1. Introduction
During the last two weeks of September 2010, heavy rains resulted in flash flooding in northern Benin and widespread flooding in the southern departments of the country. On October 19, 2010 OCHA reported that that 679,578 people were affected, 43 people had died, 93,153 people had been left homeless, 53,613 homes had been destroyed, and 235 schools had been flooded or destroyed. Significant socio-economic effects include the destruction and collapse of homes, community infrastructure (schools, health centers, markets, and water and sanitation facilities), rural road and communication channels, as well as losses of livestock, and agricultural production. Those losses are compounded by health threats such as lack of potable drinking water and water contamination due to the lack of proper sanitation and hygiene facilities.

The Mono department is situated in the south western corner of Benin on the border of Togo. It is comprised of four districts (communes), including Athieme, Bopa, Come, and Grand Popo. According to CHA, these four communes were particularly affected by the severe flooding that impacted all of Benin in late 2010. Agriculture and fishing are considered the primary sources of revenue among the population in the Mono. The flooding destroyed many hectares of agricultural fields, and thus households reliant upon this year’s harvest lost their source of livelihood for the coming year.

Through Project HHELP, CRS Benin and implementing partner Caritas supports a population of approximately 60,000 beneficiaries in villages in the communes of Athieme, Bopa, Come, and Grand Popo in the Mono department. The program targets 10,025 of households of the most vulnerable households with monthly food voucher distributions. Each household receives a food voucher worth approximately $54.50 (24,400 XOF)

Through Project SAVE2, CRS Benin and implementing partners will support a population of about 7,000 beneficiaries in the communes of Athieme, Bopa, and Grand Popo. The project targets households to be given water purification kits. This project promotes improved hygiene behavior (washing hands) and water treatment amongst the targeted beneficiaries.

2. Purpose and objectives of the Real Time Evaluation
RTEs are a particular approach to evaluation which attempts to monitor the performance of a response at an early stage, thus providing the opportunity to correct shortcomings in ‘real-time’. By aspiring to directly influence the current intervention, the approach is particularly relevant to humanitarian assistance, since it contrasts sharply with traditional
Annex C: Terms of Reference

Real Time Evaluation: CRS Project HHELP

ex-post evaluations, where findings can only influence a future program cycle. Despite the evaluation moniker, an RTE focuses its attention on management processes rather than assessing impact.

With this in mind, the **overall purpose of this RTE** is to enable those involved in the CRS Benin response to learn from implementing the program to date and to make improvements so that the program is effective in meeting the needs of disaster affected people.

**The objectives for this RTE are:**

6. To review the response against the established four criteria and recommend immediate changes that can improve the emergency program.
7. To identify good practices to use more widely and lessons learned in this response.
8. Promote a learning approach within CRS by reporting and communicating the outcome of the RTE beyond CRS Benin to the agency worldwide and to partners.
9. To identify persistent weaknesses in the operations of Project HHELP for organizational learning and recommend how they can be addressed.

**3. Methodology**

The assignment will be led by Heather Dolphin, who are responsible for assessing a range of program performance and management issues and for producing the report. All partners may wish to be represented on the evaluation team but RTE team members will be selected based on appropriate qualifications.

The Emergency Project Manager will confirm the other members of the RTE team and agree with the team leader whether translators, and or data collectors, need to be hired. Logistic arrangements will also be verified. Such arrangements will then be completed prior to the arrival of the team leaders.

The RTE team will carry out the exercise as follows:

- Hold an initial discussion with the Emergency Project Manager and available members of the country team to ensure that all are clear on RTE expectations and outcomes. If time allows, the evaluation questions and methods and the emergency plan they are carrying out (verifying the activities being done and the objectives they are trying to achieve) will be discussed.
- Hold a short planning meeting with all members of the RTE team including translators and data collectors, and if possible the Emergency Project Manager, to review and, as needed, amend the questions, methods, any data collection tools, the stakeholders to be interviewed, logistic arrangements and the daily schedule for each member of the team. Draw on existing RTE reports (if, and when available) to maximize incremental learning from RTEs across the organization.
- Use the four criteria with sub-headings as set out below to structure the data collection and reflection sessions.
- Have discussions with relevant staff at various levels of CRS (within the country program, region and HQ), partners, and other stakeholders to reach conclusions against the criteria.
Annex C: Terms of Reference

Real Time Evaluation: CRS Project HHELP

- Consult with the affected population, using participatory tools as far as possible when engaging with disaster affected people, and attempt to triangulate information.
- Consult with staff at various levels – management and field - to understand what enables them to achieve results as planned and what barriers are stopping them from achieving results.
- Present and discuss findings with the emergency response team, partner staff and management in a reflection workshop before departure to discuss findings and give opportunities for the team(s) to further develop the findings and generate lessons learned and recommendations for this and future projects.
- Create an action plan, complete with the names of the person responsible and a timeline, for the project to start implementing immediately after the reflection session.

The RTE will be conducted to analyze initial results and reflect on the appropriateness and effectiveness of activities, delivery mechanisms and targeting, and community participation and accountability. The RTE will be conducted with food voucher distribution activities, so that the team can adjust implementation strategies as needed for greatest impact and accountability in the next round of voucher distributions. Also the RTE will be conducted alongside the ongoing monitoring and evaluation for Project SAVE2 to evaluate critically the water sanitation and hygiene component and adjust implementation strategies accordingly to promote behavior change.

The four broad criteria listed below, with associated questions, will be examined to judge the emergency response.

