



Bureau of Population, Refugees, and Migration (BPRM)

Enhanced realisation of SRH rights for pregnant and lactating women in Akkar, North, BML and South Lebanon

Endline Evaluation Terms of Reference (ToR)

July 2024



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1. Project Information

Project Title: Improving access to rights and living conditions of most at-risk vulnerable Syrian refugees and Lebanese communities

Area of Intervention: South governorate (Saida and Jezzine), Nabatieh governorate (Nabatieh), Mount Lebanon governorate (Coastal Chouf districts), North and Akkar Governorates

Estimated Participant Percentage by Nationality of Origin: 64% Refugees from Syria (including Palestinian Refugees from Syria - PRS) and 36% Lebanese host (including Palestinian Refugees from Lebanon - PRL)

Program Goal: Vulnerable and at-risk individuals, households, and communities' exposure to protection risks are mitigated through enhanced resilience and better access to their rights including safe and decent living conditions.

2. Project Objectives and Activities

1. Improved access to dignified and safe housing, through better living conditions and prevention of the risk of eviction.
2. Enhanced capacity and resilience to address protection risks and cope with shocks and incidents at individual, household, and community levels.

Objective 1 Activities:

- **Cash for Rent: Provide cash for rent for 3 to 9 months, renewable up to one year.** Target 920 vulnerable households with multifaceted vulnerabilities and/or at risk of imminent eviction due to chronic poverty.
- **Shelter Rehabilitation:**
 - **Shelter Upgrade Phase 1:** Rehabilitate 276 shelter units under this grant.
 - **Shelter Upgrade Phase 2:** Provide a second phase of rehabilitation to 30 shelter units to support families to stay in the same shelter rather than being forced to move to other more affordable shelters below standards once the rent-free period expires.
 - **Minor Shelter Rehabilitation (Hybrid Approach):** Pilot a new activity by providing Cash for Rent along with minor rehabilitation to the same household. Implement this hybrid approach to 25 shelter units.
 - **Shelter Accessibility Improvement for PwD:** Capitalize on the pilot activity implemented under another grant to allow 40 vulnerable families to have access to specific rehabilitation works, addressing mobility concerns inside and outside the shelter, and enhancing autonomy and dignity for Persons with Disabilities (PwD).
 - **Site Rehabilitation:** Upgrade common areas in buildings or groups of shelters. Target 50 households to improve living conditions outside the shelters.

Objective 2 Activities:

- **Community-Led Protection:** Provide training for key community members on Protection Core concepts and Safe Identification and Referrals
- **Training for old Key Community Members (KCM):** Provide training to old KCM on basic disability and inclusion which focuses on promoting an awareness of disability and the impact that societal attitudes, inherent stigma and discrimination have on the lives of people with disability.



- **and interaction skills with people with disabilities through materials, examples and activities.**
- **Life Skills Sessions:** Offer life skills sessions to 350 community members to empower, promote resilience and well-being of marginalized persons, notably youth and women of mixed nationalities, while supporting peer support and social networks.
- **Case Management (CM) Services:** Provide by PUI case workers, in accordance with PUI CM SOPs and the Protection Sector CM SOPs, to support persons of concern (PoC) in vulnerable situations.
- **Emergency Cash Assistance and Recurrent Cash for Assistance for Protection:** Provide upon assessment and needs identification, in line with the Protection Sector Guidance, to address or mitigate a protection incident/situation for persons of concern. Implement RCAP program in line with PUI SOPs and Protection Sector Cash Guidelines, as part of case management, in combination with other services and forms of assistance.

3. Evaluation Objectives

The endline evaluation serves as a comprehensive assessment of the program's performance, focusing on its outcomes and objectives. It evaluates the **relevance** of the program to its target population and the **effectiveness** of its interventions in achieving the desired outcomes. The evaluation also considers the **efficiency** of the program, looking at how resources were utilized to achieve results. Assessing the **impact** of the program is crucial, as it helps understand the broader effects and changes brought about by the interventions. Additionally, the evaluation examines the **sustainability** of the program, considering its long-term viability and impact after the program ends. Through this process, key lessons learned are identified, highlighting best practices that can be replicated in future programs. The evaluation also pinpoints areas for improvement, providing valuable insights to enhance the effectiveness and efficiency of similar programs in the future. The ultimate goal is to use the findings to inform and guide future programming, ensuring that interventions are more impactful, sustainable, and responsive to the needs of the target population.

