



## Near East Foundation - Lebanon

### Request for Applications for Project Evaluation Consultant (Local Posting)

#### CONTRACT DATA

**Period of Performance: August 2020 – September 2020**

**Location of Assignment: Beirut Lebanon (with Travel to Project Sites Berqayel, Halba, Taanayel)**

**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, Senegal, Sudan, and Syria. Its programs are organized around three themes: Peacebuilding through Economic Cooperation, Climate-resilient Agriculture, and Microenterprise Development.

**Project Overview:** The 2 year - project (from September 2018 till September 2020), implemented in 3 areas (Taanayel, Berqayel and Halba) aims to reduce household economic vulnerability and reliance on harmful coping strategies by increasing access & knowledge to livelihoods and protection information and providing business skills on how to start and manage income generating activities.

**Assignment:** NEF Lebanon office is looking to select a consultant to evaluate Year 2 of its US BPRM funded project, while looking into the results of Year 1 since although it is a 2-year project, the target group and activities are separated in both years. Therefore, the consultant will evaluate Year 2 but at the same time look at the lessons learned from Year 1 and link it to Year 2 findings. The consultant will take into account the findings of the project's first year evaluation report and assess to what extent they have been applied during the second year, the primary objective of this evaluation is to gauge targeted performances of the second year of this project (i.e. September 2019 till August 2020) thus far on partners, target communities and beneficiaries, and to provide clear evidence of the project's impact, relevancy, efficacy, efficiency, and sustainability to enable NEF to compile lessons learned, trends and recommendations linking them to the Sustainability Report. The assignment is expected to be completed within at least 20 working days, starting the first week of August 2020.

**Expected Outputs/Deliverables of the Consultancy:** Under the supervision of the Country Representative, and with support from the Senior Project Coordinator and M&E Officer, the Consultant will be required to deliver the following outputs:

- ❖ A solid draft report in English (qualitative and quantitative) detailing the methodology, analysis and key findings by indicators of performance, evaluation criteria and evaluative questions, lessons learned and in-depth recommendations that will inform future programming, submitted for review and comments to NEF by the 10<sup>th</sup> of September 2020 with the possibility of having up to 3 rounds of reviews. Collected quantitative and qualitative data and analysis should be annexed.
- ❖ A 4-hour presentation/debriefing on the report, highlighting key results, lessons learned and recommendations to key NEF staff after the 14<sup>th</sup> of September.



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- ❖ A final version of the evaluation report by the 22<sup>nd</sup> of September 2020. The report will be written in English and submitted electronically in a MS – Word document. The consultant is responsible for proofreading the final report. The report 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 criteria with a brief description;
  - Evaluation methodology with clear explanation of data collection approach, sampling and limitations, participants' selection and data analysis approach;
  - Research findings, analysis, with associated data presented, where appropriate in clear graphs or charts. Info-graphics in 1-2 pages highly recommended. The findings can include subsections for each research criteria;
  - Conclusion, including recommendations for future project implementation. The recommendations should be framed according to each evaluation criteria (impact, relevancy, efficacy, efficiency, and sustainability).
- ❖ Along with the report, submissions should include the soft and hard copies such as handwritten and electronic transcripts of data collection, hard copies of survey questionnaires, lists of participants etc.

## **Deadlines:**

- ❖ Contractual Starting Date August 3, 2020
- ❖ Consultant Inception Report August 10, 2020
- ❖ Deadline for data collection phase: August 31, 2020
- ❖ Deadline for the draft report: September 10, 2020
- ❖ Deadline for the presentation/debriefing of the draft report: September 14, 2020
- ❖ Deadline for the final deliverables: September 22, 2020

**Tasks will require the following:** In order to complete this assignment, it is envisioned that the consultant will undertake the following actions:

- ❖ Reviewing relevant project materials such as: proposal, SoPs, available databases (including Vulnerability Assessments, Business Development Trainings, Vocational Trainings, