plans, and progress reports. These findings will be complemented by FGDs or Semi structured interviews with DSW Social Welfare Officers and members of the Township Child Rights Committees in States and Divisions during the field visits.

All views will be respected and will remain anonymous. We encourage each of you to be open and honest so that we may collectively identify the strengths of the programme, as well as the weaknesses and challenges, in order to effectively identify lessons learned for effective scale up in the future.

Contextual background:

- Can you briefly explain your involvement with UNICEF and strengthening township and community child protection systems?
- Has the DSW benefited from its engagement in these activities and are they doing anything different as a result?

Legal and policy framework:

- Is there the new government's plan for reviewing the social welfare system and developing any strategy and national plan of action?
- Do you think any additional national laws, guidelines or policies are needed or feel that existing ones need to be revised to better protect children?
- Is there the government's plan for review the laws such as Myanmar Child Law in line with the new government structure and the Convention for the Rights of the Child?
- Under the new Government structure what changes will there be for DSW? (change in capacities, resources, priorities, approaches, aims)?
- To what extent is the National Child Rights Committee, and the State or Regional Child Rights Committees active? How do they support and respond to TCRCs?
- What other forms of support are DSW providing to TCRCs and/or to community support groups?

TCRCs:

- What are the strengths and weaknesses of the TCRCs?
- What difference is it making to have an assigned DSW Social Welfare Officer at the township level to assist activities undertaken by the TCRC?
- What is the current and future role of voluntary social workers? What steps will be taken to support them in this role?
- To what extent are TCRCs active in areas outside of UNICEF project areas?

- Are some TCRCs more effective than others? If so what factors make a positive difference?

Sustainability, replicability and scale up:

- What do you see is the most effective way of activating CRCs at every level in different parts of the country? (State/ region, district, township)
- Within what time period do you think it will be possible to activate all TCRC across the country? What kind of support will be needed to do so?
- What role does DSW see itself taking in township and community child protection system building?
- Will DSW continue to support DSW Social Welfare Officers at township level even if the UNICEF supported ended?

Perception of CSGs and their role in the child protection system:

- What is your understanding of Community Support Group/ Child Protection Groups? And whether they are responding sensitively and effectively to children's protection concerns?
- To what extent do you feel that the CSGs can be replicated and scaled up across the country?
- To what extent do the formal coordination mechanisms link to community based structures and mechanisms?
- How could such linkages be further strengthened?

Children's participation:

- What are your views concerning children's participation and the role of children in the child protection system?
- What opportunities may there be for children to influence policy or practice developments in the future?
- What do you see as the main benefits or challenges of children's participation?

Co-ordination and Planning:

- How do you feel about coordination with NGOs and other important stakeholders on child protection?
- What makes national coordination mechanisms for child protection effective/ ineffective?
- How effective is inter-ministerial coordination with other sectors (health, education, justice, social protection etc) to better support child protection? How can it be improved?
- How is child protection planning processes linked to other national processes, such as poverty reduction strategy planning or decentralization processes?

Human and financial resources:

- Do you think that you have appropriate staff (number and qualifications) to carry out your Department's mandate on child protection? What are the main constraints regarding human resources in the child protection sector?

- Are any staffs dedicated specifically to services for children (township, State/ Regional, National) level? Or are they also responsible for wider groups of people (elderly, disabled)?
- Do you think the currently available budget and resources are adequate to carry out your mandate? Please explain and provide examples.

Capacity Building and support:

- What training or other forms of support has UNICEF provided to DSW to help activate or strengthen TCRCs?
- Are there other forms of capacity building or technical support would you like UNICEF to provide to support quality developments in child protection system building?

Constraints, solutions and opportunities:

- What are the most significant constraints facing CRCs at different levels?
- What can be done to overcome main constraints?
- What are the main opportunities to strengthen CRCs at different levels?

Efficiency:

- Do you have any advice on how UNICEF can be more efficient and/or effective in strengthening the community based and township child protection programme?

Monitoring and evaluation:

- Does DSW have information and data collection systems on child protection?
- Are you gathering data which enables you to monitor improvements in girls and boys protection from violence, abuse, neglect and exploitation?
- Do you have any plans to improve data collection and/or monitoring and evaluation on child protection systems?
- What kind of support could UNICEF provide to support national data and M&E systems on child protection?

Recommendations:

- What recommendations do you have to strengthen child protection systems at community, township, State/ Division or National level?
- Do you have any specific recommendations in terms of: laws and policies; planning; co-ordination; services; or resources?
- Do you have any other recommendations for UNICEF to consider with regards to the township and community based child protection programme?
- Do you have any other recommendations for UNICEF to activate CRCs at different levels in collaboration with your department?

Appendix 4.8: Key Informant Interview UNICEF Child Protection Team staff

Introduction: A key informant interview with the UNICEF staff member responsible for the child protection data base will be undertaken to better understand and gather relevant quantitative and qualitative information concerning child protection cases being addressed by TCRCs, NGO partners and CSGs. The interview will also help determine the current relevance, effectiveness, efficiency of the M&E and data collection system used by the UNICEF Child Protection team.

All views will be respected and will remain anonymous. All data will remain anonymous and will be safely stored to ensure protection. We encourage you to be open and honest so that we may collectively identify the weaknesses and challenges, as well as the strengths of the programme, in order to effectively identify lessons learned for effective scale up in the future.

Gather Latest Quantitative Data on:

- The number of children (girls and boys) registered as vulnerable in UNICEF child protection data base; and the main categories of vulnerability.
- The number of child protection cases being managed by NGO partners
- Analysis of the different types of child protection cases and the different types of support given
- Analysis of the number of cases that have been closed/ resolved.
- A breakdown of which cases are resolved at community level, and which cases are referred to TCRC.
- The number of TCRC meetings (in different locations)
- The number of child protection cases being managed by TCRC (in project areas where there is a DSW Social Welfare Officer, and in townships where there is no DSW Social Welfare Officer)
- Analysis of the different types of child protection cases being dealt with by TCRC and the different types of support given
- Analysis of the number of cases that have been closed/ resolved.

Strategic and Programme Issues:

Case management:

- Are the current case management forms primarily focused on identifying and responding to vulnerability? Or on identifying and responding to abuse, neglect, violence and exploitation?
- The data shared indicates that most children are registered due to vulnerability (living in single parent /elderly headed/ child headed households or being an orphan) rather than actually being abused or exploited. Thus, is this the most relevant data to be collecting to demonstrate improvements in children's rights to protection from all forms of violence?
- Should there be an increased focus in case management and in CSGs on identifying, preventing and responding to child abuse, neglect, violence and exploitation?
- In the forms if a child fits into different categories e.g. an orphan living with a grandparent and working which box can they tick all 3 boxes?
- Can you describe the process of case management and submission of written records by CSGs / NGO partners to UNICEF? Who is responsible for doing what?

- In terms of case management who is currently taking more responsibility to complete the forms – CSG members or NGO staff? Is this the right balance?
- What proportion of the case management forms do you feel are: excellent/ good/ fair/ poor quality? Why?

| Excellent quality | Good quality | Fair quality | Poor quality |
|-------------------|--------------|--------------|--------------|
| | | | |

- For future sustainable, quality programme how do you envisage the case management being most effectively used?

Monitoring and evaluation :

- How effective are the current UNICEF, DSW and NGO partners M&E systems are in child protection?
- What are the current strengths and limitations of the M&E systems?
- Does evidence exist to show that objectives are on track to being achieved?
- Is the M&E system collecting the right information to allow judgment to be made about?
- To what extent is quantitative and qualitative data being gathered which enables UNICEF, DSW and/or NGOs to monitor improvements in girls and boys protection from violence, abuse, neglect and exploitation?
- What more can be done by UNICEF, DSW and/or NGO partners to gather baseline data on child protection issues affecting girls and boys in each community?
- What indicators should be used to track progress/ lack of progress of the township and community based child protection programme?
- What possibilities are there to standardise outcome indicators across all partners?
- How could UNICEF play its catalysing and facilitating role to improve governmental and partners child protection related M&E systems?
- Do you have any other suggestions to improve M&E in child protection?

Appendix 4.9: Group Discussions and Plenary with Implementing Partners

Introductions:

- Purpose of today's meeting is to provide a brief overview of the evaluation components and to enable implementation partners to collectively discuss some strategic issues regarding: quality CSGs and their scale up; strengthening the links between CSGs and TCRC; and training and supervision approaches.
- Introductions of each participant
- We are independent of UNICEF; Anonymity – views of implementing partners.
- Share an overview of the evaluation of CBCP and capacity analysis to identify lessons learned and to inform possible scale up of the programme in the future.

