

Call for Expressions of Interest

Terms of Reference: Project Monitoring & Evaluation

1. Background and Rationale

Project Country:	Lebanon
Project Title:	Psychosocial support for children, adolescents and adults to stabilize peaceful coexistence in Lebanon
Private German executing agency	Freunde der Erziehungskunst Rudolf Steiner e.V.
Applicant/Local executing agency	Just.Childhood Association
Donor	Bundesministerium für wirtschaftliche Zusammenarbeit und Entwicklung (BMZ)
Co-Funding	Aktion Deutschland Hilft e.V.
Application deadline:	22.07.2022
Project duration:	01.04.2022-31.03.2024
M&E Location	Lebanon or remote

Just.Childhood has been registered as a local, non-profit, non-governmental organization (NGO) with the Lebanese Ministry of Interior under number 2112 since 2014. It operates in the education sector and is autonomous, as well as politically and religiously independent. Our goal is to actively protect the childhood of socially marginalized and traumatized children in Lebanon and to support them in their right to play, learn and develop in safety. Just.Childhood sees education as one of the core issues of its development work: especially early childhood education is the foundation of any secondary education. Improving early childhood education not only has an immediate positive impact on further education, but also shows positive effects on further education and employment opportunities in the medium and long term. Counteracts possible radicalization at an early stage. For these reasons, access to quality early childhood education is one of the Sustainable

Development Goals of the 2030 Agenda. Just.Childhood's educational approach is based on the methods of early childhood Waldorf education. This approach, which is new in Lebanon, challenges the traditional mindset of early childhood education in the Palestinian camps and in various refugee contexts in Lebanon. Waldorf education promotes peaceful behavior by making a clear connection between violence and the way parents and teachers educate children, and recognizes that early childhood education is a critical developmental period.

The project of Just.Childhood described here takes place in cooperation with the German association **Freunde der Erziehungskunst Rudolf Steiner e.V.** (Friends of Waldorf Education [FEW], a German NGO) and in particular with its Emergency Pedagogy department. The **Emergency Pedagogy** as an institution has been working in the field of psychosocial work in numerous crisis regions of the world since 2006. Emergency Pedagogy as a pedagogical concept is based on trauma pedagogy in connection with Waldorf education, Anthroposophical medicine and its extended therapies. The target groups of the Emergency Pedagogy are psycho-traumatized children and adolescents in war and disaster zones, and serves the psycho-social stabilization of those affected. They are to be supported in coping with traumatizing experiences and integrating them into their own biographies. The work of Emergency Pedagogy is neutral, impartial and independent.

Due to **current developments in Lebanon** such as the refugee situation (lack of return prospects and precarious living conditions for Syrian refugees, unresolved political situation with consequences for recognition, employment, and lifestyle of Palestinian refugees), COVID-19, the explosion disaster in the port of Beirut, and the absolute impoverishment and livelihood threat to Lebanese families, a strongly increasing need for psychosocial counseling services can be observed.

Within the framework of the main project of the local project executing agency, there were repeated requests from the community for psycho-social support. There is a particular need for capacity building and training of educators for child-friendly, non-violent interaction, especially with traumatized children, as well as psychoeducation seminars for parents. In the run-up to the project, Just.Childhood contacted existing structures and is part of the MHPSS task force, which is directly affiliated to the Ministry of Health. There is contact with organizations working in the field of psychosocial support. The practical trauma education approaches are to be actively continued by the communities, governmental and non-governmental actors concerned after the end of the project period. This is done primarily through the intensive involvement of the actors involved and the community already in the project development, during the project planning phase and capacity building. In doing so, the approach is always a participatory one; this is the only way to ensure that the projects are meaningful, accepted and further developed. Just.Childhood aims to build a network of support with other stakeholders and interest groups to ensure that decision-makers further advance the conceptual safeguarding and sustainable anchoring of trauma and emergency education in the locally existing structures.

