World Vision International- Iraq is inviting potential suppliers, which are all strong and highly regarded within the industry to participate in and submit an RFQ (Request for Quotation) response for the following Business Category:

- **Baseline Consultancy Service** Youth RESOLVE - Resilience, Education, Social Cohesion, Opportunities for Livelihoods and reduced Violence in Jordan, Lebanon and Iraq

<u>Title:</u> **Call for Tender: Baseline Consultancy Service** Youth RESOLVE - Resilience, Education, Social Cohesion, Opportunities for Livelihoods and reduced Violence in Jordan, Lebanon and Iraq

World Vision International is inviting potential Consultants, which are all strong and highly regarded within the industry to participate in the Call for Tender for Baseline Consultancy Service for Madad Youth Resolve Project Funded by EU.

The Madad Youth Resolve Consortium brings together five international NGOs across Lebanon, Jordan and Iraq aiming at strengthening youth resilience and empowering them as leading actors in post-conflict reconstruction. It was designed in order to make a concrete contribution to the Madad Fund's overall objective of providing a coherent and reinforced aid response to the Syrian crisis on a regional scale responding to the needs of refugees and internally displaced people (IDPs) as well as the communities hosting them in regards to their resilience and early recovery. By strengthening social cohesion – a key determinant of resilience, and of protection – this programme will help to preserve the stability of neighboring countries through integrated work at the individual, community and systems level.

This document is a reference for the project baseline that will take place in **Lebanon, Jordan and Iraq** to set a strong evidence base to measure the programme's achievements among project target population: host community members, refugees (Syrian and Palestinian), and IDPs.

The Tender document (ToR, child protection Policy, & Supplier Code of Conduct) have been provided for download

It is required that consultant sends an email to Lbn_procurement@wvi.org stating an intention to participate in

accordance with the defined dates and include your contact information.

Interested individuals and consultancy firms should send in their applications no later than 16.00 hours GMT on **June 11 th, 2018** including a *detailed Technical and Financial Bids* along with the mentioned documents either through Sealed Offers or Electronically to the following email address **LBN_Tenders@wvi.org** (detailed instruction mentioned in the Documents attached)

You are kindly requested to abide by the dates, details and instructions mentioned in the attached documents. The Proposals submitted either missing or after the date of submission will not be considered.

For additional clarity you may send your queries to the following email: Lbn_procurement@wvi.org.

Procurement Team

World Vision International- Iraq

Iraq
Erbil – English Village - #63
Kirkuk – Nor City - #173
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سـلـيـمـانـيـه – نـهـريـن

Baseline Design Document (BDD)/ Terms of Reference (TOR)

Title: Youth RESOLVE - Resilience, Education, Social Cohesion, Opportunities for Livelihoods and reduced Violence in Jordan, Lebanon and Iraq

April 2018

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Acknowledgements

Glossary

BDD	Baseline Design Document
BRHA	Board of Relief and Humanitarian Affairs
CBO	Community Based Organizations
CoP	Chief of Party
CL	Country Lead
DOS	Department Of Statistics
EQRG	Evaluation and Quality Reference Group
EU	European Union
EU RFw	EU results framework
FGDs	Focus Groups Discussions
GFP	Generations for Peace
IDP	Internally Displaced People
IR	Islamic Relief
KIIs	Key Informant Interviews
KRI	Kurdish Region of Iraq
LEAP	Learning, Evaluation, Accountability and Planning
LRRD	Linking Relief, Rehabilitation and Development
MEAL	Monitoring, Evaluation, Accountability and Learning
MEERO	Middle East and Eastern Europe Regional Office
MoL	Ministry of labor
MOPIC	Ministry of Planning & International Cooperation
MoSD	Ministry of Social Development
NGO	Non-Governmental Organization
SC	Steering Committee
SGBV	Sexual and Gender Based Violence
SO	Support Office
SO	Strategic Objective
SPSS	Statistical Package for Social Sciences
TOC	Theory of Change
TOR	Terms of Reference
UNHCR	United Nations High Commissioner for Refugees
WASH	Water, Sanitation and Hygiene
WV	World Vision
WVI	World Vision International

1. INTRODUCTION

Even following 7 years mark of the Syrian Crisis, Syrian Refugee and host communities' youth still face barriers in making a successful transition to productive adulthood. Political instability, the growing pressure on democratic processes, conflict and division based on sectarian affiliation, collective acculturation to violence, the exclusion of minorities, and heightened competition for (low-paid) jobs and services have eroded human rights in host countries and increased the risk that these countries too will erupt in conflict. Youth find that they are not recognized as democratic actors and thus have limited opportunities to better their communities.

This effect is heightened for Syrian refugee youth and other displaced populations who are denied protective legal status by their adoptive state, for example Arab internally displaced people (IDPs) in the Kurdish Region of Iraq (KRI) and Palestinians in Lebanon. For refugees, the loss of dignity by democratic exclusion is further compounded by devastating experiences of violence, conflict, displacement, economic disempowerment, family vulnerabilities, discrimination, and isolation. Facing a growing sense of despair for their future, and pressured by strains in their community ties, a large number of youth are undertaking severe risks to leave the region in the hope that they will find better opportunities elsewhere.

Madad Youth Resolve's action _responds to emerging research_ that shows that it is not simply the lack of viable economic opportunities that leads to marginalization and the risk of radicalization and recruitment to violent extremist organizations[1], but the internalization of violence. Conflict and displacement engenders disruptive experiences of injustice, anger, isolation, powerlessness, fear, hopelessness, insecurity, distress, and desperation. These, alongside the acceptance of violence as the only effective solution, drive youth into seeking meaning, agency, and affirmation through negative coping mechanisms. These coping mechanisms present significantly increased risks relating to protection of children and youth, dangerous and degrading work for boys, dangerous migration, returning to take part in conflict or joining radical groups[2]. However, research also shows that harsh experiences do not in and of themselves radicalize youth. When positive opportunities to develop oneself – and also importantly, to improve one's community – are available, youth show a remarkable sense of responsibility to channel these experiences into constructive action[3]. As different governments attempt to prevent radicalization and violent extremism in their communities, emerging research is also finding that youth-focused grassroots initiatives, in parallel with long-lasting mentoring relationships, are an effective counter to the complex factors

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[1] Ankara Memorandum on Good Practices for a Multi-Sectoral Approach to Countering Violent Extremism (https://www.thegctf.org/documents/10162/159884/14Jan02_Ankara+Memorandum.pdf)

[2] Mercy Corps (2015) "Youth and Consequences: Unemployment, Injustice, and Violence", https://www.mercycorps.org/research-resources/youth-consequences-unemployment-injustice-and-violence, OCHA, REACH and UNICEF (2015) "Defining Community Vulnerabilities Survey", UNFPA, UNICEF and Save the Children (2014) Situational analysis of youth in Lebanon affected by the Syria crisis, REACH and UNHCR (2014) "Livelihoods assessment of Syrian refugees in Akkar Governorate"

[3] Chatty, D. (2010) "Palestinian Refugee Youth: Agency and Aspiration," Refugee Survey Quarterly (2009) 28 (2-3): 318-338

that drive youth marginalization and radicalization[4]. As such, Madad Youth Resolve was designed in order to make a concrete contribution to the *Madad Fund's overall objective of providing a coherent and reinforced aid response to the Syrian crisis on a regional scale responding....to the needs of refugees...as well as ... the communities hosting refugees...as regards resilience and early recovery[5].* This will be achieved by mobilizing well-established local civil society organizations that have long-term relationships with host communities and national structures that pre-date the current Syria crisis, enabling a strong link between current relief, rehabilitation and development **(LRRD)** programming. By strengthening **social cohesion** – a key determinant of resilience, and of protection – this programme will help to preserve the stability of neighboring countries through integrated work at the individual, community and systems level.

This document is a reference for the **project baseline** that will take place in Lebanon, Jordan and Iraq to set a strong evidence base to measure the programme's achievements among project target population: host community members, refugees (Syrian and Palestinian), and IDPs.