1.1. Specific Evaluation Objectives

Relevance:

1. To what extent were the program objectives and activities aligned with the needs and priorities of the target population?
2. How appropriate were the program strategies and interventions in addressing the identified protection risks and living condition challenges of the beneficiaries?

Effectiveness:

1. What were the key achievements and outcomes of the program in improving access to dignified and safe housing for vulnerable households?
2. How effective were the capacity-building and resilience activities in addressing the protection risks of individuals, households, and communities and enhancing their ability to cope with shocks?

Efficiency:

1. How efficiently were the program resources (financial, human, and material) utilized to achieve the intended outcomes?



2. Were there any inefficiencies or bottlenecks in the implementation of the program, and if so, how were they addressed?

Impact:

1. What changes have been observed in the living conditions and protection status of the beneficiaries due to the program interventions?
2. How has the program contributed to the overall well-being and empowerment of the targeted individuals and communities?

Sustainability:

1. To what extent are the program outcomes and benefits likely to be sustained beyond the end of the program?
2. What mechanisms or strategies have been put in place to ensure the continuity and sustainability of the program's impact?

Coherence:

1. How well did the program collaborate and coordinate with other actors and initiatives working in the same areas or sectors?
2. Were there any synergies or conflicts with other programs or policies, and how were they managed?

4. Methodology

The evaluation will employ a mixed-methods approach, including:

- Review of program documents, reports, and data.
- Key informant interviews with program staff, beneficiaries, and stakeholders.
- Focus group discussions with beneficiaries and community members.
- Quantitative surveys with a representative sample of beneficiaries (if possible).
- Data analysis using qualitative and quantitative methods.

The evaluation methodology is not limited to the methods mentioned above. The applicants could introduce their own methodology if it matches the intended evaluation objectives.

5. Guiding principles and Values

The consultant will agree to abide by PUI's relevant policies, including PUI Code of Conduct, PUI Anti-Fraud and Corruption Policy, Child Protection Policy, and Protection from Sexual Exploitation and Abuse Policy. The consultant will be orientated to these policies before engaging in data collection. Also, the selected consultant will strictly abide by the following ethical and professional principles:

- All data collection activities will grant any contacted person the right to anonymity and confidentiality.
- The evaluation team will guarantee its independence from the evaluated intervention, not being involved in its execution or management or any other of its components.
- In case of any problem arising during any phase of the evaluation, PUI will be notified immediately.
- The evaluation team guarantees the truth of the information compiled in the final report.



- Informed consent: All participants engaged in the evaluation are fully informed about the evaluation being conducted. Participants should be able to make an informed decision about whether they will participate in the evaluation or not.
- Voluntary participation: All people should be able to participate in the evaluation free of coercion.
- Do no harm: Harm can be both physical and/or psychological and therefore can be in the form of stress, pain, anxiety, diminishing self-esteem, or an invasion of privacy. It is imperative that the evaluation process does not in any way harm (unintended or otherwise) participants.
- Safety and security: The evaluation team should ensure the safety and security for participants and avoid causing them further harm (location, space, time, etc.)

6. Deliverables, timeline, and Intellectual Property Rights

Applicants are requested to submit a timeline of the evaluations, detailing the steps of the work and identifying tentative dates (assumed starting day: 20-August-2024 and the final evaluation report should be submitted before 20-September-2024. Here below are the mandatory deliverables to be provided:

1. Inception Report: Detailed methodology and work plan.
2. Draft Evaluation Report: Initial findings, analysis, and conclusions for review and feedback.
3. Final Evaluation Report: Comprehensive report incorporating feedback, recommendations, and annexes.

Draft and final evaluation reports not exceeding 100 pages should include the following:

- Cover Page
- Table of Contents
- Executive Summary: standalone summary, describing the action, main findings of the evaluation, and conclusions and recommendations. Maximum 2 pages.
- Main Body: The main body of the report shall elaborate on the points listed in the Executive Summary, including references to the methodology used for the evaluation and the context of the action. Recommendations should be as realistic, operational, and pragmatic as possible, considering the context of the country
- Annexes: Listed and correctly numbered. Format for the main body of the report is
 - Executive Summary
 - Provides a concise overview of the evaluation objectives, methodology, key findings, and recommendations.
 - Table of Contents
 - List of Acronyms
 - Introduction
 - Provides background information on the program being evaluated, including its objectives, target population, and geographical scope.
 - Methodology
 - Describes the methodology used for the evaluation, including data collection methods, sampling strategy, and data analysis approach.
 - Evaluation Challenges and Limitations
 - Discusses any challenges faced during the evaluation process and limitations of the methodology or data.