The project to be evaluated consists of the following three main **measures**, which are to be implemented within the project period, and the targeted project sub-objectives (outputs):

1. **Development of a Center for Emergency and Trauma Pedagogy and Family Counseling.** Output: 1100 beneficiaries strengthened in dealing with trauma or stress-related experiences and reactions
2. **Emergency and trauma pedagogical services for children** aged 3 to 12 years in the Sabra and Shatila Camp, Karantina in Beirut, and adjacent neighborhoods. Output: Children and adolescents are strengthened in their ability to act after potential traumatic events.
3. **Further training in Emergency and Trauma Pedagogy for lecturers, students and specialists in education, psychology, therapy and medicine.** Output: Capacities of staff from various organizations are expanded in Emergency and Trauma Pedagogy

Due to the pilot character of the project, it is particularly important for the continuation of the project to scrutinize the effects of the work with a project-specific monitoring system and an evaluation based on baseline data at the end of the project in order to identify possibilities for change and need for action and to use limited resources effectively in the future.

2. Purpose, Objectives and Use

In order to be able to check the progress of the project, a **monitoring system** has to be set up, which will help the local project executing agency to make well-founded decisions during the project period; and to possibly be able to make adjustments and to create a basis for the evaluation at the end of the project.

A mixed approach of internal and external **evaluation** will be used. Project staff work hand in hand with the external evaluator, who brings experience and an outside perspective. In this way, employees gradually build up competencies, and the external evaluator ensures a neutral view. Scientifically based results on the effectiveness of emergency and trauma pedagogical methods as applied in the project create an important basis for future collaboration with other organizations and in cooperation with state institutions. The population affected by traumatic events in Lebanon will also benefit from the impact-oriented work beyond the project's duration if it is adapted on the basis of the monitoring and evaluation results.

3. Scope of Work

The geographical scope of the monitoring and evaluation process includes the working locations Sabra and Karantina in Beirut, even if the consultant will not be in the field for the monitoring but just for the evaluation. The temporal scope of the monitoring process will be 6,5 days, of which 1 day will be for a workshop with field staff on data collection and one day for data collection and entry. The temporal scope of the evaluation process will be 13,5 days, of which 4 days will be international and national travel days and days for data collection.

The external evaluation and/or study is planned to investigate whether the ex- and/or implicitly intended effects and results could be achieved. **In particular, the question of “how psychotraumatology and Waldorf education can be combined in such a sensitive socioeconomic context as Lebanon to reduce psychosocial negative effects, e.g., on the children's affectivity and self-perception”, is to be investigated.**

The M&E design should meet international standards for the accuracy and reliability of the data. The expert will design a valid process and approach, however, be guided by the following methodological approaches.

The field of mental health and psychosocial support in humanitarian settings is advancing rapidly, with various MHPSS activities now forming part of standard humanitarian responses. However, the wide variation of goals, outcomes, indicators, and means of verification (MoV) for the many MHPSS projects being implemented in different humanitarian settings has led to difficulties in demonstrating their value or impact. **Therefore, the Interagency Standing Committee (IASC) has developed the Common Monitoring and Evaluation Framework for Mental Health and Psychosocial Support in Emergency Settings**-with means of verification, which **provides guidance on the assessment, research, design, implementation and monitoring and evaluation of mental health and psychosocial support (MHPSS) programs in emergency settings, which should be a basis for the monitoring and evaluation concept.**

At the same time, **developmental effectiveness** is to be assessed in terms of relevance, effectiveness, efficiency, overarching developmental impact and sustainability, in accordance with BMZ guidelines.

The final agreement on the design and methodology of the M&E approach will be discussed on the basis of the submitted tender.

4. Tentative Timetable and Quantity Structure, Process, Outputs and Deliverables

The timeframe in which the **Monitoring** process will be carried out is outlined below:

Activity	Actors involved	Final date	Working days
Briefing. Goal: To answer questions about ToR and discuss a work plan (Online meeting)	Just.childhood Emergency Pedagogy department of FWE	22.08.2022	0,5
Data Review	-	29.08.2022	1
Development of a methodological approach and a data collection plan	-		2
Workshop with field staff on data collection (possibly online)	Just.Childhood staff	01.09.2022	1
Data collection by field staff	Just.Childhood staff	01.09.2022 – 31.1.2024	-
Data entry and processing	-	Every three months on the 10th, starting on 10.09.2022. (6 times in total)	3
Drafting short monitoring reports with project adaptation proposals		Every three months on the 15th, starting on	1,5

		15.09.2022. (6 times in total)	
TOTAL			9

The timeframe in which the **Evaluation** process will be carried out is outlined below:

