



Terms of Reference (ToR)

Amel Association International seeks an experienced consultant to conduct an external evaluation for a psycho-social support project for elderly people in Khiam and Mashghara areas. The project evaluation will be conducted amongst 1 principle target group (60+ years old males and females) in Lebanon. Data collection will be done in Khiam and Mashghara areas. The project period is from **Feb 2020 until April 2021**.

Amel invites all interested and qualified candidates to submit a resume, a brief proposal for the External project evaluation (including tasks, guiding questions, timeline and a tentative budget) and a letter of interest, clearly explaining how their experience meets desired qualifications by **Tuesday, April 20, 2021 at 5:00 pm the latest** to the following contact: procurementdpt@amel.org. For Queries please send an email to: ncd@amel.org

1. Background

1.1. Organization Overview

Amel is a Lebanese and non-sectarian NGO created in 1979. Amel has been working through 27 centers and 6 mobile medical units for more than 41 years in the poorest regions of Lebanon, from Beirut and its South Suburbs to Mount Lebanon, Bekaa and South Lebanon. Amel offers accessible services for all in following fields: medical, psychosocial, professional training, rural development, child protection and human rights promotion.

In 2017, Amel and Caritas Germany initiated a partnership in relation with psycho-social support for elderly. The project benefited at least 500 older people (50% Syrian refugees, 50% Lebanese) and included activities such as gardening, cooking, awareness sessions, and mental health support. Building on this experience and given the needs and concerns of the older people community -including vulnerable Lebanese and Syrian Refugees- that may be neglected in the humanitarian response, the partnership has been expanded to cover Mashghara and renewed on a yearly basis to support the older community.

The current project started Feb 2020 and aimed at enhancing the living conditions of elderly people living in Khiam and Mashghara including Lebanese and Syrian refugees, through enhanced access to basic assistance, psycho-social wellbeing, and home visits.

Particularly, the project provided gardening skills and gardening tools to older people to enhance their access to old-age friendly activity, as well as improved access to specialized mental health support. Moreover the project supported older people with disability, including Lebanese and Syrian refugees through home visits and assistive devices. The project also provided the older community with basic assistance (food parcels) and preventive means to avoid getting the coronavirus.

1.2. Intervention Summary

A) Awareness raising on COVID-19 and distribution of hygiene kits

Social workers will conduct one-on-one awareness sessions on hygiene practices and prevention of the transmission of coronavirus. This will enable older people to gain information on enhancing preventive measures and hygiene practices which improves their well-being. Hygiene kits will be distributed for 440 older people.

B) Providing basic assistance to the target group



Basic assistance in terms of food parcels will be distributed to the older communities in Kham and Mashghara, as to provide them with sufficient food to maintain their nutrition and reduce the adverse effects during the COVID-19 pandemic. The food parcel will include basic staples such as rice, tomato paste, bulgur, and other culturally accepted items and based on the dietetic recommendations. Distribution will be done following all preventive measures and using personal protective equipment and good sanitation.

C) Training sessions on gardening for target group and distribution of gardening kits

One gardening focal point per location will be in charge of conducting individual home based training session for older people on gardening to enhance their skills and ensure they will be able to benefit from the gardening kit provided including seeds, seedlings and some small tools for the planting process. This will allow older people to practice an old age friendly activity during at their homes and results in additional source of nutrition as well.

D) Mental Health

One psychologist per location will provide one on one counselling sessions for at least 100 older people based on a baseline assessment or upon the referral done by the social worker. The sessions will be held by appointment at AMEL center or through home visits. Based on the case, the psychologist will identify the follow up frequency per person and conduct visits accordingly. Given the pandemic situation, the psychologist will be wearing personal protective equipment and keeping a safe distance from the older person as to avoid any risks of disease transmission.

E) Capacity Building

2 trainings are will be conducted during the project, mainly on counselling and psycho-social support , Specific needs of older people and older people with disability, and on conducting Outreach. The trainings will target all the front line staff members of the project to build their capacity and enable them of delivering support to older people. The trainings will be facilitated by professional external trainers.

F) Home visits for older people with disability

An outreach team consisting of a social worker and 2 nurses will be in charge of conducting 15 home visits per week on average throughout the project period for older people with disability in Kham and Mashghara.

An outreach focal point will be in charge of mapping of elderly (eligible for home visits) in the catchment area involving local authorities and relevant stake holders. Eligibility criteria: 60+ years old, Syrian and Lebanese, having at least one disability based on the Washington disability scale (hearing, vision, concentrating, self-care, and walking), living in or near Kham/Mashghara.

Paramedical Services including nursing care (follow up on medication compliance, bed sores, diabetic foot care, blood pressure measurement, blood sugar testing, wound care, referral to medical care and securing needed transportation) will be provided for 100 non-replicated eligible individuals.

The home visits car will be equipped with small medical equipment (Blood pressure machine, blood sugar machine, cholesterol and triglyceride testing machine...) and medical supplies (test strips, alcohol swabs, gloves, lancets, bandage...), first aid kits, and automated external defibrillator(AED).

The social worker and the nurse will also play a role in educating and guiding caregivers on how to provide basic home care for the older person.

Home visits also include social services namely case management by the social worker i.e. intervention in terms of mental health and referral to psychologist when needed

G) Provision of assistive devices.

The Home visit team will assess the need for assistive devices and/or light adaptations, and provide them accordingly: toilet raisers, hand bars, wheelchairs, walking cane, walker, bed sore cushion, insulating bed

sheet. A total of 150 assistive devices will be provided throughout the project period.

2. The evaluation

2.1. Purpose of the evaluation

The main purpose of this evaluation is learning (summative and formative). It will provide Amel with an independent review of the relevance, appropriateness, and effectiveness of the project, as well as performance as compared to the project document. The evaluation findings and recommendations are meant to guide steering of the new project proposal, and to learn from previous experiences. In addition, Amel will use the results obtained to determine the impact of the project activities that contributed to meet Amel's objectives to improve psycho-social wellbeing of older people.

2.2. Scope of work

The scope of the evaluation will cover activities and results achieved under the five Outcomes of the on-going project that provide psycho-social support for elderly in Kham and Mashghara areas.

2.3. Audience

The primary audience of this evaluation is Amel Association International and Caritas Germany.

2.4. Methodology

The following provides a guide on the methodological process expected for this evaluation. A final methodology will be proposed by the selected evaluator in the **Evaluation plan**.

The evaluation methodology will combine qualitative and quantitative approaches; it will be participatory where appropriate, including but not only limited to:

- Literature review
- Review and analysis of project monitoring data
- Analysis of the quantitative data provided by Amel Association
- Observations
- Key informant interviews
- Focus Group Discussions with beneficiaries of the program
- Preparation of the workshop with clear concept and agenda, in consultation with Amel.
- FGD question guides

3. Implementation Information

3.1. Amel contact

The consultant will work closely with Amel's Psycho-social support project coordinator and head of center in Kham and Mashghara.

3.2. Location

Data collection will be done in Kham area (south Lebanon) and Mashghara area (West Bekaa).

3.3. Deliverables



- An **Evaluation plan** detailing tasks, timelines and roles,
- A **draft report** in English (with findings and basic frequencies analysis for surveys, and analysis for FGDS) to be revised by Amel)
- Raw data/notes for the FGDs (in English),
- Facilitate a **lessons learnt workshop** conducted in Amel Headquarters in Beirut based on the findings
- A final report in English of the evaluation incorporating Amel's comments.
- Analysis of the data will reflect any significant differences between gender, age and urban/rural areas of sampling.

3.4. Deadlines

- Deadline for signing the contract: April 22, 2021
- Deadline for finalizing Evaluation plan: April 26, 2021
- Deadline for finalizing data collection: May 3, 2021
- Deadline for the draft report: May 10, 2021
- Deadline for the final report: May 15, 2021
- Date for Delivery of workshop between May 17 and May 20, 2021

3.5. Logistical Support

The consultant will be responsible for the logistical planning of all the activities concerning the evaluation in synchronicity with Amel Association, and of their own transportation to the field.

4. The consultant

4.1. Role and Responsibilities of the Consultant

The consultant will be responsible for:

- Designing an evaluation plan,
- Collecting data through interviews and FGDs,
- Analyzing the data from FGDs and quantitative data provided by Amel Association,
- Reporting the findings and analysis
- Preparing and delivering a lessons learnt workshop based on findings

4.2. Consultant's Qualifications

Amel seeks an experienced consultant with the following qualifications:

- Fluency in Arabic and English,
- More than 5 years of experience in project evaluation or the equivalent in M&E expertise, including collecting and analyzing data from interviews, surveys, FGDs, etc.
- Experience in working with NGOs,
- Strong communication and writing skills,
- Research and evaluation methods and data collection skills,
- Ability to be flexible with time and work schedule,
- Attention to detail and ability to meet tight deadlines,
- Conflict resolution/peace building experience

4.3. Experience required:

- 5 to 10 years