Part A: Quality Community Support Groups/ CSGs/CPGs and Scale Up

Group work – discussions for 20 mins, each group will have 5 mins to share key feedback.

- 1) What do sustainable CSGs that effectively address child protection issues look like?
- 2) What steps could be taken to establish these in many more communities?

Part B: Strengthening the links between CSG and TCRCs

Group work – discussions for 20 mins, each group will have 5 mins to share key feedback.

- 1) As implementing partners how can you most effectively strengthen the links between the CSGs and the TCRC?
- 2) What kind of support do you need to do? this and from whom?

Part C: Training and Supervision approaches

Group work – discussions for 15 mins, each group will have 5 mins to share key feedback.

- 1) What model of technical supervision and training support is needed across the implementing partners? (which agency could be responsible for providing it?)

Appendix 4.10: Case Study Format

Through informal interviews with parents/ caregivers, children, CSG members or NGO members identify and record anonymous¹⁰ details of case study examples of how child protection or care issues have been identified and solved by CSG.

Record as a story ensuring inclusion of details regarding the:

- The gender, age, and family background of the child
- The main issue – reason for case work
- Who reported the case and who did they report to?
- What was the response (who did what initially, what happened next, what kind of follow up was there)
- What constraints or challenges were faced and how were they overcome?
- What was the outcome of the case (including details of any later follow up)
- What were the child's views and/or parents/ caregivers views?

¹⁰ Do not include the real name of the child, or any other details that would reveal their identity.

Appendix 4.11: Key Informant Interviews and/or FGDs with SCiM regarding their broader strategy and plans to strengthen child protection systems.

Introduction: UNICEF is currently undertaking an evaluation of their township and community based child protection programme in terms of its relevance, effectiveness, efficiency, impact and sustainability. Findings from the evaluation will inform strategies and plans for potential scale up and replication of community based support groups for children protection, and activation of Township Child Rights Committees.

Recognising your INGO as other key child protection agencies working in Myanmar this interview seeks to learn more about your agencies goals, strategy, plans and lessons learned in relation to child protection system building in the Myanmar context. It is hoped that by better understanding of each agencies approach, more strategic, collaborative efforts can be made together by CP agencies to strengthen child protection systems in different parts of the country.

All views will be respected and will remain anonymous. We encourage you to be open and honest so that we may identify lessons learned and strategic approaches for effective scale up in the future.

Key Informant interview and/or FGD (60 – 90 mins)

Child Protection Strategy:

- What are the main components of your child protection strategy?
- To what extent does your organisation currently or in the future plan to focus on child protection system building?
- Which protection concerns do you feel are currently being effectively addressed through child protection system building efforts?
- Are there any protection concerns affecting girls or boys that are being less well addressed through the child protection system building?

Legal and policy framework:

- To what degree do the current legal and policy frameworks support child protection system building at local, township, state/ divisional and national levels?
- Can you describe any legal or policy advocacy work on child protection that your agency is involved in?

TCRCs:

- To date how many TCRC have been activated by SCiM?
- How many TCRCs does SCiM intend to activate by the end of 2012?
- What are the most significant successes of TCRCs?
- Which TCRCs are functioning most effectively? Why?
- Which TCRC are functioning least effectively? Why?
- To what extent are TCRCs undertaking effective case management?
- What are the different roles and responsibilities of TCRC members, DSW social welfare officer and other stakeholders in managing cases referred to the TCRC?
- What difference does it make to have an assigned DSW Social Welfare Officer?
- How are cases resolved by TCRCs in townships where there is no DSW Officer?
- How effective are the volunteer social workers?
- What type of cases are most frequently being addressed by TCRC?

- Which protection/ care/ justice issues do TCRC have more or less capacity to resolve? Why?
- To what extent are State/ Divisional level TCRCs and NCRC providing direction and/or support (resource, or technical support) to TCRCs?
- What are the most significant constraints facing TCRCs?
- How sustainable are TCRCs? What factors influence their sustainability?
- How can more and more TCRCs be activated by SCiM and/or UNICEF?

