



Terms of Reference of Evaluation (BCV)

1. Introduction and background

Building Community Voices (BCV) is a local non-profit NGO established in 2007 to share resources, ideas, skills, and technologies that would enable the views of the local communities, farmers and the indigenous community members to be heard through community media centers and local development initiatives in Cambodia.

BCV has been working to support Communities People and Indigenous Communities Empowerment, and livelihood development through Savings, Rice banks, and Agriculture Development and Advocacy within the target communities in Ratanakiri, Mondulkiri, Pursat, Kampot, Preah Sihanouk, Kampong Speu and Kampong Chhnang provinces. At the CBO's level, BCV would be deepening community business and development models where communities would lead and become a center of sustainable development and contribute to the national government development agenda.

MISEREOR has been supporting the project (Pro No. 327-900-1231 BCV) for three years during the current phase, which runs from August 2023 to July 2026. The project, titled "**Farmers led rice-based research and media for development**" is being implemented in four provinces of Cambodia: Pursat, Kampong Chhnang, Kampong Speu, and Ratanakiri.

The project focuses on several key activity areas:

- Strengthening the capacity of BCV staff to facilitate farmer-led rice research, development, and media programs.
- Enhancing rice farming through adaptive rice trial farms and rice breeding initiatives.
- Promoting farm integration and other approaches to improve food security and income generation.
- Building farmer networks with local groups that advocate for development initiatives responsive to community needs.

1.1 Goal

The people of the targeted communities are self-reliant and well-networked and effectively engage in development.

1.2 Objectives

The specific objectives of this project shall include:

Objective no. 1:

The capacities of BCV staff to facilitate farmer-led rice research and a media programme are strengthened.

Indicator:

By the end of the funding period, BCV staff have achieved enhanced reflectivity regarding their facilitation of farmers as well as deepened knowledge about rice farming, both of which can be proven through project reports, case studies, etc.

Objective no. 2:

Farmers have enhanced their rice farming, their food security and income generation, and share their lessons learned with others.

Indicator:

The number of rice research plots has increased from 6 to 12.

Objective no. 3:

Farmers and their local groups build a network for development that responds to their needs.

Indicator:

Each year, 3 new video productions on farmer-led research are produced and posted on social media.

The primary target groups are farmers, community forestry, community committee, youth, community radio volunteers, indigenous group, women groups, commune members (local authority). Moreover, the target beneficiaries represent communities who are affected by human rights violations including social, economic, and cultural right violations, and poor practices in agriculture.

To bring about meaningful change, the project pursues a strategy that combines all relevant of approach such as;

- **Farmer-led rice research:** This approach to farmer led- development by discussions and sharing experiences in agriculture and making their own decisions in the farmer led development process.
- **Community organizing:** Participate in discussions with community to enable them form structured groups with definite systems of operation and governance. They will in turn identify, prioritize, hold discussion and provide tailor-made solutions to problems affecting community.
- **Cooperation:** Work closely with communities and engage with other NGOs and relevant stakeholders (local authorities) to achieve our goal by sharing information, expertise, resources, and work in a complementary way.
- **Capacity Development:** Support communities in developing their own skills, knowledge and systems to achieve their own goals. BCV will also support the organizational capacity development of emerging people's organizations and networks so they become the main implementers of development and mobilizing support in the future.
- **Media Approach :** Provide communities with capacity and necessary support so that they can use different forms of media to formulate and articulate their views to a wider audience. This will be done through use of soocial media as well as the community radio centers.

The evaluation was initiated by MISEREOR, and the partner organization Building Community Voices (BCV) in response to generate insights that guide future strategy and project planning. By reviewing activities, outcomes, and approaches, it will provide constructive feedback on innovative methods, highlighting strengths and areas for improvement. Ultimately, it will support evidence-based decisions, helping MISEREOR and Building Community Voices (BCV) refine interventions and enhance impact. It covers the time frame of 3 years with the current project cycle to provide a comprehensive understanding of achievements and challenges.

2. Objectives of the evaluation

The purpose of this evaluation is to generate insights that will inform upcoming strategy development and guide the planning of the next project phase. By systematically reviewing the project's activities, outcomes, and approaches, the evaluation seeks to provide constructive feedback on innovative methods that have been introduced, highlighting both their strengths and areas for improvement.

In line with MISEREOR's learning-oriented approach, the evaluation is designed not only as an accountability instrument but also as a tool for reflection and organizational growth. It aims to identify lessons learned, assess the relevance and effectiveness of the chosen strategies, and ensure that the project continues to respond to the needs of its target groups. Ultimately, the evaluation will serve as a foundation for evidence-based decision-making, helping both MISEREOR and Building Community Voices (BCV) refine our interventions and maximize our impact.

