



Near East Foundation - Lebanon

Request for Proposals for Project Evaluation Consultant

CONTRACT DATA

Period of Performance: September 2024 – December 2024

Location of Assignment: Beirut Lebanon (with Travel to Project Sites Tripoli, Halba, Bekaa, Beirut/Mount Lebanon, and Saida)

Background: For 100 years, the Near East Foundation (NEF) has worked to build more sustainable, prosperous, and inclusive communities in the Middle East, Caucasus, and Africa through education, governance, and economic development initiatives. Working through a network of country offices and local partners, NEF currently has approximately 250 staff members – almost all nationals – and programs in ten countries: Armenia, Jordan, Lebanon, Iraq, Mali, Morocco, Palestine, Sudan, South Sudan, and Syria. Its programs are organized around three themes: Stabilization and Peacebuilding, Climate-resilient Development, and Inclusive Economic Development.

Project Overview: The Integrated economic and psychosocial support for vulnerable refugees and Lebanese (IEPS) project, implemented from October 2022 to September 2024 in 5 areas (Tripoli, Halba, Bekaa, Saida and Beirut /Mount Lebanon) aims to **improve the self-reliance and resilience of refugees and vulnerable Lebanese**, especially women, youth, and PwD. The project will mitigate multi-dimensional vulnerabilities and strengthen participants' capacities for long-term self-reliance and resilience by providing (1) **livelihoods services** that help SNEs generate income and avoid business failure, combined with (2) **MHPSS services** to help participants manage psychosocial distress and develop positive coping strategies. All components are complementary and delivered as a holistic package.

Assignment: The Near East Foundation (NEF) Lebanon office seeks a consultant to evaluate its project funded by the US Bureau of Population, Refugees, and Migration (BPRM). The evaluation is to be conducted over a period of **four months**, starting in the **third week of September 2024**, and should be completed within a minimum of **30 working days**. The primary objective of this evaluation is to assess the performance and results of the project on partners, target communities, and beneficiaries. The consultant will provide clear evidence on the project's relevance, efficiency, effectiveness, impact, and sustainability. The findings will help NEF compile lessons learned, identify trends, and develop actionable recommendations.

The assignment will adopt a hybrid approach. The consultant will analyze **existing data collected by NEF**, including but not limited to; baseline and endline evaluations, learning assessments, technical follow ups, Complaints and Feedback Mechanism, Focus Group Discussion (FGD) results, and Key Informant Interview (KII) findings. Additionally, **the consultant will conduct a small-scale validation of these results.** The final output should be a comprehensive report of the results.

Consultant's Responsibilities:

- ❖ Provide drafts of expected deliverables to NEF for review before finalization by the consultant.
- ❖ Review relevant project materials and existing data shared by NEF;



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- ❖ Conduct at least 10 KIIs with NEF project staff, partners and any identified stakeholders for **validation of data**; and/or surveys;
- ❖ Conduct at least 2 FGDs (and collect any other primary data) in field sites with project stakeholders and beneficiaries for **validation of data**;
- ❖ The consultant is expected to use their own transportation, laptop and phone.
- ❖ Maintain data confidentiality and compliance with all data received and data collected

NEF's Responsibilities:

- ❖ Provision of project documents and data including but not limited to; baseline and endline evaluations, learning assessments, technical follow ups, Complaints and Feedback Mechanism, Focus Group Discussion (FGD) results, Key Informant Interview (KII) findings, proposals, and quarterly reports .
- ❖ Provision of documents to introduce systems and standard operating procedures.
- ❖ Provision of curriculum and materials including PPTs, handouts, booklets etc.
- ❖ Review and approval of deliverables submitted by the consultant.
- ❖ Issue the payments as per the scheduled agreement.

Expected Deliverables of the Consultancy:

Under the supervision of the Operations and Program Director, and with support from the Project Manager and MEAL Coordinator, the Consultant will be required to deliver the following outputs:

- ❖ The consultant shall prepare a brief workplan. The workplan should set out the consultant's approach for conducting evaluation activities for the assessment. The period of consultancy should be completed within a minimum of 30 working days over a period of 4 months, starting with the day the agreement is signed.
- ❖ A solid inception report including (a) preliminary analysis following key project documentation review; (b) the methodology proposed, including a sampling strategy and the data collection tools for validation; and (c) a detailed workplan. The draft of inception report is expected by October 18, 2024 for review by NEF Lebanon before finalization by the consultant.
- ❖ A solid draft report in English detailing the methodology, analysis of results, validation results, key findings (qualitative and quantitative) by performance indicator, evaluation criteria and evaluative questions, lessons learned, and in-depth recommendations that will inform the new phase of the project (2024-2025) and future programming. The draft report should be submitted for review and comments to NEF by November 29, 2024 with the possibility of up to 3 rounds of reviews. Collected quantitative and qualitative data and analysis should be annexed.
- ❖ A presentation/debriefing on the report, highlighting key results, lessons learned and recommendations to key NEF staff.
- ❖ A final version of the evaluation report by December 30, 2024. The report will be written in English and submitted electronically in a MS Word document. The consultant is responsible for proofreading the final report, which should consist of:
 - Table of contents, list of acronyms, abbreviations and list of tables and charts;
 - Executive summary of key findings, lessons learned and recommendations;
 - Project background information and context analysis presented per key evaluation criterion with a brief description;