CPGs:

- How many CPGs have been formed by SCiM?
- What factors need to be taken into consideration by NGOs when forming effective and inclusive CPGs that can respond sensitively to child protection concerns in their villages/ wards?
- What is the minimum level of awareness raising or training that needs to be provided to CPGs to enable them to understand their roles and responsibilities and to start to function?
- What are the benefits and/or challenges of supporting children's participation?
- What factors influence the effectiveness/ ineffectiveness of CPGs?
- How effective/ ineffective are CPGs in making and following up on relevant referrals?
- What are the main constraints faced by CSGs in case management?
- How effectively are CSGs making referrals to TCRCs? Which type of cases are CSGs referring to TCRCs? Why?
- How sustainable are CPGs? What factors influence their sustainability?
- What plans do you have for scale up or replication of CPGs in the future?
- How can quality CPGs be most efficiently and effectively scaled up? What strategies could be used?
- How can quality Child Groups and partnerships between children and adults be strengthened and scaled up?
- To what degree is a quality child protection prevention, monitoring and response system in place that effectively links formal and informal systems?

Coordination:

- What coordination mechanisms does SCiM have with DSW?
- How effective is the Child Protection technical Working Group in maximising strategic programme and advocacy opportunities to strengthen quality child protection systems at different levels (national, State/ Division, township, community)?
- To ensure coordination and joint strategy developments has a mapping been undertaken to identify what CSGs/ CPGs exist across different parts of the country? And to identify which TCRCs are being activated/ supported by other child protection agencies?
- How does UNICEF strategise with Save the Children in Myanmar and World Vision to ensure synergy, strategic developments and the most efficient use of resources to activate TCRCs and CSGs/ CPGs in different parts of the country? How can such collaboration be improved?

Monitoring and evaluation:

- How effective is SCiM in monitoring and evaluating child protection outcomes?
- Is your M&E system collecting the right information to allow judgment to be made about?
- How can UNICEF and other child protection agencies improve their M&E systems and develop better demonstrate positive impact in terms of child protection?
- What role can UNICEF play in catalysing and supporting the Government and NGOs to develop and implement effective data collection, monitoring and evaluation systems on child protection issues affecting girls and boys of different ages?

Recommendations:

- Do you have any other recommendations for UNICEF to increase the relevance, effectiveness, efficiency, impact or sustainability of its efforts to strengthen community and township system building?

Appendix 4.12: Email Questionnaire to World Vision regarding child protection system building in Myanmar

Introduction: In April – May 2011 UNICEF has is currently undertaking an evaluation of their township and community based child protection programme in terms of its relevance, effectiveness, efficiency, impact and sustainability. Findings from the evaluation will inform strategies and plans for potential scale up and replication of community based support groups for children protection, and activation of Township Child Rights Committees.

As an external consultant I (Claire O’Kane) was recently in Myanmar for three and a half weeks field work meeting with community based support groups, NGO partners, TCRCs and DSW government officials. During this time I was hoping to contact with you to see if I could also interview key child protection staff from your organisation. However, unfortunately the fullness of my schedule made this difficult. However, recognising World Vision as one of the other key child protection agencies working in Myanmar this email provides a few questions to learn more about your agencies goals, strategy, plans and lessons learned in relation to child protection system building in the Myanmar context. *I sincerely hope you may have a chance to respond to these questions by June 1st, and apologise for the time limit apologise for the time limitations.*

All views will be respected and will remain anonymous.

Key Questions:

Child Protection Strategy:

- What are the main components of World Vision’s child protection strategy?
- To what extent is World Vision currently or in the future plan to focus on child protection system building?

Activating Child Rights Committees (Township, District, State/ Regional, and National Level):

- Has World Vision been involved in activating or strengthening the functioning of Township Child Rights Committees (TCRCs), District CRC or State/ Regional level CRCs? If so, please describe how? and where?
- What does World Vision see as the strengths or weaknesses of the Child Right Committees at different levels?

Community based support or protection groups for children:

- Does World Vision support the formation of community based support or protection groups for children? If so, how? and where?
- What are the main strengths or weaknesses of the community based protection groups supported by World Vision?

Coordination:

- How effective do you think the Child Protection technical Working Group in maximising strategic programme and advocacy opportunities to strengthen quality child protection systems at different levels (national, State/ Division, township, community)?
- How can such collaboration and coordination between UNICEF, DSW, INGOs and NGOs be improved to further strengthen child protection systems in Myanmar?

Recommendations:

- Do you have any other recommendations for UNICEF to increase the relevance, effectiveness, efficiency, impact or sustainability of its efforts to strengthen community and township system building?