3. Questions to be answered by the evaluation

Relevance

- How well do the project objectives align with the needs of farmers in Pursat, Kampong Chhnang, Kampong Speu, and Ratanakiri?
- Are the chosen activities (rice trials, breeding, farm integration, media programs) addressing the most pressing challenges faced by target groups?
- To what extent does the project respond to national agricultural development priorities and local community aspirations?
- Do beneficiaries feel the project is relevant to their livelihoods and food security needs?
- Were farmers and local groups adequately consulted in project design and implementation?

Coherence

- How well does the project complement other agricultural and rural development initiatives in Cambodia?
- Are there synergies between BCV's farmer-led research and government or NGO programs?
- Which synergies and links exist between the project and other interventions implemented by the same organization?
- Does the project avoid duplication of efforts with other actors in the provinces?
- How coherent is the integration of media programs with agricultural research and farmer networks?
- Are partnerships with local groups and institutions consistent and mutually reinforcing?

Effectiveness

- To what extent have project objectives (capacity building, rice trials, farm integration, farmer networks) been achieved?
- How effective has BCV staff training been in improving facilitation of farmer-led research?
- Have adaptive rice trial farms and breeding initiatives led to measurable improvements in rice productivity?
- How effective are farmer networks in advocating for community-responsive development initiatives?
- What challenges have hindered achievement of intended outcomes?

Efficiency

- Were project resources (financial, human, technical) used optimally to achieve results?
- How cost-effective are the rice trial farms and breeding initiatives compared to alternative approaches?
- Were project activities implemented on time and within budget?
- How efficient is the coordination between MISEREOR, BCV, and local farmer groups?
- Are monitoring and reporting systems adequate to track progress and resource use?
- How are decisions taken within the organization?

Effects (outcomes Impact)

- What changes in food security and income generation have been observed among target farmers?
- Has the project contributed to strengthening local structures and farmer empowerment?
- What broader social or community-level changes have resulted from farmer networks and advocacy?
- Has the project influenced agricultural policy or practices at provincial or national levels?
- Are there unintended positive or negative impacts (e.g., environmental, social, economic)?

Sustainability

- Are the benefits of rice trials, breeding, and farm integration likely to continue after project support ends?
- How strong are the farmer networks in sustaining advocacy and development initiatives independently?
- Do local institutions and communities have the capacity to maintain project outcomes?
- Is there evidence of ownership and commitment from farmers and local groups?
- What strategies are in place to ensure long-term continuation of project activities (e.g., funding, partnerships, knowledge transfer)?

4. Methodology

The evaluation will take into account that the project does not affect a single homogeneous target group, but rather engages with diverse groups who hold different interests and perspectives. These may include women and men, young people and the elderly, various ethnic groups, agricultural and livestock farmers, and landowners of different scales. The methodology will therefore analyze social differentiation and ensure that the perspectives of these groups are adequately represented.

Prior to Field Work

Preparatory steps will include a thorough review of project documents, the development of interview guidelines, and an assessment of available regional and technical analyses. Where appropriate, quantitative surveys designed by the project team will be prepared or implemented to provide baseline data.

During Field Work

Field work will begin with a kick-off workshop to align expectations and clarify objectives. Data collection will combine multiple methods, including document review, participant observation, quantitative surveys, qualitative interviews (open and semi-structured), focus group discussions, and participatory approaches such as PRA or tools from NGO-IDEAs' *Impact Toolbox*. Context analyses and interviews with key persons will provide additional insights.

A Debriefing Workshop will be conducted to triangulate and validate the data collected, critically discuss conclusions, and elaborate practical recommendations. This workshop will involve key stakeholders, including target groups wherever possible, and will serve as an entry point for reflection and learning. The length of the workshop will be determined by the willingness of participants to engage in detailed discussions.

Overall Approach

The evaluation will apply a varied and adapted set of methods, combining quantitative and qualitative techniques. A gender-sensitive lens will be integrated throughout the process to ensure that differences in experiences and outcomes across social groups are captured. This mixed-methods approach will provide a balanced and comprehensive analysis of the project's relevance, coherence, effectiveness, efficiency, impact, and sustainability.

5. Organization of the mission

The evaluation will be carried out by a multidisciplinary team composed of members with expertise in project evaluation, sector-specific knowledge, and methodological skills in both qualitative and quantitative research. Each team member will have clearly defined roles, ensuring that responsibilities for data collection, analysis, and reporting are distributed effectively. The team will include specialists in areas such as community development, gender analysis, and participatory evaluation methods, supported by an experienced team leader who will coordinate the mission and ensure methodological rigor.

Support for the evaluation will be provided by the organization being evaluated. This includes logistical arrangements such as transport, accommodation, and access to project sites, as well as the designation of contact persons to facilitate communication between the evaluation team and project stakeholders. The organization will also assist in arranging meetings with target groups, partner organizations, and other relevant actors.

The mission will follow a structured schedule. Preparatory activities, including document review and the development of interview guidelines, will take place in advance of the field visit. The mission itself will begin with a kick-off workshop at the project location to align expectations and clarify objectives. Field work will then be conducted over a defined period, followed by a debriefing workshop at the project site. This workshop will provide the organization being evaluated with an opportunity to give feedback on the preliminary results and engage in critical discussion of the findings.

The evaluation team will subsequently prepare a draft report, which will be submitted by the agreed deadline. The process for submission and acceptance of the report will include time for review and feedback, as well as a debriefing session at MISEREOR Head Office.

| Week | Activities | Details |
|--------|-----------------------------|---|
| Week 1 | Preparatory Phase | <ul style="list-style-type: none"> • Desk Work & Methodology <ul style="list-style-type: none"> ○ Document review and desk study ○ Development of interview guidelines ○ Assessment of regional/technical analyses and available data ○ Preparation/refinement of quantitative survey instruments (if appropriate) ○ Coordination with project partners ○ Scheduling of field visits and stakeholder meetings ○ Logistics arrangements (travel, accommodation, site access) |
| Week 2 | Field Work: Data Collection | <ul style="list-style-type: none"> • Initial Engagement & Surveys <ul style="list-style-type: none"> ○ Kick-off workshop at project location ○ Meetings with key stakeholders and partner organizations ○ Participant observation and site visits ○ Initial qualitative interviews (open/semi-structured) ○ Focus group discussions with target groups ○ Implementation of quantitative surveys ○ Participatory methods (e.g., PRA, NGO-IDEAs Impact Toolbox) ○ Context analyses and interviews with key persons |
| Week 3 | Consolidation & Reporting | <ul style="list-style-type: none"> • Analysis & Validation <ul style="list-style-type: none"> ○ Continuation of interviews and surveys ○ Triangulation of findings across different groups ○ Mid-mission reflection with evaluation team ○ Drafting of preliminary insights ○ Debriefing workshop at project site (validation of findings, stakeholder feedback) ○ Drafting of preliminary report ○ Submission of Report by the end of the week |

6. Report

The evaluation report will be prepared by the designated evaluation team, with overall responsibility resting with the team leader. The team leader will ensure that the report meets MISEREOR's binding requirements as outlined in the document **Annex 1 [MinB E Minimum requirements for evaluation reports.pdf](#)** .

The report is expected to be of a length appropriate to the scope of the evaluation, typically ranging between **25 to 40 pages**, excluding annexes. It should provide a comprehensive yet concise account of the evaluation process, findings, and recommendations.

The content of the report will include:

- An executive summary highlighting key findings and recommendations.
- A description of the project and its context.
- The objectives and methodology of the evaluation.
- Analysis structured around the DAC criteria (relevance, coherence, effectiveness, efficiency, impact, sustainability).
- Key findings, lessons learned, and practical recommendations.
- Annexes containing supporting data, interview guides, lists of persons consulted, and other relevant documentation.
- With respect to format, the report must follow MISEREOR's reporting standards. This includes clear structuring, consistent use of headings and subheadings, and presentation of data in tables or figures where appropriate. The language should be precise, accessible, and gender-sensitive. Draft versions will be submitted for review and feedback before the final version is delivered within the agreed timeframe.

7. Requirements & Qualifications

- **Educational Background**
 - Advanced degree (Master's or higher) in social sciences, development studies, public policy, economics, or a related field.
- **Professional Experience**
 - Minimum of 5–7 years of proven experience in program/project evaluation, monitoring & evaluation (M&E), or impact assessment, preferably in the relevant sector.
- **Technical Skills**
 - Strong knowledge of qualitative and quantitative evaluation methodologies, data collection tools, and statistical analysis software.
- **Sectoral Knowledge**
 - Familiarity with the thematic area of the project, specifically agriculture (e.g., crop production, agribusiness, sustainable farming practices, rural livelihoods, agricultural value chains), and a strong understanding of the local/regional context is a big plus.
 - A good understanding in participatory approaches.
- **Communication & Reporting**
 - Excellent writing and presentation skills in English and Khmer, with the ability to produce clear, concise, and evidence-based evaluation reports.
- **Professional Attributes**
 - High ethical standards, impartiality, cultural sensitivity, and ability to work independently as well as collaboratively with stakeholders.

8. Application Information

Submission of Application

- Interested candidates are invited to submit a cover letter and professional resume (CV) no later than **February 11, 2026** to the address provided below.
- Please **do not send diplomas or certificates** at this stage; these will be requested later if necessary.
- Only short-listed candidates will be contacted for interview.
- Submitted CVs will not be returned.

Remuneration and Workplan

- Applicants are requested to provide a detailed **Workplan**, including:
 - Specific timeline of deliverables
 - Proposed remuneration
- Quotations must include **WHT (15%) or VAT (10%)**, and applicants should attach their **VATIN**.

Contact Detail:

- **Address: #17A, Street 468, Toul Tumpung I, Chamkar Morn, Phnom Penh.**
- **Tel. 089 885 625/085 51 96 99**
- **Email: chanthy@bcv-cambodia.org**