Activity	Actors involved	Final date	Working days
Inception Phase (Briefing, Interviews, documents etc.)	Just.Childhood, FWE	01.02.2024	1
Draft Inception Report	-	08.02.2024	1
Inception Report Comments	Just.Childhood, FWE	15.02.2024	-
Inception Report Revision/Acceptance	-	20.02.2024	1
Field phase (data collection and international + national travel days)	Just.Childhood	26.02.2024	4
Data entry and processing	-	till the 29.02.2024	1
Debriefing with the project coordinator	Just.Childhood	08.03.2024	0,5
Draft of the final report in German or English language	-	15.03.2024	4
Final report Comments	Just.Childhood, FWE	22.03.2024	-
Final Report Revision	-	26.03.2024	2
Submission of the final report	Submission to: Just.Childhood	31.03.2024	-
TOTAL			13,5

The estimated costs of the monitoring and evaluation process include the following components:

- Daily rate for expert
- Costs for international flights as well as travel and accommodation costs within Lebanon will be booked and paid directly by Just.Childhood.
- Catering costs are to be covered by the expert itself.
- All insurance matters (conclusion, costs, etc.) are the responsibility of the expert.
- The expert must pay for the materials/programmes etc. for the implementation of the M&E study.

In line with the total value of the project at €280,000, the planned expenditure for the M&E process is based on the common percentage rates applied for such a process.

5. Expert Profile of the M&E Team

The project aims to collaborate with an expert or institution that is active in research in the relevant fields and has knowledge of the context at hand, as well as being able to provide supportive advice to the project staff in the evaluation of their own work.

- The evaluator must be independent, i.e. not associated with individual service providers, platforms, NGOs, donors or government systems that support the same project or are otherwise involved in it.
- Demonstrated knowledge of skills and experience in carrying out monitoring and evaluation studies in the context of development and humanitarian projects (best experience in carrying out studies for BMZ)
- Sound analytical skills to make observations, interpret and formulate findings and recommendations.
- Very good knowledge of the regional context (historical, political, socio-political, socio-economic, civil society, etc.)
- Very good knowledge of English in writing and language
- Pedagogical knowledge (Waldorf Pedagogy, Trauma Pedagogy, alternative pedagogical approaches) is desired (but not required)

Just.Childhood is committed to promoting gender equality, women's rights as well as equal opportunities and diversity within our organization.

Just.Childhood is also committed to protecting and promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct.

6. Management of the M&E Process

If possible, the expert will be granted access to the relevant interview partners by Just.Childhood.

The expert is responsible for developing the M&E tools and instructing the field staff to collect the data accordingly.

The coordinator of the project will be the focal point for the expert and facilitate the work and arrange traveling if necessary. The field staff will be collecting the data and provide access to the location sites and the beneficiaries if needed.

7. Procedure for the submission of expressions of interest

- The offers of the expert can be submitted to Just.Childhood Association, **Mr. Mohammad Hassan at m.hassan@justchildhood.org until 22.07.2022 at 5 pm Lebanon time** at the latest
- Feedback will be sent to the reviewers by the end of July regarding the award of the contract
- The contract is to be signed by August, 8th, 2022

The following **documents** must be submitted by the reviewer as an offer (incomplete offers won't be reviewed):

A. Technical offer

The technical offer (no more than 3 pages excluding annexes) should include the following sections:

- a. Monitoring framework: Describe a possible monitoring approach and appropriate tools for the project.
- b. Evaluation methodology: Describe your overall approach and evaluation methodology
- c. Relevant experience: Provide details of projects of similar scope, complexity and nature you have worked on previously.
- d. Key personnel and staffing: Describe key personnel. Include CVs (no more than 2 pages each and attached as an annex) of key personnel who will be part of the proposed plan.
- e. Timeline: Include a detailed timeline of key activities.

Two references (including telephone numbers) and web links to previous work (if available).

B. Financial Offer

The financial offer should include a line-item budget and a budget narrative. The cost estimates used to prepare the budget should be presented in Euro. The bidder should include his/her proposed daily rate, including all costs. Value-for-money will be considered in the tender evaluation.

8. Resources and available data

The following documents will be made available to the reviewer as soft copies upon conclusion of the contract:

- Project conception
- Project Logframe
- All documents provided by the implementation partner for the planning of the individual project activities as well as activities already implemented and relevant to the project
- Engagement global (2022): Mustergliederung für Evaluierungsberichte