Appendix 4.13: Self Assessments of Community Support Groups for Child Protection

Introduction to NGO partners:

UNICEF in collaboration with the Department of Social Welfare is undertaking an evaluation of its township and community based child protection programme. The findings of the evaluation will be used to inform and guide programme improvements in township and community child protection work so that any future scaling up of interventions may be effective and sustainable.

An external evaluator will be visiting different NGO partners and a sample of communities and townships in six different States and Divisions between 25 April and 13 May 2011. To better understand how the CSGs and TCRCs are protecting children the evaluator will listen to the views and experiences of: Community Support Group members; girls and boys in project areas; NGO partners; UNICEF staff; and to DSW officials and members of Township Child Rights Committees.

We are sharing this *self assessment* document with NGO partners *to seek feedback from Community Support Groups which cannot be directly visited by the external consultant.* We encourage your *(name of organisation)* to support facilitation of this self-assessment with *(number of CSGs)* that will not be visited during the evaluation, so that we can learn from their current experiences. We kindly request NGO partners to facilitate a meeting with members of Community Support Groups in different villages/ wards where you work, and enable CSGs to record and submit their feedback. This could be done during a regular CSG meeting and is likely to take about two hours. We kindly request you to treat the views of CSGs confidentially and to return their self assessment findings directly to the evaluator in Yangon by May 10th. All feedback and views shared will be treated confidentially.

Introduction to Community Support Groups:

UNICEF in collaboration with the Department of Social Welfare is undertaking an evaluation of its township and community based child protection programme. The findings of the evaluation will be used to inform and strengthen improvements in child protection work in your area, and in other parts of the country.

An external evaluator will be visiting different NGO partners and a sample of communities and townships in six different States and Divisions between 25 April and 13 May 2011. To better understand how the CSGs and TCRCs are protecting children the evaluator will listen to the views and experiences of: Community Support Group members; girls and boys in project areas; NGO partners; UNICEF staff; and to DSW officials and members of Township Child Rights Committees.

As there is insufficient time for the evaluator to visit every CSG a *self assessment* document has been developed for NGO partners *to seek feedback from your Community Support Group, and other CSGs that will not be directly visited by the external consultant.* We really encourage members of your CSG to meet together, and to share and record your views and experiences openly and honestly. They will be shared on a confidential basis with the external evaluator and will help UNICEF and partners

improve the child protection programme so that we can better protect children from all forms of abuse, neglect, violence and exploitation.

Through the self-assessment we are interested to learn more about:

- ✚ the history of your CSG and its purpose;
- ✚ how your Community Support Group functions;
- ✚ the kinds of child protection issues that you are addressing;
- ✚ the strengths of your child protection work and your achievements;
- ✚ any challenges, constraints or support needs; and
- ✚ your ideas and suggestions to strengthen your child protection work.

Following the self –assessment format which is in two key parts: *Part A Information Sheet*; and *Part B ‘H’ Assessment*, we expect that it will take about two hours for your CSG to complete.

Materials needed: PART A: Self-assessment form; and Flipchart paper (at least two sheets) and flipchart markers for PART B.

Key steps:

- Gather together key members of your Community Support Group. Share introductory information with all members so that everyone understands that you have the chance to share key feedback about your efforts to increase child protection as part of a UNICEF evaluation. Encourage everyone to be honest and open in sharing your successes and the challenges faced, so that we can find ways to respond to your support needs, to strengthen and improve the programme.
- In the first part of the self-assessment, please discuss and complete **PART A: INFORMATION SHEET** about the history and purpose of your Community Support Group and the kinds of child protection issues you are dealing with (*shown overleaf*). *This part of the self-assessment should take about 45 minutes.*
- Then move on to **PART B ‘H’ Assessment** which uses a flipchart to explore the overall strengths and successes of the CSG; the challenges and constraints faced by the CSG; and suggestions to improve the Community Support Group to protect children from all forms of abuse, neglect, violence and exploitation. This activity should also take about 45 minutes.

Once you have completed Part A and Part B please give your findings to your (Local NGO focal point) to send back to the reach the evaluator in Yangon by May 10th 2011.

Thank you for your time to complete and share this information. It is greatly appreciated.