2. BASELINE SUMMARY

Project:	Youth RESOLVE - Resilience, Education, Social Cohesion, Opportunities for Livelihoods and reduced Violence in Jordan, Lebanon and Iraq
Baseline Purposes:	• Establish baseline status for indicators of the MADAD Youth Resolve project logframe and indicators for assumptions • Enable the measurement of changes in the MADAD Youth Resolve project logframe indicators and indicators for assumptions over the course of two years • Inform MADAD Youth Resolve project implementation and identify potential gaps and area-specific opportunities/focus for project planning and improvement • Assess learning opportunities of integration of research into project MEAL aiming at strengthening evidence building
Primary Methodologies	• Desk Review • Primary **Quantitative** data collection: surveys with children aged 8 to 14 and with youth aged 15 to 25 in Lebanon, Jordan and Iraq as relevant and depending on programming implemented across the three countries *(N.B.: quantitative draft*

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[4] World Vision (2015). Social Cohesion between Syrian Refugees and Urban Host Communities in Lebanon and Jordan, http://www.wvi.org/disaster-management/publication/social-cohesion-between-syrian-refugees-and-urban-host-communities. Lakhani, Suraj (2013) "Radicalization as a Moral Career: A Qualitative Study of How People Become Terrorists in the United Kingdom". Doctoral

[5] As described in Strategic orientation document for the European Union Regional Trust Fund in response to the Syria crisis, the Madad Fund

	tools are currently being developed by the Regional MEAL Manager with the support of the Madad Youth RESOLVE MEAL Working Group MEAL focal points) • Primary **Qualitative** data collection: Focus group discussions (FGDs) and Key Informant Interviews (KIIs)
Link to other project research component	• Madad Youth RESOLVE project has a separate research that is solely going to be implemented by Generations for Peace (GFP) Institute and conducted by their research partner based in Oxford - Artis International (it has its own separate budget) • The research was supposed to have two components one in Lebanon and one in Jordan, but it was agreed with the European Union (EU) to only implement the Lebanese component that is focused on radicalization and entitled "Research on violence in host communities and vulnerability to radicalization and recruitment to violent extremist groups" – this is the result of many discussions and challenges faced with EU in regards to the subject of the research which has delayed its implementation • Learning from baseline and research component is going to be used in a summative manner to inform each other
Baseline Start and end dates:	June – September 2018
Anticipated Baseline Report release date:	September 2018

3. PROJECT DESCRIPTION

Priority areas/ sectors	BASIC EDUCATION, HIGHER and FURTHER EDUCATION, RESILIENCE and LOCAL DEVELOPMENT, WASH SERVICES, & PROTECTION
AD Financing	TF-MADAD/2017/T04.17
Funding source	European Union – EU Regional Trust Fund "Madad"
Action Title	YOUTH RESOLVE
Start date of implementation	*September 1st, 2017*
Foreseen end date of implementation	*August 31st, 2019*
Implementing partners	World Vision (WV), Islamic Relief (IR), CAFOD/Caritas, GFP, Questscope
Countries covered by the action	Jordan, Iraq, Lebanon
Project locations	• Jordan: Mafraq, Irbid, Zarqa, Amman, Ajloun, Karak, Ma'an, and Aqaba

	• Lebanon: Deir El Ahmar, Chiyah / Ain El Remmaneh, Sin El Fil, Jdeideh, Bouchriyi El Sed, Jbeil, Barja, Mghayriye, Al Mina, Al Qobbe, Dahr El Ain, Saida, Hasbaya, Rashaya, Sarafand, and Tyre • Iraq: Erbil and Dohuk
Project target population[6]	The Action focuses on improving the capacity of **103,241** directly and indirectly targeted refugee, host community and IDP children and youth (50,326 girls, 52,915 boys) to participate in economic and social life and mitigate conflict in their communities. Activities have been tailored to address the needs of specific groups: - *Host communities:* The influx of almost 4.6 million Syrian refugees[7] has placed huge strain on infrastructure and services in host countries, leading to rising youth unemployment, schools operating on double shifts and increased competition for (low-wage) employment. The Action will target fifty per cent inclusion of host community youth in Lebanon and Jordan, and thirty per cent host community inclusion in Iraq, to provide opportunities for positive interaction between displaced people and host community members. - *Refugees:* The Action will provide opportunities for 50,335 **young refugees** to build skills relevant to the local market (in Iraq and Jordan), gain access to education (Jordan) and participate in local planning processes and social cohesion activities (Jordan, Lebanon). **Syrian refugees** make up forty three per cent of the overall Action, but activities in Lebanon will include up to ten per cent **Palestinian refugees** given their high economic and social marginalization. - *IDPs:* The influx of 1.3 million IDPs to the Kurdish Region of Iraq (KRI) following the Islamic State's advance into western Iraq has placed a huge strain on the local job market and services. Many of these IDPs are Arab and struggle to adapt to the Kurdish language and social systems. Activities in Iraq will promote **job opportunities for 2,000 IDPs** (fifty per cent of the total action in Iraq).
Population categories	• Host Communities (Lebanese, Jordanian, Iraqi) • Refugees (Syrian, Palestinian) • IDPs (Yazidis)

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[6] The Action will promote employment, education and community leadership opportunities for 50,326 *young women* (refugees, IDPs and host community members). Gender strategies will be developed at the country and sector level to ensure that young women access opportunities to lead full and productive lives. The Action will seek to identify as well *people with disability* by collecting disability disaggregated data during the baseline assessment, updating the Action's targets and agreeing on common vulnerability assessment criteria to ensure people with disability are consulted and included and that the Action actively seeks to eliminate barriers to participation (physical, institutional and attitudinal) for people with disability and caregivers. "Young women" and "people with disability" are considered as cross-cutting themes; a particular attention will be given to these during analysis of data collected during baseline measurement whereby data will be disaggregated in order to provide educated hint on those cross-cutting themes.

[7] UNHCR Syria Regional Refugee Response Inter-agency Information Sharing Portal, accessed 10 February 2016, http://data.unhcr.org/syrianrefugees/regional.php - (The number includes Turkey).

7

The project goals & outcomes are presented below with their respective indicators and the project logframe is embedded below:

HIERARCHY	OBJECTIVE	INDICATOR
Overall Objective	O1 – To strengthen youth resilience and empower youth as leading actors in post-conflict rehabilitation and reconciliation	O1.1 % of targeted children and youth who report improved capacity to participate in economic and social life and mitigate conflict in their communities
		O1.2 % of community members in targeted communities who acknowledge that youth are contributing positively to rehabilitation and reconciliation
		O1.3 Youth develop and implement of their own projects, with the appropriate partnership and support of adults
		O1.4 Proportion of targeted children and youth who report that their community is socially cohesive
		Assumption Indicator: Governments and parliaments are in place and are functional
		Assumption Indicator: Governments strategies include livelihoods, education and social cohesion as priority areas
		Assumption Indicator: Governments allow WV and partners to work with Syrian refugees on livelihoods, education and social cohesion
Specific Objective - Outcome 1	Oc1 – Youth are empowered to utilize knowledge and opportunities to confidently participate in economic and social life	Oc 1.1 % of children and youth from host, refugee and displaced communities who report that they are engaging in the economic and social life of their community
		Assumption Indicator: Governments continue to provide a supporting environment for education or livelihoods projects (Jordan, Northern Iraq)
		Oc1.2 % of children and youth reporting increased sense of self-esteem in all project fields/locations
		Assumption Indicator: Governments and local authorities understand the importance of youth engagement initiatives and provide support (Jordan, and Northern Iraq)
Specific Objective - Outcome 2	Oc2 – Tensions between refugee and host community youth and families are reduced due to improved access to services and social cohesion	Oc 2.1 % of children and youth (host and refugees/displaced) report increase in positive relationships with different groups in their communities (all fields)
		Assumption Indicator: Governments in the region continue to support inclusion of refugees in project activities (including providing project approvals in the case of Jordan)
		Assumption Indicator: Communities and care-givers support/allow activities that bring refugees and non-refugees together
		Assumption Indicator: IDP youth have the skills and ability to interact effectively with other groups to develop relationships
		Oc 2.2. % of Community members reporting increase in psycho-social well-being (all fields)

		Assumption Indicator: Communities and care-givers support/allow activities that bring refugees and non-refugees together

Madad Regional
framework - Final dr

4. BASELINE TARGET AUDIENCES

The baseline will serve as a learning resource providing evidence for planning, programming and replication of similar interventions for the following stakeholders:

- **Consortium partners (WV, CAFOD/Caritas, GFP, Questscope, IR):** to acquire baseline measurements on logframe indicators and indicators for assumptions, and to inform project plans and focus for the coming year.
- **Donor:** the baseline will be submitted to the European Union to shape expectations of the project logic intervention, to inform them about the access to basic education; access to higher and further education; resilience and local development (inclusive of Livelihoods and social cohesion); access to Water, Sanitation and Hygiene (WASH) services; and protection status among project target population which will be a basis for project planning such as target and activity setting. Finally, the baseline will help in monitoring changes throughout project implementation and measuring the impact at the end of the project.
- **WV Germany and Switzerland:** As the consortium is led by WV through WV Germany and WV Switzerland who coordinate the action with EU Brussels, the baseline report will be shared with these two SOs to ensure close coordination and collaboration that would help ensure proper implementation of the project and facilitate monitoring changes throughout project implementation.
- **Consortium Steering Committee (SC) led by WV:** data collected from the baseline will inform the SC decision making by providing a reference point to determine progress and adjust project implementation to best serve project beneficiaries.
- **WV Syria Response:** As this consortium is being led by WV and is being implemented at Syria Response countries' level, it will be contributing to the measurement of the WV Syria Response strategy. As such, this baseline report will be shared with Syria Response leadership to ensure close coordination and collaboration that would help ensure proper implementation of the project in alignment with Syria Response strategy and facilitate monitoring changes throughout project implementation. It will as well position WV for future similar programming in the region as this consortium is the first of its kind at WV Syria Response level.
- **Stakeholders/collaborators:** including countries' level relevant ministries and authorities in all three countries i.e. Ministry of Planning & International Cooperation (MOPIC), Ministry of Labor (MoL) and Ministry of Social Development (MoSD) in Jordan, Board of Relief and Humanitarian Affairs (BRHA) in Iraq…, municipalities in the areas where the project is being implemented, Community Based Organizations (CBOs), community Centers, youth centers, juveniles centers, universities, schools, camps, shelters and community members etc. Stakeholders will be involved in the baseline process and provide valuable input throughout the process about

their expectations as well as the current field reality. This will promote stakeholder participation, by providing a catalyst for discussion and motivation among community members and project partners on the most appropriate means of action.

➢ **Project beneficiaries:** Beneficiaries will be the main contributors to the project baseline measurements and will be contributing to the planning of the baseline at field level, they will also be informed about the results of the baseline via country level community validation workshops. This will enable an increased sense of ownership and build understanding and trust with project beneficiaries. In addition, the baseline results would help improve overall accountability.

5. BASELINE PURPOSE AND OBJECTIVES

The main purpose of the baseline is to establish baseline status for indicators and indicators for assumptions of the Madad Youth Resolve project logframe across Lebanon, Jordan and Iraq among project target population: host community members, refugees, IDPs (with young women and people with disabilities as cross-cutting themes). The study will allow an overview of the current status of children aged 8 to 14 years old and youth aged 15 to 25 in terms of participation in the economic and social life, mitigation of conflict in their community, positive contribution to rehabilitation and reconciliation, and improved access to services and social cohesion.

It is to note that some activities had been already implemented by some partners in Lebanon especially since October/November 2017 while other partners are just starting implementation as they were awaiting some ministry level approvals. As such, the findings from the baseline study will inform the project implementation and might lead to change in project plans for the second year of implementation. These will be shared with project staffs and partners, and community members including children and youth to interpret and validate the findings, as well as build understanding and trust. The design and implementation of the baseline will also take into account and abide by WV's values and principles on children participation, children protection and ethical standards in monitoring, evaluation and research.

The baseline study seeks to achieve the following objectives:
➢ To obtain baseline measurements of project indicators in order to establish benchmarks for the Madad Youth Resolve project indicators which will contribute to the end of project evaluation and allow the measurement of the effectiveness and impact of the project,
➢ To assess baseline status of project indicators for assumptions,
➢ To build an evidence base showing changes over time (which can be compared after project evaluation),
➢ To provide project team and partners with valid information about the needs of the targeted population across Lebanon, Jordan and Iraq which will be used for making operational decisions and informing the content of activities whenever possible,

➢ To assess learning opportunities of integration of research into project MEAL aiming at strengthening evidence building to better advocate for increased focus/investment by governments, partners, stakeholders, and donors towards livelihoods, resilience, social cohesion, education and protection of children and youth.

The key essential questions for each baseline objective and the methods and data sources to respond to these questions are summarized below under the Question matrix table:

	Baseline Objective	Issues/questions to be answered	Methods	Sources
1	To obtain baseline measurements of project indicators in order to establish benchmarks for the Madad Youth Resolve project indicators	• What are the baseline measures for the goal and outcome indicators in Logframe? • What key measurements will inform project implementation? What are the limitations of project indicators and thus changes that should be applied to these? • What is the current status of children and youth in Lebanon, Jordan and Iraq in terms of participation in the economic and social life, mitigation of conflict in their community, positive contribution to rehabilitation and reconciliation, and improved access to services and social cohesion? • To what extent are stakeholders at country levels involved in children and youth-led activities/initiatives?	Quantitative and qualitative data collection as detailed in the MEAL Plan	Primary data collection from children, youth and community stakeholders
2	To assess baseline status of project indicators for assumptions	• What are the key critical assumptions affecting the project? • What specific contextual factors are essential to be measured and monitored at country level?	Secondary data review	Secondary data sources (beneficiaries' lists, existing agreements, external reports…)
3	To build an evidence base showing changes over time	• Which baseline methodology would allow gathering evidence on the impact that the project will have? • What change is expected to be seen over the period left of the project? • What differences or changes are age specific? • What differences or changes are gender specific? • What differences or changes are population category (host, refugees, and IDPs) specific? • What differences or changes are country specific? And in terms of what exactly? • What are the interests of each project target population group? To which extent the difference in interests among and between those groups will affect reaching expected outcomes?	Quantitative and qualitative data collection as detailed in the MEAL Plan	Primary data collection from children, youth and community stakeholders
4	To provide project team and partners with valid information about the needs of the	• What are the baseline measures that would highlight the needs of *children* across Lebanon, Jordan and Iraq? • What are the baseline measures that would highlight the needs of *youth* across Lebanon, Jordan and Iraq?	Quantitative and qualitative data collection as	Primary data collection from children, youth and community stakeholders

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عزم Youth
الـشـباب RESOLVE

CAFOD   Islamic Relief Worldwide

	targeted population	• What are the major factors that would allow making operational decisions and informing the content of activities at this stage in time based on the needs of the targeted population? • What would help identify at this stage potential gaps and area-specific opportunities/focus for project planning and improvement?	detailed in the MEAL Plan	
5	To assess learning opportunities of integration of research into project MEAL aiming at strengthening evidence building	• What are the opportunities for further learning and use of evidence learning for better positioning in terms of research and advocacy in livelihoods, resilience, social cohesion, education and protection of children and youth?	Quantitative and qualitative data collection as detailed in the MEAL Plan	Primary data collection from children, youth and community stakeholders

It is important to note that a Theory of Change (TOC) has been developed for this project during the design workshop. It reflects the fact that youth empowerment is not a linear process. It relies on complementary changes at the individual, community and structural level to provide an enabling environment for young women and men to achieve their potential. The Action engages the positive potential of youth by addressing the internal pressures of conflict, building their leadership capacity, social cohesion and social capital linkages, strengthening positive values, positive group fusion and resilience and thereby offering credible alternatives to radicalization and violence, sustained through providing support through long-term mentoring relationships and community networks. Given the long term engagement of consortium members in community development and the presence of other actors supporting policy change at the structural level, this Action primarily focused on individual and community level change.

This TOC contributes to the 4th strategic objective (SO4) of the Child-well Being Objectives of the One Syria Response Strategy that tackles the *"Increased number of children and their families having positive and peaceful relationships among themselves and the community at large"*; this SO4 has also its own TOC. Both are embedded below to help the consultant identify hypotheses to test the relevance of the project TOC.

PDF
Madad Youth
Resolve project ToC.

W
SO4 - Theory of
Change.docx

6. BASELINE METHODOLOGY

Madad Youth Resolve project level baseline is informed by the Regional MEAL framework set during project design and is aligned with World Vision and EU standards for ensuring good quality baseline process. The key indicators to be measured are included in the MEAL plan.

It is important to note that given the fact that this project was designed two years ago and that changes applied at start-up of project back in October/November 2017 were minimal in order to avoid an amendment, the process led to a Regional MEAL framework that is inclusive of composite, proxy and complex indicators that would affect – to a certain extent – showing impact of the project on beneficiaries. As such, one of the main purposes of this baseline is to refine again its framework based on the findings in order to really reflect what the project will actually be able to achieve and/or contribute to in the upcoming year and the expected impact to be reached.

A mixed methodology approach should be adopted including quantitative and qualitative methods. These will involve relevant stakeholders, partners and beneficiaries at community level in addition to an extensive review of all projects' documentation and secondary data sources including project design documents (logframe, MEAL Plan, etc.), partners' reports... The methods to be used are further detailed in the following subsections.

The consultant is expected to develop the appropriate methodology and tools that would best capture the objectives of the baseline. The process also includes an interpretation workshop which will be carried out towards the end of the baseline process after analysis of results to further interpret and validate the findings and extract actionable recommendations.

N.B.: In order to gain time while following the standard procurement process for recruiting an external consultant, MADAD Youth Resolve Regional MEAL Manager has initiated tools development with the Madad MEAL Working group that includes MEAL focal points representing all consortium partners. The work done will be shared with the consultant once recruited to build on it. All tools/guides developed by the consultant are to be approved by the Regional MEAL Manager.

6.1. Desk Review

As part of the baseline planning, a desk review was conducted by the Madad Youth Resolve Regional MEAL Manager in order to inform the methodology and development of the tools. In addition, basic demographics were gathered from all consortium partners following specific guidance (specific Information requested is population based in the geographical locations where Madad Youth RESOLVE project activities will be implemented and not only limited to the participants in Madad Youth RESOLVE programming). Moreover, the desk review conducted covered the following documents: project proposal, Logframe, MEAL plan and existing data collection tools in World Vision International (WVI) and among consortium partners, sampling methodologies, and secondary literature studies related to the measurement of goal and outcome level indicators. The desk review outcomes should serve as guiding documents for the consultant to continue gathering resources that would enable him/her to carry out development of tools and baseline planning.

6.2. Quantitative Component

A. *Target population*

Madad Youth Resolve baseline will cover areas of Lebanon, Jordan and Iraq where the project activities are being/will be implemented. The project target population consists of host communities (Lebanese, Jordanian, Iraqi), Refugees (Syrian and Palestinian), IDPs (Yazidi) populations, more specifically male and female children aged 8 to 14 and youth aged 15 to 25 years old. The baseline will follow a *population* level measurement; as such, the sampling unit will be Host Communities, Refugees and IDPs' children aged 8 to 14 years old and youth aged 15 to 25 years old residing in the communities where the project activities are/will be taking place in Lebanon, Jordan and Iraq.

B. *Sample size*

The sample size is selected based on a 2-stage cluster sampling technique at each country level: the first stage for *communities* whereby sample size of children aged 8 to 14 and youth aged 15 to 25 is calculated separately at country level, and the second stage for *individual respondent.* In order to calculate the sample size for children and youth at community level (by country) as a first sampling stage, data related to the profile of the targeted population (children aged 8 to 14 and youth aged 15 to 25) was provided by the consortium partners mostly based on data gathered from the United Nations High Commissioner for Refugees (UNHCR) database[8], Department Of Statistics (DOS), partners' assessments and reports, camps management, estimates from municipalities, and literature review… These included the following information: Total number of individuals, number of children aged 8 to 14 segregated by gender, and number of youth aged 15 to 25 segregated by gender by country and population category (Host community, Refugee, and IDP) and more specifically by community (town, village, camp…). Following a simple random sampling and considering a 95% Confidence Interval and 5% Margin of Error, the sample size of children between the age of 8 and 14 and of youth aged 15 to 25 at country level was calculated using an online tool for sample size calculation for cluster sampling[9]. Following calculation, the sample size to be reached in total is equal to 5,400 individuals (2,700 children and 2,700 youths) across the three countries[10]. Proportionate sampling will be followed by the consultant in order to determine the sample size at each community level. Accordingly, and in order to capture the second sampling stage, a simple random sampling (considering a 95% Confidence Interval and 5% Margin of Error) is to be followed by the consultant for sampling of individual respondents within the communities based on the demographical characteristics (gender and population category (Host, Refugees and IDPs)) as stipulated in the proposal and as required by EU.

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[8] http://data.unhcr.org/syrianrefugees/country.php?id=122

[9] http://web1.sph.emory.edu/cdckms/samplesize%20icc%20deff2.html

[10] For Lebanon, and considering all population categories, the total number of children aged 8 to 14 living in the areas where the project will be implemented is 382,288 and the total number of youth aged 15 to 25 living in the areas where the project will be implemented is 392,328 leading to a sample size of 870 children and 870 youth; Similarly, for Jordan, the total number of children is 210,268 and the total number of youth is 373,102 leading to a sample size of 870 children and 870 youth; and for Iraq, the total number of children is 571,785 and the total number of youth is 1,145,653 leading to a sample size of 870 children and 870 youth as well. In order to account for unavailability/unreachability of participants, missing information and/or inaccuracy of data collected etc., the sample size is rounded up to 900 children and 900 youths at each country level.

This sample is to be selected from all relevant different settings (schools, universities, CBOs, community centers, youth committees, youth centers, juveniles centers, camps, shelters, mosques, orphanages etc.) targeted by the project in order to ensure representation of all community members.

C. Tools

Tools needs to be developed appropriately to the sampled population. Separate surveys, with children aged 8 to 14 and with youth aged 15 to 25 are expected to be developed while also taking into consideration the difference in programming implemented across the three different countries in addition to the different settings where project activities are being implemented and accessibility to these during baseline measurement. As previously mentioned, the consultancy firm will have to build on the tools' drafts that the Madad MEAL working group is working on. All tools should be translated to Arabic and back-translated to English and should be field tested in all countries as relevant.

D. Sampling process

The sampling process should be identified and described by the consultancy firm as relevant to the target groups and different settings in all three countries covered by the Madad Youth Resolve Consortium and as clearly detailed as possible especially in regards to reaching all project target population (Host communities, refugees and IDPs). Selection should be based mostly on probability approaches. Data will be collected with individual respondents in the settings where project activities are taking place. If those are inaccessible due to some external factors (i.e. school/university summer vacation, etc.), consultant is to opt for a different approach to reach respondents and might choose Household level data collection. In this case, if the household includes a children aged 8 to 14 and a youth aged 15 to 25, both will be interviewed; if the household includes more than one children/youth, the children/youth eligible to participate would be the one with the closest date of birth. Access to beneficiary information and reach would be facilitated by the partners at country level.

E. Data Collection and quality check

Quantitative data collection will be performed by the external consultant. Prior to the data collection initiation, team leaders and enumerators at all three countries' levels recruited by the Country Leads (supported by all partners at country level), will be informed about the study, its objectives and the methodological approach, and will be trained on the tools' administration (detailed review of the tool and practice), ethical considerations, child protection, data confidentiality, field logistics, etc. (a training is expected to be held by the consultant at each country level). The team leader will ensure coordination and supervision of data collection at field level within each country and the Madad Youth Resolve Country Leads supported by partners' MEAL focal points at country level will be overseeing the whole process in coordination with the consultant. If household level data collection will take place, it should be done through face-to-face interview applying WV's standard procedure for data collection whereby a pair of enumerators (male and female) will visit the households in alignment with WV Child Protection policy requirements.

Data collection will be completed using tablets and/or paper (hard copies), depending on the setting (school versus household level, etc.), resources availability and feasibility from the consultant's end, while ensuring accuracy and quality assurance. All data sets and documents will be submitted by the consultant to World Vision for storage.

As for quality assurance, it will be ensured by the consultancy firm throughout the data collection process at country level, via regular follow up with team leaders and enumerators through phone calls during the field visits as well as brief discussions after the end of each day, spot checks, and regular review of data sets (directly retrieved in the case of mobile data collection). Madad Youth RESOLVE Regional MEAL Manager will also randomly review 10% of the datasets for validation purposes.

F. *Data Management and analysis*

Data Management and analysis will fall as well under the responsibility of the consultancy firm and will include data entry, cleaning and analysis at country level and at project level. The consultancy firm is expected to prepare needed electronic formats for data entry, and to recruit and assign teams to complete the tasks while supervising the quality of data entry. Furthermore, the Regional MEAL Manager will ensure the quality of the process through including these requirements in the BDD/TOR and checking data sets. Data analysis will be conducted by the consultant using a statistical software analysis such as Statistical Package for Social Sciences (SPSS), STATA, etc. The measurement of indicators will be done based on a detailed analysis plan to be approved by Madad Youth RESOLVE Regional MEAL Manager identifying questions used to capture each indicator, numerators and denominators, and computation; in addition, as "Young women" and "people with disability" are cross-cutting, a particular attention will be given to these during the analysis whereby data will be disaggregated in order to provide educated hint on those cross-cutting themes. The detailed analysis plan should be submitted by the consultant with the revised design document for approval by MEERO EQRG before proceeding with data collection. Appropriate statistical tests will also be employed depending on the type and measurement scale of the outcomes and independent variables (e.g., continuous, nominal, or ordinal). These statistical tests are to be detailed in the extensive analysis plan developed for the surveys. Analysis of data will be done by country and at project level as well. Data will be analyzed with a confidence level of 95% and a statistical significance set at 0.05; and confidence intervals will be calculated and added. As previously mentioned, it is expected from the consultant to refer to the TOC of the project to draw some hypotheses that might be tested within the existing indicators and respective tools in order to inform future programming.

G. *Ethical considerations*

This baseline will respect essential ethical guidelines concerning conducting study with children and youth. It is crucial to ensure that the risks of potential harm to participants resulting from the data collection process are minimized, and are outweighed by the potential benefits of the outcomes of the study. The consultant is required to abide by the ethical principles and guidelines developed by WV for this matter.

If possible, team leaders and enumerators are recommended to have a background in social work or social sciences or public health and/or have proven previous experience in conducting research with children and youth. They must demonstrate high standards and respect for ethical values.