- Evaluation methodology with clear explanation of data collection approach, sampling and limitations, participants’ selection and data analysis approach;
 - Evaluation findings, analysis, with associated data presented, where appropriate, in clear graphs or charts. One to two pages of key infographics highly recommended. The findings can include subsections for each evaluation criterion;
 - Conclusion, including recommendations for current and future project implementation. The recommendations should be framed according to each evaluation criteria (impact, relevancy, efficacy, efficiency, and sustainability).
- ❖ Report submissions should also include the soft and hard copies such as handwritten and electronic transcripts of data collected, hard copies of survey questionnaires, lists of participants, etc.

Estimated Deadlines:

- ❖ Contractual Starting Date: [September 20, 2024](#)
- ❖ Consultant Final Inception Report: [October 18, 2024](#)
- ❖ Deadline for data validation phase: [November 15, 2024](#)
- ❖ Deadline for the draft report: [November 29, 2024](#)
- ❖ Deadline for the final deliverables: [December 30, 2024](#)

Evaluation of Proposals

The evaluation method will be the quality and cost based selection. A two-stage procedure shall be utilised in evaluating the Proposals; a technical evaluation and a financial evaluation.

Proposals will be ranked according to their combined technical and financial scores using the weights of <50>% for the Technical Proposal; and <50>% for the offered price.

Technical evaluation

For the evaluation of the technical proposals, the Near East Foundation shall take the following criteria into consideration, with the indicated weights:

Technical evaluation		Maximum Points
1	Relevant work Experience	<20>
2	Strength of the technical proposal and adherence to requirements	<40>
3	The Approach and Methodolgy	<20>
4	Proposed time frame	<20>
Total Technical Score		100



Payment Method:

The payment will be made as follows: 40% upon contract signature, 60% on approval of the final report. NEF will not be responsible for any further expenses incurred by the consultant during the consultancy visits nor for any loss and/or damage incurred.

Skills, experience, and qualifications required:

- ❖ University degree in relevant field;
- ❖ Proven capability and experience in conducting project/program evaluations (preferably for similar, US funded projects);
- ❖ Should have a clear vision for how to approach the project subjects and be able to build a trust and rapport with the subjects and communities being profiled;
- ❖ Experience in the livelihoods and protection sectors in Lebanon, and in evaluating related programs in these sectors;
- ❖ Minimum of 5 years' experience in conducting participative evaluations and impact assessments;
- ❖ Experience in qualitative and quantitative data collection techniques including conducting focus group discussions;
- ❖ Familiarity with the Lebanon Crisis Response Plan, particularly as it pertains to Livelihoods, and Protection sectors;
- ❖ Familiarity with the socio-cultural context of Middle East and the social, cultural, political, and religious sensitivities relevant to the Syria crisis;
- ❖ Native Arabic speaker;
- ❖ Excellent writing and communication skills in Arabic and English;
- ❖ Availability and willingness to travel to various areas in Lebanon during weekdays; and,
- ❖ Ability to work under strict and demanding timelines.

Submission requirements:

Interested consultants should submit the following in a unique PDF file (except any sample of previous evaluations which may be sent in separate files):

- ❖ Cover Letter indicating clearly how the opportunity fits in with consultant's skills and experience;
- ❖ Up-to-date Curriculum Vitae for each individual who will contribute to the evaluation;
- ❖ Technical proposal (including understanding and comments on the ToRs, methodology, sampling strategy and data collection tools, work-plan including number of days at each step, with clear timeframe for each activity under work-plan and deliverable, and if relevant, details on team composition and organization);
- ❖ Financial proposal (inclusive of VAT).
- ❖ Sample of previous evaluations for similar assignments where consultant was the sole or lead evaluator and author;
- ❖ Two references.

Documents should be submitted by [Sunday September 15, 2024:](#)



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By email to: procurementlebanon@neareast.org with a subject line, "Project Evaluation Consultant".

Submissions received after the deadline will not be taken into consideration. Only shortlisted consultants will be contacted.

Interested consultants are strongly encouraged to familiarize themselves with the Near East Foundation by visiting the NEF website at www.neareast.org