PART A) CSG SELF ASSESSMENT INFORMATION SHEET (60 minutes)

- a) What is the location of your Community Support Group (village, VT, State/ Division):

- b) How and when was your Community Support Group established? *Please describe if and how it built upon on any existing committee or structure, or if it was newly established? If newly established, please explain if members were self nominated, how they were selected/elected/how they briefed community, etc. (as per guidance note to CSG for formation)*

- c) Which NGO is supporting your Community Support Group:

- d) Please list the training and/or support that has been provided to your CSG on child rights and child protection by your NGO partner and/or by UNICEF since your CSG was established; *(please also comment on the relevance/appropriateness/timeliness of the training/support)*

- e) In the past 6 months how many times have staff members from either the NGO partner or UNICEF Child Protection team visited your CSG and for which purpose?

- f) Please describe how many members there are in your Community Support Group and their key background details *(for example how many women, men, girls or boys, and any other relevant background details, including their ages):*

- g) Where and how often does your CSG meet?

- h) What are the aims or objectives of your Community Support Group:

- i) What are the main roles and responsibilities of your Community Support Group members:

- j) How have you informed other community members – women, men, girls and boys; and/or other groups or committees in the village about the roles and responsibilities of your Community Support Group?

- k) Can you describe any ways that girls and boys are actively involved in the CSG or in efforts to prevent or respond to child protection concerns in your village? Please also describe the main benefits and/or challenges of involving children?

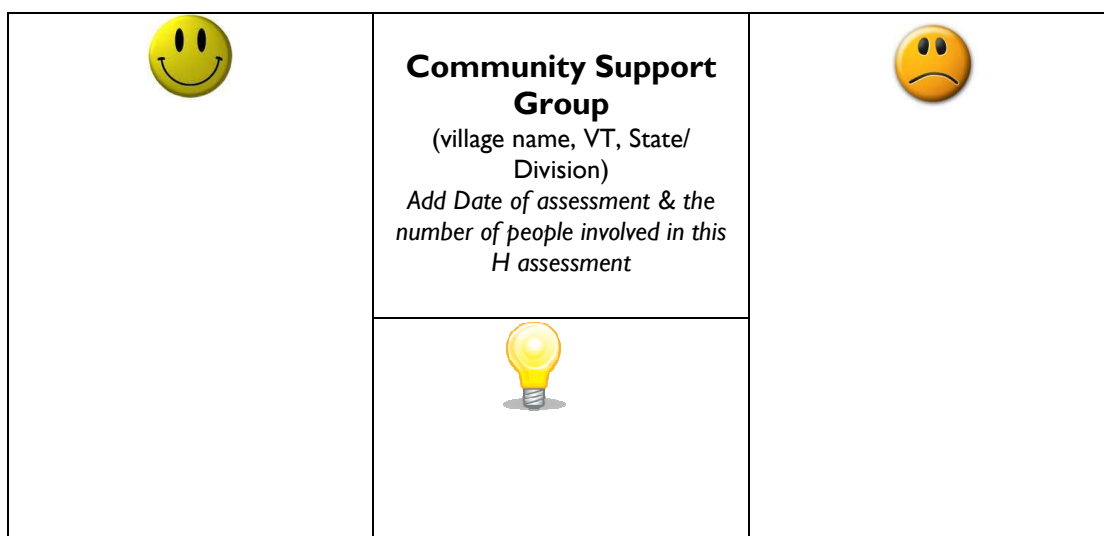
- l) What are the main child protection concerns faced by girls and boys in your community or local area? How are you aware of these concerns?

- m) Which are the main child protection issues that your CSG are dealing with?

- n) Please can you share some brief descriptions of how your Community Support Group are addressing these child protection issues within the community and/or through referrals (e.g. at community level - village leader, VPDC, nurse/midwife,etc), Township level - police, court, TCRC, TMO, TEO) (if possible share some anonymous case examples to illustrate your work):
- o) How do you maintain confidentiality when dealing with child protection cases in your community? Please give an example.
- p) How does the CSG network with other committees or groups within your village? And/or within the township?
- q) What, if any, are your CSG needs to better protect girls and boys (especially the most marginalized) in your community and to be more effective and sustainable in your work? (e.g. technical skills, parenting skills, more knowledge on CP, etc. etc)
- r) As and when UNICEF/NGO partner will phase out support to your CSG, what are your plans for the future? (e.g. will the CSG continue to operate? If not, why not?)

PART B: 'H' Assessment (45 minutes)

- In this part of the self-assessment, a 'H' assessment on flipchart paper will be used to explore the overall strengths and successes of the CSG; the challenges and constraints faced by the CSG; and suggestions to improve the Community Support Group and efforts to protect children from all forms of abuse, neglect, violence and exploitation. This activity should take about 45 minutes.
- Like in the diagram shown below: Make a 'H' shape on large flipchart paper. At the top of the left hand column draw a happy face. At the top of the right hand column a sad face. Below the middle "H" bar draw a light-bulb to represent 'bright ideas'.



| | | |
|--|--|--|
| | | |
|--|--|--|

- Use the 'H' assessment to explore and record:
 - In the top middle part of the 'H' record: 1) the location of your Community Support Group (village/ward, village tract, State/ Division); 2) the date you completed the 'H' Assessment; and 3) the number of people, gender and background of people involved in this 'H' assessment (e.g. 3 women, 3 men, 2 girls and 2 boys).
 - In the left hand column (*happy face*) record the strengths and successes of your Community Support Group
 - In the right hand column (*sad face*) record the weaknesses, challenges or constraints faced by the Community Support Group. *Please be open and honest in sharing weaknesses or challenges faced as it will help to inform program improvements.*
 - Under the light-bulb (*middle lower part*) Please discuss and record your suggestions to improve or strengthen work by your Community Support Group to increase child protection from all forms of violence, abuse, neglect and exploitation. *Think about and include what training or support is most needed to increase the confidence and skills of CSGs.*

Appendix 5: Ethical Guidelines

Ethical issues which will be considered and applied¹¹ during the evaluation on township and community based child protection include:

- ✓ **Principles of child rights:** The evaluation will be conducted in a manner which ensures respect for children's rights to participation, non-discrimination and action in their best interests.
- ✓ **Ensure effective communication and co-ordination** systems are in place between UNICEF and their partners (DSW, NGOs) to ensure timely sharing of information about planned evaluation visits to enable informed voluntary participation of key stakeholders (DSW officials, TCRC members, CSG members, children and young people, parents and caregivers, NGO staff etc).
- ✓ **Timing of the evaluation** – Myanmar is a large country and significant time is taken to reach communities and townships in diverse locations to better understand the status of the community support groups and TCRC. As a result over a 3 week period only 12 community support groups (supported by 8 different NGO partners) will be visited. Evaluation planning is needed that responds to both the constraints and the opportunities in the time available by different stakeholders (girls, boys, women and men in communities; TCRC members; DSW officials etc) to meet during these important evaluation field visits. Appropriate methods and efficient use of time are needed to make effective use of the field visit time slots with different stakeholders. Where-ever possible meetings with children and young people should be arranged at times that do not interfere with children's school work, especially exam periods; or with other work responsibilities. Extra efforts should be made to find time to meet with children's representatives from marginalised groups (e.g. working children, children from vulnerable households).
- ✓ **Informed consent** - participation by different stakeholders, including children must be both relevant and voluntary. All stakeholders must be given clear information about the purpose of the evaluation. Participants must be aware of their rights – for example, to withdraw from the evaluation process at any time. It is also important to gain consent, understanding and acceptance from parents/caregivers and the wider community. Where-ever necessary permission from children's teachers or employers may also be needed. However, it is better to avoid situations where children either miss school or lose earnings due to their participation. Written informed consent will be gathered from all participants.
- ✓ **Avoiding harm to participants** – evaluators are responsible for making sure that the evaluation is conducted in a manner that will do no harm to children or adults. Evaluators are responsible for protecting all participants from any potential emotional or physical harm that might occur as a result of their involvement in the evaluation and to protect their rights and interests. Traditionally in Myanmar girls

¹¹ Adapted from Save the Children Norway (2008) Ethical Guidelines for ethical, meaningful and inclusive children's participation in participation practice. Feinstein, C. and O'Kane, C.; and from Child Frontiers Ethical Considerations section in 'Research Manual: Child Protection Systems: Mapping and Analysis in West and Central Africa, August 2010'.

and boys are not expected to speak up or express their views in front of adults. Thus, to support children's informed, safe and meaningful participation in the evaluation it will be important that information is shared in advance with NGOs and CSGs to encourage space for girls and boys to meet with the evaluator to share their views (with minimum other adults present). Information about the evaluation should be shared with children and their parents/ caregivers to gain their informed consent. Harm can arise from methods that cause participants to recall distressing experiences or feelings. Participants will not be asked to talk about personal experiences of violence or abuse, but rather about general protection issues affecting girls and boys in their community. The evaluator will avoid asking insensitive questions or probing for information when it is clear that participants would prefer not to answer. Discussions may be stopped if they become distressing or upsetting to participants. Before the evaluation begins, the evaluator in consultation with UNICEF child protection team will agree what actions will be taken, in accordance with agency child protection procedures, should a child disclose abuse (actual or potential). Similarly, the team will agree upon a procedure to ensure that distress is immediately recognised and mitigated, and that appropriate support is found for ensuring the comfort and wellbeing of the child.