6.3.   Qualitative Component

Qualitative data collection (FGDs, KIIs…) will complement and validate the quantitative component, and will further explore the perceptions of the population regarding social cohesion, peace building, and conflict mitigation within the communities across the three countries.

A.   *Target population*

The target population consists of the same groups targeted through the quantitative methodology and thus includes Lebanese, Jordanian, Iraqi, Refugees (Syrian and Palestinian), IDPs (Yazidi etc.) populations, more specifically male and female children aged 8 to 14 and youth aged 15 to 25 years old.

B.   *Sampling*

It is expected from the consultant to refer to the best qualitative methodology (FGDs, KIIs…) for data collection targeting both children and youth as well as relevant stakeholders taking into consideration gender and the different population categories across the three countries. The main targets for the qualitative data collection are the following: i.e. male children targeted by the project, female children, male youth, female youth; primary caregivers of children and primary caregivers of youth; young women; people with disabilities; school teachers; trainers (vocational training trainers, child protection trainers…); apprenticeship companies' owners/managers, CBOs' director; youth groups/committees, Juvenile police department focal point, Juvenile center focal point, municipalities' focal point, community centers' managers etc. It is to note that separate discussions should be conducted with Host communities, refugees and IDPs participants to ensure homogeneity within the group and avoid any tension between the different social groups. It is also to note that FGDs/KIIs are to be conducted until data saturation is reached. In every FGD, 8 to 12 participants are to be included. Sampling size for FGDs and KIIs is to be identified and described by the consultancy firm as relevant to the target groups, different settings in all three countries covered by the Madad Youth Resolve Consortium, and relevant stakeholders.

C.   *Selection criteria*

Selection of participants of the FGDs depends on the target population and is to be described by the consultant in details. A random selection of FGDs participants will be conducted; and criteria for selection should be based on exposure, gender, age, and population targets groups (host communities, refugees and IDPs) and should be well detailed. Selection of participants of the KIIs depends on the relevant stakeholders to be interviewed and is to be described by the consultant in details.

D. Tools

Focus Group Discussions guides should include a set of open-ended questions and probes to guide the discussion. FGDs tools for children and youth are to be developed in a very sensitive and age appropriate manner to meet the level of comprehension of the target groups. All FGDs and KII guides should be approved by Madad Youth RESOLVE Regional MEAL Manager.

E. Data collection, management and analysis

The consultancy firm is responsible of the qualitative data collection as well. Selected participants will be contacted by partners at country level and invited to participate in the FGD/KII after explaining the purpose of the meeting and ensuring confidentiality of discussions and ideas shared. The consultant should ensure that note takers (to be recruited by Country leads at country level) are also present for taking notes and for observing the interaction of the FGD participants and during KIIs as well. Madad Youth RESOLVE MEAL focal persons at country level will ensure the quality of the processes and will track schedule and the number of FGDs/KIIs conducted.

Once data is collected, all FGDs will be transcribed by the consultant as notes, coded, and analyzed using qualitative data processing and analysis software such as NVivo[11]. Analysis will include context and demographics, identification of patterns and of important messages, and findings and will be done by country and by project level. Moreover, the analysis of the qualitative data will aim to assess the validity of quantitative data through cross-checking sources of information (triangulation). Similar process is to be followed for KIIs, whereby all interviews will be transcribed as notes, coded, and analyzed similarly. These interviews will form the backbone analysis of the stakeholders' involvement and their insights on the project achievements, knowledge created and sustainability horizons.

6.4. Ethical Considerations

Informed Consent

All interviewers/enumerators are to be trained by the consultant on interviewing skills, survey administration, and ethical guidance on data collection especially with children and youth and ensuring informed consent. They should also be trained on managing possible respondent reactions. Enumerators will be using a common script to introduce themselves and explain the purpose of the study, the confidentiality of the answers and the voluntary participation in the study. Same process applies as well for the qualitative component whereby the purpose of the meeting and ensuring confidentiality of discussions and ideas shared are explained to FGDs and KIIs participants.

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[11] http://www.qsrinternational.com/nvivo/what-is-nvivo

Confidentiality and Anonymity

Anonymous IDs should be assigned to surveys to ensure confidentiality of reporting. Respondents' names will not be mentioned in the survey. It should also be ensured, as much as feasible, that no adult and other child/youth are present in the proximity of the child/youth respondent during administration of survey.

Only at the end of the survey/FGD and KIIs the respondents will be asked if they approve to provide their phone numbers to the interviewers. These will be used by the Madad Youth RESOLVE Regional MEAL Manager for follow-up on quality assurance checks as well as for the need to follow-up on any critical child protection issues highlighted through data collection.

Cultural and gender sensitivity

Cultural and gender sensitivity will be taken into account in all three countries through some specific and simple measures such as: ensuring that male interviewers do not interview female respondents (hence having a male and female pair of enumerators), especially among the most conservative communities; ensuring that questions asked are not harmful and that the wording of the questions is appropriate.

6.5.   Data Interpretation

The consultant is expected to present, at an *interpretation workshop* – which will join an EU representative, WV Germany and Switzerland Support Offices representatives, Youth Resolve Chief of Party, Youth Resolve Country Leads and project managers, parties' representatives – the main quantitative and qualitative findings, and reflect on the lessons learned and recommendations. The interpretation workshop is expected to take place for 1 day beginning of September 2018 (country and venue to be agreed upon at a later stage).

In addition, *community validation workshops/meetings* are to take place at country level as well (time and venue will be defined at a later stage in alignment with the interpretation workshop), led by the country leads, in order to interpret the findings, understand significant findings, and draw conclusions among project staffs and partners, and community members including children and youth. These processes will feed into the final evaluation report of the project. Results and recommendations will be disseminated to the baseline audience and stakeholders.

6.6.   Limitations

Limitations faced at different phases of the project are listed below:

➢ *At project level:*
   o *Approval by EU:* this project was granted approval by EU two years after the proposal was submitted which entailed a lot of changes that affected partners' programming activities and reach, in addition to the contextual changes at country level throughout the past two years.
   o *Approval by MOPIC in Jordan:* As Jordan was awaiting MOPIC approval on its education, social cohesion and livelihood's components and given that a project level baseline was anticipated, it was agreed with the Support Offices and EU to postpone the baseline until MOPIC approval is granted. So far, education and social cohesion components have been approved after 8 months of project start-

up and the baseline cannot further be delayed awaiting approval on the livelihood's component. As such, the baseline will be excluding the livelihood's component in Jordan and bias is anticipated as some activities had been initiated in Iraq and especially in Lebanon.

Furthermore, as MOPIC approval was just granted for the social cohesion and education components, Jordanian partners have slightly initiated some activities while others are still in the process of selecting settings (schools/CBOs, etc.) they will be working in; thus settings and beneficiaries won't be necessarily identified when the project baseline will be initiated within the coming month.

➢ ***At Regional Framework level:*** At the beginning of project implementation in October/November, it was required by EU to align as much as possible with the EU results framework (EU RFw) which entailed a lot of efforts as changes to be applied to the Regional MEAL framework should remain minimal in order not to face an amendment that would further delay the project - all changes applied were agreed upon by all partners involved, by SOs and approved by EU. However, this process led to a framework that is not fully reflecting the work to be done at community level, and that is still inclusive of composite, proxy and complex indicators that would affect to a certain extent showing impact of the project on beneficiaries.

➢ ***At baseline methodology level:***
  o There are considerable contextual differences between the three countries in addition to the fact that population lists of host communities are outdated or not accessible which led to adopting a simple 2 stage cluster sampling approach that is less precise compared to random sampling.
  o First stage cluster sample size calculation was done based on data gathered from UNHCR database, DOS, partners' assessments and reports, camps management, estimates from municipalities, and literature review… and most of these are not accurately reflecting the disaggregation of children and youth by project age category, gender and population groups as defined in the proposal.
  o Basic demographics shared by Jordan partners are not relevant to the exact areas where the project will be implemented given that MOPIC approval has not been fully granted yet and there are on-going discussions with the relevant ministries to agree on the locations where the project can be implemented, however that has been taken into consideration while calculating the sample sizes at country level.
  o Given that locations where project activities will be implemented in some areas of the project are not yet all approved or are currently being granted approval (i.e. by MOPIC for Jordan, Central security for IR Iraq etc.), lists of all beneficiaries is incomplete at this point; as such, second stage cluster sampling will be conducted by the consultant once lists are available and complete.

➢ ***In data collection:***
  o The contextual differences between the three countries would have consequences on the content of the surveys and their sensitivity and may cause respondents to answer based on socially acceptable behaviors and real life experiences.
  o The high mobility of refugees and IDPs specifically, might affect the process of data collection in terms of additional time needed to replace beneficiaries who no longer reside in specific locations to be able to reach the required sample size.