- Findings & Analysis of Action Results
 - Discusses the findings of the evaluation, organized according to each objective of the project.
 - Provides analysis and interpretation of the results, highlighting key trends and patterns.
- Lessons Learned
 - Summarizes the key lessons learned from the evaluation, including what worked well and what could be improved in future programs.
- Recommendations
 - Provides actionable recommendations based on the findings of the evaluation, specifying who should implement them and by when.
- Conclusions
 - Summarizes the main findings of the evaluation and reiterates the key recommendations.
- Annexes
 - The terms of reference for the evaluation
 - The data collection tools
 - The sampling table along with the list of locations covered under the evaluation
 - The composition of the team of the consultancy firm
 - List of documents and bibliography

7. Debriefings

The evaluator should convene a debriefing meeting wherein the main findings, conclusions, and recommendations of the evaluation will be presented to PUI and relevant key stakeholders. Relevant comments should be incorporated into the final report.

8. Professional Qualifications

The selected consultant (or consultancy firm) should fulfil the following:

- Holder(s) of an advanced degree in social sciences, or relevant field
- Experience in conducting similar evaluations and research with demonstrated capacity to analyze qualitative findings
- Proven and documented record/portfolio with similar evaluations
- Experience in engaging with local communities, and demonstrating a high level of cultural competence
- Knowledge in Shelter, Protection, and social stability sectors of intervention in Lebanon
- Significant field experience in the evaluation of humanitarian response
- Significant experience in coordination, design, implementation, monitoring, and evaluation
- Have an in-depth understanding of the Syrian and Palestinian refugees as well as Hosting communities in Lebanon
- Strong analytical and research skills
- Good communications skills and experience of workshop facilitation
- Proficiency in both Arabic and English
- Independence from the parties involved



9. Logistics Procedures & Submission Guidelines

Your offer must arrive before 02-Aug-2024 by email.

The consultant(s) will have to submit application documents including the following:

- Information on the financial/economic capacity of the company/entity or the umbrella company in the case of individual consultants
- A trade register: Commercial Circular - if applicable (to be justified if not available)
- Valid tax receipt from the Ministry of Finance (MOF Registration) if applicable (to be justified if not)
- Certificate of the VAT register
- Commercial Registration
- IDs of all owners mentioned on the certificate in addition to the ID of the legal representative if not mentioned on CC
- Technical proposal (signed and stamped by the authorized legal personnel of the offeror)
- Financial proposal (signed and stamped by the authorized legal personnel of the offeror, including payment terms and offer validity)

In the case of individual consultants, the same documents should be provided, except for the financial capacity of the company/entity.

The technical proposal should include:

- Summary of the stages of the intervention
- Detailed description of the methodology that will be adopted
- Time schedule of the planned activities for the whole duration of the assignment
- Table of deliverables & work plans
- The means of implementation and needed resources (with a clear outline of limitations)
- The potential risks identified would have one or more impact on the mission.

The financial proposal should include:

- A breakdown of all costs that are to be charged to PUI based on the expected deliverables and the number of days needed to complete the two evaluations. An indication of unit costs should be provided (e.g., 1 day= 1 Unit= XX USD).

The consultant(s) must submit a soft copy copying the following email addresses:

Procurement Officer: log.proc.off@premiere-urgence-lib.org

Procurement Specialist: log.proc.spec@premiere-urgence-lib.org

Final payment to the selected consultant will be dependent on the completion of all deliverables.

10. Offers' evaluation

Submissions will be evaluated in consideration of the Evaluation Criteria as stated below. The technical proposal will be evaluated at 60%, whereas the financial one will be evaluated at 30%, and the selection presentation at 10%. Below is the breakdown of the technical proposal:

Criteria	Weight
Technical proposal	60 %



Financial proposal	30 %
Proposal presentation for selection	10 %
Total	100 %

Financial Proposal (30%): To be computed as a ratio of the Proposal's offer to the lowest price among the proposals that passed the technical proposal.

Proposals with a total ratio (Technical and Financial) lower than 60% will be rejected.