- ✓ **Child Protection Code of Conducts** will be followed to ensure that behaviour with children is always respectful and protective. As discussed above, UNICEF's formal child protection procedures will be followed in cases of disclosure of significant protection concerns by girls or boys during the evaluation.
- ✓ **Confidentiality** – as a general rule confidentiality must be maintained at all times and participants' identities must be protected. All participants should be informed as part of the introductory explanation that their answers will be kept confidential. Their answers will be summarised in the report, but respondents will not be identified by name. Where-ever possible interviews and group discussion will be conducted in a quiet, private setting without interruptions. All information collected during the review will be kept strictly confidential and will not be shared except through the evaluation report and power-point presentations. Researcher's notes will not be shared. In contexts where children or adults have shared positive experiences regarding their collective experiences as a Community Support Group or a TCRC the evaluator should discuss with them whether they want their real CSG/ TCRC name to be include, or whether anonymity is maintained. Furthermore, as per the child protection procedures, *confidentiality must never replace the need to protect children* – appropriate action must be taken if participants disclose abuse or risks of significant harm.
- ✓ **Minimise power imbalance**, and conduct the evaluation in a **non-discriminatory and inclusive way** which particularly allows the voices of some of the most marginalised girls, boys, women and men to be heard. An ethical approach acknowledges power differences between adults and children, and among adults, and ensures respect and appreciation for the contributions of all adults, young people and children, whatever their age, ability, background etc. It requires awareness and consideration of the local and national socio-cultural, religious and political context. While recognising traditional hierarchies in

Myanmar (based on age, gender and other factors) that make it harder for some women, men, girls or boys to speak up, extra efforts will be made to reach and listen to the views of girls and boys, out of school working children, children with disabilities, children or families affected by HIV/ AIDs, as well as women and men from the poorest sectors of the community. Participatory methods are being used which encourage more stakeholders to express their views and experiences in a less threatening manner during group discussions. Furthermore, as described earlier special efforts will be made to meet separately with children and young people, including opportunities for some separate discussions in girls and boys groups. Adults (CSG members, local leaders, parents/ caregivers) will be encouraged to understand the importance of providing space for children to express their own views.

- ✓ **Trust building, respect for different perspectives and openness in sharing:** It is crucial that the evaluation process enables different stakeholders to express themselves freely, without fear of negative repercussions if they share challenges or weaknesses in the programme. Thus, trust building and creating a safe, open atmosphere where everyone's views are respected is integral to the approach and the process. Clear introductions at the outset of each discussion will emphasises the importance of openness and honesty, so that we may identify the lessons learned for effective and sustainable scale up of the township and community based child protection programme. The evaluation will also help to identify and build upon strengths, including traditional values and practices which enhance the protection and care of children in their families and communities. During the evaluation process different stakeholders will also be encouraged to share recommendations to improve the child protection programme. The final recommendations will take into consideration the socio-political, cultural, religious and economic contexts to ensure that they are realistic and do-able.
- ✓ **Remain Objective:** The evaluators will remain as objective as possible. Furthermore, the accompanying UNICEF staff member and the translator will be encouraged to maintain objectivity. At all times, the evaluator will allow the stakeholders to express their own views and opinions. As far as possible (taking into consideration translation and interpretation), stakeholders views will be recorded in the specific words that they use.
- ✓ **Avoid Raising Unrealistic Expectations:** The evaluators will be clear and honest about the evaluation. They will explain the value of learning from children and adults in communities for more informed decision-making. The evaluators will also clarify what will be done with the information gathered. However, the evaluators will not make promises to children, adults and communities, especially about future action programmes that might improve their situation.
- ✓ **Wider accountability** – this includes providing feedback on results and findings to children, communities, partners, DSW and other stakeholders who participate, acknowledging their strengths and responding to and acting upon their concerns, recommendations and priorities. A user friendly summary report (translated into local languages) will be important to ensure accountability to children, communities and other stakeholders.