- Delays in getting MOPIC approval and thus initiating the baseline process would affect data collection at schools/university levels as students will be engaging in final exams and thus hard to reach and schools will be closed by mid to end of June the latest. An alternative way of reaching students could be via household visits which is more time consuming in addition to the fact that it is against the law for some schools to share addresses and phone numbers of their students. As such, it might be impossible to collect baseline level data among schools before the next academic year that will start in September.

7. ROLES AND RESPONSIBILITIES

The Madad Youth Resolve baseline study will be led by Madad Youth Resolve Regional MEAL Manager in close collaboration and coordination with an external consultant. As mentioned previously, some work has been initiated by the Regional MEAL Manager and MEAL working group in terms of setting the methodology and development of quantitative tools; as such, the consultant will build on what was developed and carry out the work as specified in the BDD/TOR.

The action plan and expected timeline for the completion of the baseline study and the development of the final report is included in the attached document. Once MOPIC approval is granted for the last component of the project, the baseline timeline will be updated accordingly.

Madad Youth
Resolve baseline - A

A more detailed description of tasks and roles is provided in the table below:

Baseline Study Phase	Role	Tasks
Planning	Regional MEAL Manager	• Identify baseline purpose, scope and objectives • Gather basic demographics data of the partners across Lebanon, Jordan and Iraq • Develop baseline design document/TOR as per WV and EU standards • Develop drafts' quantitative data collection tools (jointly with the Madad MEAL Working group) • Gather feedback on tools from relevant advisors and revise these accordingly • Follow-up on recruitment of baseline consultancy firm with procurement at WV level • Develop documentation briefing book • Develop baseline action plan • Revise baseline methodology submitted by the consultant and gather MEERO EQRG and SOs' feedback on it, consolidate feedback and share with consultant for revision of baseline design • Provide approval on tools/guides/documents developed by the consultant

		• Ensure pilot testing of the tools and revision of the tools accordingly • Ensure contextualization and translation of tools • Follow up with MEERO EQRG, SOs, CLs, and WV Syria Response Technical team on feedback to be provided on the tools
	Consultancy firm	• Conduct desk review guided by key documents in the documentation briefing book • Submit baseline methodology (as specified under the quantitative & qualitative methodology sections and inclusive of a solid analysis plan) for approval • Build on the quantitative tools' drafts and get these finalized and approved by Regional MEAL Manager (coordinated with MEERO EQRG, SOs, CLs, and WV Syria Response Technical team) • Conduct pilot testing of tools where relevant and modify the tools accordingly • Develop qualitative guides and ensure approval is granted on these as well • Ensure feedback received on tools is incorporated • Contextualize and translate tools • Seek relevant approvals to conduct data collection at field level at all three countries' level (supported by CLs/ country level partners)
	Chief of Party	• Provide input on baseline design document/TOR • Provide financial approval for the baseline costs • Support with the coordination of the baseline as needed
	Country Leads	• Ensure basic demographics are shared by partners with the Regional MEAL Manager following guidance received • Provide input on baseline design document/TOR • Review and provide feedback on data collection tools • Support with the baseline process through close coordination with country level partners
	Consortium Partners	• Provide basic demographics of the population in the areas where the project is to be implemented across Lebanon, Jordan and Iraq • Work jointly through partners' MEAL focal points with the Regional MEAL Manager on the development of drafts' quantitative tools of the baseline (in close coordination with their relevant technical experts) • Ensure communication with local stakeholders and community members as relevant for data collection • Support consultant in seeking relevant approvals to conduct data collection at field level
	WV Syria Response Technical Team	• Review and provide feedback on data collection tools
	EQRG and SOs (and relevant WV staffs*)	• Review and provide feedback on baseline design and methodology • Review and provide feedback on data collection tools
	Regional MEAL Manager	• Coordinate with consultancy firm as relevant

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Data collection and analysis		• Support CLs in ensuring agreed upon human resources and basic logistics are available for the consultant • Ensure that the consultancy firm supervises and assures the quality of quantitative and qualitative data collection • Review and provide approval on the analysis plan developed by the consultant • Ensure quality of data, entry, management and analysis • Ensure SOs provide feedback on the datasets if needed and on the analysis plan • Ensure feedback is provided on interpretation of findings from relevant parties
	Consultancy firm	• Train and supervise team leaders, enumerators and note takers recruited at country level by the Country Leads supported by country level partners (training should be conducted by the consultant face to face with team leaders, enumerators and note takers at country level) • Conduct quantitative and qualitative data collection • Ensure proper coordination of data collection across Lebanon, Jordan and Iraq • Ensure quality of data collected • Ensure data entry (recruit data entry clerks), data cleaning and data management • Ensure proper analysis of data as per the approved analysis plan • Conduct quantitative and qualitative data analysis
	Team Leader/ Enumerators	• Carry out quantitative data collection • Support consultant in carrying out qualitative data collection • Report to consultant on a daily basis
	Country Leads	• Coordinate with partners at country level to ensure support is provided to the consultancy firm as expected • Recruit a team leader, enumerators and note takers at country level with the close support of partners • Ensure partners at country level allocate human resources for support to be provided to the consultancy firm with field level data collection if needed • Provide technical input for the synthesis of data, interpretation, and drafting of recommendations
	Consortium partners (especially via their MEAL and Technical focal points)	• Provide technical support in finalizing data collection tools (especially via Consortium Technical Leads) • Support in pilot testing of tools where relevant • Coordinate with consultancy firm as much as relevant • Support Country Leads in recruiting a team leader, enumerators and note takers at country level • Facilitate access to community members and local stakeholders • Support consultancy firm in coordination of field level data collection • Allocate human resources for support to be provided to the consultancy firm with field level data collection if needed • Provide technical input for the synthesis of data, interpretation, and drafting of recommendations (especially via Consortium Technical Leads)

	WV Syria Response Technical Experts	• Provide technical input for the synthesis of data, interpretation, and drafting of recommendations
	SOs	• Check datasets shared and provide input on the analysis plan • Provide technical input for the synthesis of data, interpretation, and drafting of recommendations
Reporting, validation, interpretation and follow-up	**Consultancy firm**	• Draft baseline report using the WV Learning, Evaluation, Accountability and Planning (LEAP) template shared by the Regional MEAL Manager • Prepare a power-point presentation of findings for the interpretation workshop to be held in the presence of an EU representative • Co-Facilitate with Regional MEAL Manager the interpretation workshop - to be held in the presence of the EU representatives and discuss findings and recommendations • Update baseline draft report based on the interpretation workshop discussions and recommendations, the countries' level community validation workshops (discussion points and recommendations to be summarized by the CLs and discussed with the consultant) as well as based on feedback received • Submit a final baseline report • Prepare a 2 pager summary fact-sheet of the main findings in EN and AR
	Regional MEAL Manager	• Share the draft version of the baseline report with CoP, Country Leads, consortium partners, SC, EQRG and WV Germany and WV Switzerland SOs and other stakeholders for feedback, and follow up on the feedback received • Revise and provide feedback on the draft baseline report • Co-Facilitate with consultancy firm and coordinate the organisation of the interpretation workshop - to be held in the presence of the EU representative • Ensure that the baseline draft report is revised by the consultancy firm as per the feedback received and as per the discussions and recommendations generated out of the interpretation workshop and the countries' level community validation workshops • Disseminate the final version of the baseline report and the fact sheet to CoP, Country Leads, consortium partners, SC, EQRG and WV Germany and WV Switzerland SOs and other stakeholders
	Chief of Party	• Participate to the interpretation workshop • Provide feedback on the baseline draft report, on the recommendations generated and on the fact sheets • Ensure feedback of SC is provided on the baseline draft report or at least on the fact sheet
	WV MEERO and Syria Response Leadership	• Participate to the interpretation workshop • Provide feedback on the baseline draft report and on the recommendations generated

	WV Syria Response Technical Team	• Provide technical input for the synthesis of data, interpretation, and drafting of recommendations
	SOs (and relevant WV staffs*)	• Participate to the interpretation workshop • Provide feedback on the baseline draft report, on the recommendations generated and on the fact sheets • Share final baseline report with EU
	EQRG	• Provide technical support during baseline process if needed • Provide feedback on the baseline draft report and on the recommendations generated
	Country Leads	• Provide feedback on the baseline draft report, on the recommendations generated and on the fact sheets and coordinate partners' feedback at country level • Participate in the interpretation workshop • Facilitate community validation workshop/meetings at country level and summarize discussion points and recommendations and discuss these with the consultant • Disseminate the fact-sheet among key stakeholders at country level
	Consortium partners	• Participate in the interpretation and community validation workshops to be held at country level • Ensure feedback from beneficiaries and stakeholders is provided and is added to their feedback on the baseline draft report and recommendations and shared with the Regional MEAL Manager (especially via Consortium Technical Leads) • Facilitate access and dissemination of baseline findings to community members and different stakeholders at country level