**Relevance/appropriateness**
1. How well is the project meeting the needs of the affected population?
2. How has this project affected food security for the targeted population?
3. How are beneficiaries using the food and the resources they would normally use to buy food?
4. How do beneficiaries and vendors view the project's focus on having women receive the vouchers and mainly women vendors? Has this affected traditional gender roles?

**Program and management effectiveness**
1. What internal and external factors affected the speed of our response at country level?
2. In what ways did the timing and choice of response reduce the impact of the flooding for the affected people?
3. To what extent did the voucher system permit sufficient opportunity (time, designated allowed purchases) for beneficiaries to cover their most urgent needs?
4. What particular challenges or good practices have arisen in working with vulnerable groups of people?
5. How effective is the information sharing and communication between CRS and Caritas?
6. How satisfied were vendors and staff from CRS/Caritas about the payment method?

**Connectedness and sustainability**
1. In what ways are program participant needs changing? How is the program adapting to these changes? (Major change coming up is the harvest season, how will need change then?)
2. Specific to Project SAVE2: Have participants adopted improved hand-washing and water treatment techniques? Whether yes or no, explain why?
3. What impacts is the project having on beneficiaries and vendors to date?

**Coverage**
1. To what extent did the project target & reach the right people?
Annex C: Terms of Reference

Real Time Evaluation: CRS Project HHELP

4. Presentation and documentation of findings and recommendations
The RTE team will debrief with the field teams and senior representatives of the affiliates on its main findings at a Day of Reflection workshop, and the team leader will complete a draft report for comments upon return to their base. A final report should be produced ideally within the following week. The report should be brief, not exceeding 15 pages plus some short annexes containing the Terms of Reference and a timeline of the response. The final report will be signed off by the Emergency Project Manager noting her agreement or not with the action plan and posted on CRS Global. The country program office and partner agencies will be responsible for taking forward the action points and recommendations relevant to them. [Include provisions for debriefing meeting with the regional office, and/or HQ emergency operations to share learning, if feasible.]

5. Ownership, resourcing and timing
The X is the RTE commissioning manager, though this task may be delegated to another individual. The evaluation team will be accountable to the commissioning manager. The following is the list of key players in the RTE:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Role</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yikee Chu</td>
<td>Emergency Program Manager</td>
<td></td>
<td><a href="mailto:Yikee.chu@crs.org">Yikee.chu@crs.org</a></td>
<td></td>
</tr>
<tr>
<td>Jocelyn Farrington</td>
<td>Head of Programs</td>
<td>Commissioning Manager</td>
<td><a href="mailto:Jocelyn.farrington@crs.org">Jocelyn.farrington@crs.org</a></td>
<td></td>
</tr>
<tr>
<td>Heather Dolphin</td>
<td>RTA M&amp;E</td>
<td>RTE team co-lead</td>
<td><a href="mailto:Heather.dolphin@waro.crs.org">Heather.dolphin@waro.crs.org</a></td>
<td></td>
</tr>
<tr>
<td>Francois Cokou</td>
<td>M&amp;E Specialist Benin</td>
<td>RTE team co-lead</td>
<td><a href="mailto:Francois.cokou@crs.org">Francois.cokou@crs.org</a></td>
<td></td>
</tr>
<tr>
<td>Caritas rep/team member</td>
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<tr>
<td>Caritas rep/team member</td>
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6. Assumptions and requirements
- Evaluators will have access to all documentation and can take part in relevant meetings and field trips.
- Evaluators will have access to key staff in the responding in-country CRS office and/or, partner offices for conducting interviews.
- All members of the evaluation team will have access to members of the affected population for conducting interviews.
- Evaluators will take confidentiality and objectivity into consideration during the process.
**Annex C: Terms of Reference**

**Real Time Evaluation: CRS Project HHELP**

### 7. Timeline for key activities and deliverables

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Locale</th>
<th>Responsible</th>
<th>Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>28 July</td>
<td>RTE team arrives</td>
<td>Cotonou</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>1 August</td>
<td>RTE team preliminary meeting, coordinate with/ train Caritas interviewers document review, confirm interview questions, sampling plan etc.</td>
<td>CRS Benin Office Cotonou</td>
<td>Commissioning Manager</td>
<td></td>
</tr>
<tr>
<td>2-4 August</td>
<td>RTE team conducts evaluation</td>
<td>Athieme, Bopa, Come, and Grand Popo</td>
<td>Heather Dolphin &amp; Francois Cokou</td>
<td></td>
</tr>
<tr>
<td>9 August</td>
<td>Reflection workshop and final meetings</td>
<td>CRS Benin Office Cotonou</td>
<td>Heather Dolphin &amp; Francois Cokou</td>
<td></td>
</tr>
<tr>
<td>18 August</td>
<td>Complete RTE report</td>
<td>CRS Benin Office Cotonou</td>
<td>Heather Dolphin &amp; Francois Cokou</td>
<td>RTE report</td>
</tr>
</tbody>
</table>

### 8. Bibliography

- CRS_RTE_GUIDANCE
- ALNAP RTE GUIDE PILOT
- EFSP FFP SUBMISSION BENIN
- Project Documents:
  1. Etude de marche for Project HHELP
  2. (Draft) Document conjoint CRS & Caritas sur la mise en œuvre de projet HHELP et SAVE2
  3. Forms for HHELP (fiche d’autorisation de paiement, fiche d’enregistrement de vendeurs, fiche de distribution des bons)
  4. Baseline study from Project SAVE2 (has a food security indicator)