

Terms of Reference
Final Evaluation of the project
“International Institute for Very Very Serious Studies – IIVVSS”
21 February 2024

1. Introduction

DROSOS FOUNDATION is a non-profit entity dedicated to unlocking the potential of young people by supporting them to become economically empowered and resilient. Established in 2003 and based in Zurich, Switzerland, DROSOS FOUNDATION seeks long-term impact through its supported projects in Lebanon, Jordan, Palestine, Egypt, Morocco, Tunisia, Switzerland and Germany. In Lebanon, the Foundation is operational and active since 2005, serving a wide range of beneficiaries including children, youth, women and adults in marginalized communities.

2. Programme Description

The project is part of DROSOS FOUNDATION programme “Empowerment through Creative Expression” which covers both Jordan and Lebanon. This programme aims to strengthen life skills of children and youth living in peripheral areas, through participation in a creative expression process enabling them to better manage opportunities and challenges in their daily life and make a positive contribution to their communities.

To achieve this, the programme focuses on fostering partnerships with different levels of the ecosystem, thereby enhancing its reach. First and foremost, it does so by supporting organisations that actively facilitate the participation of children and youths in regular creative expression processes. Secondly, it supports capacity development measures that enable the provision of quality and stable programmes for children and youths. And thirdly, it broadens support and builds community engagement around creative expression efforts in peripheral areas.

In 2022, the program and its theory of change were updated to align with DROSOS FOUNDATION new global strategy. In its revised form, the program aims to equip adolescents and youth facing marginalizing conditions with fundamental life skills, unlocking their potential. The tentative long-term outcomes include:

- Good quality inclusive youth programmes are widely available.
 - Youth have acquired life-long learning capacities and confidence.
 - Youth take an active role in determining their educational paths.
 - Youth take an active role in determining their career roles.
- Youth are socially integrated.

3. Project summary

The *International Institute for Very Very Serious Studies* is a three-year project undertaken by Clown Me In/Awrad with the support of DROSOS FOUNDATION. The overarching goal of the project is to cultivate the skills of youth and artists by establishing the first performance-training program for engaged street art in Lebanon. The curriculum is strategically designed to train artists to serve communities in remote and disadvantaged areas of the country.

4. Project Objectives

1. Enhanced Street Art Skills and Societal Engagement:
 - Train 18 artists (21-35 years old) over 2.5 years in street performance techniques, enabling engagement in marginalized areas.
 - Equip artists to address societal issues professionally and interactively.
2. Youth Empowerment and Civic Awareness:
 - Engage 80 youth (15-25 years old) in 3-month theatre workshops, enhancing life skills and confidence.
 - Empower youth to address community issues through performances, reaching 4500 individuals in 18 locations.
3. Strengthening Clown Me In Sustainability:
 - Collaborate with 10 local authorities, enabling youth engagement and addressing community concerns.
 - Develop an online curriculum, ensuring global access to courses.
 - Provide continuous support for Clown Me In's sustainability through capacity development and fundraising strategy.

5. Purpose and Objectives of the Assignment

To conduct a comprehensive final evaluation of the IIVVSS project to assess achievements, sustainability, and impact. The Assignment aims to achieve the following objectives:

- Evaluate achievements and alignment with objectives.
- Develop indicators and methodologies for long-term impact measurement.
- Provide recommendations for sustainability planning.
- Analyse the influence on Clown Me In as an organization.
- Assess impact on the local arts and cultural scene.
- Collect beneficiary feedback for program improvement.
- Consolidate lessons learned and provide actionable recommendations.
- Examine challenges faced during project implementation.

6. Scope of work

The consultant(s) will:

- Evaluate project impact and document knowledge.
- Develop a learning and action guide with project tools for long-term impact measurement.
- Extract insights for actionable sustainability recommendations.

- Analyse project influence on the organization, focusing on capacity building, approach, and strategic development.
- Reflect on evident-based impact on the local arts scene.
- Establish a beneficiary feedback mechanism and post-project recommendations.
- Consolidate project lessons learned and provide actionable suggestions for future initiatives.
- Produce a comprehensive report covering project learning and processes.
- Conduct a validation meeting with DROSOS FOUNDATION and Clown Me In to present and discuss results.

The anticipated timeframe for this evaluation is approximately up to 21 working days.

7. Methodology

The evaluation shall gather data through:

- Desk-based review of relevant documents.
- Interviews with relevant project staff, partners and stakeholders and any other relevant parties.
- Stakeholder workshop to review and consolidate preliminary findings.
- Qualitative and quantitative analysis of the collected data.

The evaluator should consider integrating various strategies for data collection, including up to six field trips to locations where the project collaborated with youth centres and municipalities. Additionally, the evaluator should organize up to five meetings with pertinent stakeholders to ensure comprehensive data collection during each field mission.

8. Deliverables

1. **Inception Report:** Comprehensive documentation outlining the project's intervention logic, including the Theory of Change.
2. **Draft Evaluation Report:** An initial version of the evaluation report that provides insights into the evaluation process and preliminary findings.
3. **Final Evaluation Report:** A conclusive and detailed report covering, but not limited to: Executive Summary,
 - Project Overview: Comprehensive information detailing the project's background, scope, and objectives.
 - Evaluation Objectives and Methodologies: A thorough examination of the evaluation's goals and the methodologies employed.
 - Significant Findings: In-depth insights into both successes and obstacles encountered during the project.

- **Conclusive Remarks:** A summary of overarching conclusions drawn from the evaluation.
- **Recommendations:** Proposed strategies for future actions or improvements based on evaluation outcomes.
- **Insights Gained:** Notable lessons learned and insights acquired through the course of the project.
- **Factors Influencing Results:** An analysis of the various factors that played a role in shaping the project's outcomes.
- **Appendices:** Inclusion of supplementary materials such as the interview roster, data collection tools, and essential project documents.

9. Expected experience

The evaluator(s), whether an individual or a team, should have:

- A solid understanding and practical experience in applying action research.
- Experience in project design, monitoring and evaluation.
- Knowledge of the local context in Lebanon, particularly within the cultural and arts sector.
- Ability to work with an artistic organization.
- Excellent report writing and presentation skills in English, with proficiency in Arabic being an advantageous asset.
- Willingness to travel within Lebanon.

10. Evaluator's proposal

Consultants interested in this opportunity are requested to submit a comprehensive proposal in PDF format, structuring their submission as follows:

1. **Proposal (up to 10 pages):**
 - **Overview:** Provide an understanding of the mandate, your proposed approach, and methodology.
 - **Scope of Work:** Detail how you plan to address the outlined scope, including workload and timeline.
 - **Team Composition (If Applicable):** Clearly outline roles and responsibilities for each team member in case of a consultant team.
2. **Annex 1 - Capability Statement:** Offer a concise statement highlighting the consultant(s) profile, expertise, and relevant experience. Include references.
3. **Annex 2 - Curriculum Vitae (CV's):** Provide brief CVs for all consultants involved, emphasizing qualifications and relevant experience.

4. **Annex 3 – Financial Proposal:** Present a comprehensive budget through a financial proposal in USD. Include consultancy fees, travel-related costs, and activity-related expenses.

11. Application Instructions:

Deadline for proposal submissions: 17 March 2024 to the following contacts:

- Moath Isied, DROSOS FOUNDATION Programme Manager isied@drosos.org
- Sabine Choucair, Clown Me In Co-Founder sabinechoucair@gmail.com

Please state – “Final Evaluation of IIVVSS Project” in the subject line.