*** WV staffs who were involved in developing project proposal**

8. FINDINGS SHARING AND UTLIZATION

Baseline Audience	Interest each audience has in baseline findings	Communication products & mechanisms for dissemination of findings
Youth RESOLVE CoP, Regional MEAL Manager, CLs, consortium partners, SOs, SC, WV Syria Response	• To have an assessment of participation of children and youth in the economic and social life, mitigation of conflict in their community, positive contribution to rehabilitation and reconciliation, and improved access to services and social cohesion in Lebanon, Jordan and Iraq, by gender and population category • To be able to set targets for goal and outcome level indicators based on baseline findings • To be able to measure change and impact during the evaluation stage • To further identify specific gaps and community needs in regards to the project indicators and assumptions and revise these accordingly	• Baseline report will be shared for review, feedback will be incorporated and final report will be disseminated along with a 2 pager summary fact sheet • Interpretation workshop for feedback and validation of findings, which includes a power-point presentation of results

	• To follow-up on recommendations/decisions taken and apply accordingly changes to programming	
CoP, Country Leads, and consortium partners	• To guide project implementation at country level • To further identify specific gaps and community needs in regards to the project's indicators and assumptions and project programming	• Baseline report will be shared for review, feedback will be incorporated and final report will be disseminated along with a 2 pager summary fact sheet • Interpretation workshop for feedback and validation of findings, which includes a power-point presentation of results
WV Resource and Acquisition Management team at Syria Response level / regional level	• To have an assessment of participation of children and youth in the economic and social life, mitigation of conflict in their community, positive contribution to rehabilitation and reconciliation, and improved access to services and social cohesion in Lebanon, Jordan and Iraq, by gender and population category • To be able to measure change and impact during the evaluation stage • To provide evidence for donors accordingly at all three countries levels • To guide the focus for further grants acquisitions and interventions	• Baseline report will be shared for review, feedback will be incorporated and final report will be disseminated along with a 2 pager summary fact sheet • Interpretation workshop for feedback and validation of findings, which includes a power-point presentation of results • Executive summary (or main findings) will be shared with relevant donors and/or will be included in proposals for grants
WV Syria Response/ MEERO Leadership	To identify means of alignment and measurement contribution of Madad Youth Resolve to the Syria Response / regional Strategy based on findings	The baseline report (and fact sheets) will be shared for review by Syria Response / MEERO Leadership, feedback will be incorporated and final report will be disseminated
Consortium Partners	• To have an assessment of participation of children and youth in the economic and social life, mitigation of conflict in their community, positive contribution to rehabilitation and reconciliation, and improved access to services and social cohesion in Lebanon, Jordan and Iraq, by gender and population category • To reinforce partnership components and interventions at field level with stakeholder and community members	• Interpretation workshop for feedback on and validation of findings, which includes a power-point presentation of results • Executive summary will be translated into Arabic and shared
Local stakeholders (local organizations, schools, universities,	• To have an assessment of participation of children and youth in the economic and social life, mitigation of conflict in their community, positive contribution to rehabilitation and reconciliation, and improved access to services and social cohesion in Lebanon, Jordan and Iraq, by gender and population category	• Community validation workshop at country level • Executive summary will be translated into Arabic and shared

committees etc.)	• To be informed about the key issues identified and the recommendations for action plan	
Community members (children, youth etc.)	To be informed about the key issues identified and the recommendations drawn	Community validation workshop at country level

9. LOGISTICS

The recruited consultant will be in charge of finalizing logistical matters at all three countries' levels related to the following: recruiting data entry clerks, obtaining approvals for data collection at field level, coordinating travels, accommodations and transportation to the three countries and to the areas where data collection will be completed (supported by project partners' staffs at country levels); securing appointments/meetings with beneficiaries and stakeholders (with the support of project partners at country level); conducting data collection at all countries' level with minimum quality expected as per WV and EU standards, and data entry while ensuring that logistics needed are secured (i.e. tablets, papers, phones, chargers, etc). Country Leads in close coordination with partners at country level would be supporting the consultancy firm as much as feasible as well to secure logistics needed throughout the whole process of the baseline.

10. PRODUCTS

The expected deliverables throughout the process of the baseline include:
1. Revised Baseline Design document
2. Validated, tested and translated data collection tools
3. Data collection updated plan and timeline
4. Hard copies of the questionnaires (if hard copies) and/or raw cleaned data (if on tablets)
5. Data analysis plan and timeline
6. Datasets (should be delivered in an excel database structure)
7. Syntax file and software analysis database for quantitative analysis or outputs
8. Notes and transcription of KII and FGDs
9. Qualitative data analysis spreadsheets
10. List of interviewed beneficiaries
11. Budget breakdown
12. Baseline report (based on template provided by World Vision) that includes country level interpretation of data as well as project level ones
13. Power Point presentation of the findings for the purpose of the interpretation workshop
14. 2 pager summary fact sheet (in English and Arabic)

As previously mentioned, the consultant is also expected to attend the interpretation workshop which will join an EU representative, WV Germany and Switzerland Support Offices representatives, Youth Resolve Chief of Party, WV Management Hub key staffs, WV Syria Response Leadership, and project partners' representatives to present the main quantitative and qualitative findings, and reflect on the lessons learned and recommendations. This process will feed into the final evaluation report.

All collected data is legally owned by the Youth Resolve Consortium and the consultant is expected to hand over all data sets. The consultant shall maintain in confidence and protect all information provided to him/her by the consortium partners, employees, and beneficiaries. The consultant may only disclose the extent necessary to perform the baseline.

11. QUALIFICATIONS OF THE CONSULTANT

The consultant should have the following competencies and experience:
- At least 5 years of progressive proven experience in similar studies and in using mixed research methodologies and data analysis;
- Previous baseline and evaluation experience, preferable in at least one of the three countries (to be provided within the CV);
- Extensive professional experience in the design and implementation of baseline and evaluation studies;
- Good analytical and critical thinking skills;
- Proven knowledge and experience in applying participatory research methods and tools, especially with children and youth;
- Proven knowledge and expertise in using statistical software analysis such as SPSS, STATA, etc.;
- Proven knowledge and expertise in qualitative data processing and analysis using software such as NVivo;
- Advanced degree in relevant field (e.g. Public Health, Social Work, Epidemiology, Psychology or any related technical field);
- Good understanding of the humanitarian work;
- Familiarity with civil society and Non-Governmental Organization (NGO) engagement;
- Ability to work on tight schedules with minimal supervision;
- Good English and Arabic speaking and writing skills;
- High research ethics.

12. BUDGET

The consultations fees available for this baseline will include development of tools and testing, travels, transportation, logistics and accommodation fees identified by the consultant, recruitment of data entry clerks,

as well as quantitative and qualitative data collection, data entry, analysis, translation fees and report writing and revision based on feedback received. A detailed budget breakdown needs to be submitted by the consultant.
N.B.: Costs associated to the interpretation workshop, community validation workshops, and to the recruitment of team leaders, enumerators, and note takers will be covered by the Consortium Management Hub and should not be included in the financial proposal to be submitted by the consultant.

13. DURATION OF CONSULTANCY AND APPLICATION

Madad Youth Resolve Management Hub has set aside 3 months (June till September 2018) for this assignment as per the set action plan (depending on MOPIC approval). Bids should include a detailed proposed work-schedule with specific tasks and should also incorporate a financial proposal that outlines all relevant costs that will be associated with this baseline across Lebanon, Jordan and Iraq. Candidates are expected to state how much time they will need to start the assignment and how much time they need to conduct every task. Selected candidates are also expected to abide by the deadlines and the conditions for deadlines specified within the contract/agreement.

Interested individuals and consultancy firms should send in their applications no later than 16.00 hours GMT on **June 11th, 2018** including a ***detailed Technical and Financial Bids*** along with the following documents:
- Curriculum vitae and/or resume
- Proposed work-schedule
- The names and addresses (including telephone and e-mail) of two non-related referees
- Sample of previous work (reports related to the topic)
- Signed Child Protection Policy
- Signed Supplier Code of Conduct

Technical and Financial Bids should be in English and should not exceed 10 pages, and should be submitted **either physically through Sealed offer** or **electronically.** Instructions for Submission to both Options are mentioned below:

(1) Physical Submission:
Technical and Financial Bids should be **submitted in two separate Sealed Envelopes** to World Vision Lebanon. The top right-hand side of the envelopes must be clearly marked with the name of the consultant and the subject line "Youth RESOLVE - Resilience, Education, Social Cohesion, Opportunities for Livelihoods and reduced Violence in Jordan, Lebanon and Iraq Baseline" and sent to the below address:
"Main National Office address: Villa Siniyora, Mountazah, Mansourieh; Office Phone: 961-4-401-980
Mailing address: World Vision Int'l Lebanon P.O.Box 55355, Sin el Fil, Lebanon"

(2) Electronic Submission:

Technical and Financial Bids should be sent by e-mail with the name of the consultant and the subject line "Youth RESOLVE - Resilience, Education, Social Cohesion, Opportunities for Livelihoods and reduced Violence in Jordan, Lebanon and Iraq Baseline" to the following email address LBN_Tenders@wvi.org. Only short-listed candidates will be contacted.

In case the consultant is not registered with Ministry of Finance at his/her country level, a deduction should always be considered based on the country law option (7.5% deduction for Lebanese, 5% for Jordanians, and 5% for Iraqi (specific deduction is to be identified at a later stage)).

N.B.: The selected consultant will be provided with all additional documents required to carry out the work.

Child Protection Policy- Short Version
World Vision Lebanon- 2015

Purpose: To establish and outline World Vision International's policy on its responsibility and commitment to the protection of children and families it serves. To maintain a workforce that is committed to the welfare of children around the world.

Scope: This policy applies to World Vision Lebanon **staff, independent contractors (consultants), interns, partners** and **volunteers** in all offices of World Vision Lebanon and **Board members**. As well as on **donors** and **media** and **visitors** to World Vision Lebanon's programs and projects, taking into consideration that the definition of a child will be any boy or girl under the age of 18 years.

Behavior Protocols (apply to every person mentioned above)

☐ Will not offer employment or casual work (either paid or unpaid) to boys and girls less than 18 years of age within World Vision projects.

☐ Will be concerned about perception and appearance in his/her language, actions, and relationships with children, and young adults.

☐ Will not stay overnight on his/her own with one child or more at any community project whether that is in the staff member's house, project premises, office or elsewhere.

☐ Will not spend time alone with a child, away from others or behind closed doors or in a secluded area. The "two adults" rule, where two or more adults supervise at all times children activities, will be followed.

☐ Is always accountable for his/her response to a child's behavior, even if a child behaves in a sexually inappropriate manner; must not behave in an inappropriate physical manner, or develop a sexual relationship with a child (under 18 years old), regardless of the country specific legal age of consent.

☐ Must not hit or curse or humiliate the child while he is in WV care or the WV person is conducting WV work. He/she must use positive, non-violent methods to manage children's behavior.

☐ Must not take a child alone in a vehicle for WV work, unless it is absolutely necessary, and with parental/guardian and managerial consent.

☐ Visitors to World Vision Lebanon and consultants must ask the child or family for permission before touching or holding hands. He/she must not fondle, hold, kiss, hug or touch children in an inappropriate or culturally insensitive way.

☐ Inappropriate behavior towards children, including failure to follow World Vision Lebanon behavior protocols or child abuse is ground for discipline including legal action.
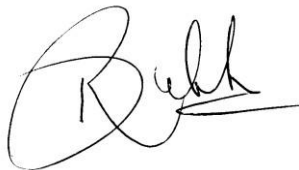
Visits to World Vision Lebanon projects

Communities, families and children participating in World Vision Lebanon programs will be advised of World Vision's procedures and schedule regarding project visits. Each WVL entity is diligent to ensure that visitors uphold the relevant child protection standards. The following requirements apply to visitors who visit a project or have direct contact with children

a) Visitors from other WVL offices who are staff or Board Members: The hosting office provides a brief written or oral orientation to any distinctive Child Protection Behavior Protocols that apply in that context, as well as local customs regarding adult interaction with children.

b) Visitors who are not WVL staff or Board Members: They are briefed on WVL's Child Protection Behavior Protocols and Prevention of Harm. They sign acknowledgement of receipt of the protocols, and the signed acknowledgement is kept on file by the hosting entity. **Non- staff visitors are accompanied by a WV staff person when visiting projects.**

Communications, Social Media and Digital Technology

(Including photographs/videos/audio clips, stories, articles, or any other communication materials):

1. Material posted on social medial or digital technology does not contain a child's family name or child's personal location/address and is not geo-tagged to precise locations.
2. In all forms of communication, children are treated and portrayed with dignity and not as helpless victims or in sexually suggestive poses. Children must not be obliged to answer.
3. Children who are primary subjects of text, photo and/or video resource gathered by WV staff must provide informed consent. Informed consent means the subject has a general understanding of the purpose of the reporting or photography, and gives verbal or written permission thereof.
4. WV discourages direct, unaffiliated, undocumented communication through social media without WV's knowledge.
5. WV provides reporting and response options so that sponsors, donors, visitors, children or their caregivers can report any incident(s) where either party feels uncomfortable or threatened.

Reinder Dekker
National Director
World Vision Lebanon

I, _____ have read, understood and committed to obey the

World Vision Lebanon Child Protection Policy and Behavioral Protocols- 2015.

Signature _____

Date _____

World Vision Supplier Code of Conduct

Last updated 12May2013

World Vision is a Christian relief, development and advocacy organization dedicated to working with children, families and communities to overcome poverty and injustice. Inspired by our Christian values, we are dedicated to working with the world's most vulnerable people. We serve all people regardless of religion, race, ethnicity or gender.

World Vision is strongly committed to observe the highest ethical and moral standards in all its procurement activities. This Code of Conduct sets out a set of simple principles and behaviors that should guide our suppliers, its sub-contractors, and each of us in the everyday conduct of business, ensuring that internationally recognized procurement ethics are followed. Standard elements of good business practice should also be applied. The Code of Conduct is relevant to World Vision and is intended to reach and be applied by all members of the Supply Chain. To ensure World Vision is donor complaint, we will adhere to donor procurement requirements, where applicable. Suppliers are strongly advised to familiarize themselves and their sub-contractors with the Code of Conduct to ensure successful working relations with World Vision.

World Vision expects its suppliers to:

1. Improve value for money –
   a) Actively seek to demonstrate and improve results, and reduce costs through the life of the Long Term Agreement, and/or Purchase Orders.
   b) Price appropriately and honestly to reflect requirements and risks.
   c) Proactively pursuing continuous improvement to reduce waste and improve efficiency across the organization and wider supply chain
   d) Earn fair but not excessive rewards

2. Act with Professionalism and integrity –
   a) Be honest and realistic about capacity and capability when bidding.
   b) World Vision expects that its suppliers encourage and work with their own suppliers and subcontractors to ensure that they strive to meet the principles of this Code of Conduct, and be able to demonstrate this as and when required.
   c) Work collaboratively to build professional business relationships, including with World Vision staff.
   d) Act in a manner that supports the development of a mature and ethical business relationship with World Vision.
   e) Demonstrate clear, active commitment to Corporate Social Responsibility.

3. Be accountable –
   a) Apply pricing structures that align payments to results and reflect a more balanced sharing of performance risk.
   b) Expect to be held accountable for delivery and accept responsibility for their role, including being honest when things go wrong so that lessons can be learned.

4. Align with World Vision –

a) Apply a strong emphasis on building local capacity by seeking ways to develop local markets and institutions, and avoid the use of restrictive exclusivity agreements.
b) Be able to operate across all World Vision offices, including in fragile and conflict affected areas.
c) Share and transfer innovation and knowledge of best practices to maximize overall development impact.
d) Accept we work in challenging environments and act to manage uncertainty and change in a way which protects value for money.
e) Reflect World Visions international development goals and demonstrate their commitment to poverty reduction.

5. Observe International Labour Conventions –
   a) World Vision expects its suppliers, and their sub-contractors to observe International Labour Conventions
   b) Prohibit any use of forced, bonded, or indentured labour or involuntary detention labour.
   c) Prohibit the use of child labour.
   d) World Vision does not tolerate any form of discrimination in hiring and employment practices on the ground of race, colour, religion, gender, ethnicity, age, physical disability.
   e) Comply with local law in terms, of wages, working hours, and freedom to association and right to organize and bargain collectively.
   f) World Vision expects its suppliers to support and respect the protection of human rights and to ensure that they are not complicit in the abuse of human rights.
   g) World Vision expects its suppliers to ensure that they operate a safe and healthy workplace or any other place where production or work is undertaken.

6. Have a strong Environmental Policy –
   a) World Vision expects its suppliers to have an effective environmental policy and comply with existing legislation and regulations to protect the environment.
   b) Suppliers are expected to undertake initiatives to promote greater environmental responsibility and encourage the use of environmental friendly technologies.
   c) Suppliers should obtain wherever possible, a certified quality management system.

7. Anti-corruption and Bribery –
   a) World Vision expects its suppliers to adhere to the highest standards of moral and ethical conduct, including extortion, fraud, and bribery.
   b) Disclose any situation that may appear as a conflict of interest.
   c) Apply a zero tolerance approach to corruption and fraud, with top-quality risk management.

_____

Supplier Name

_____

Print name and Title of Supplier Representative

_____   _____

Signature   Date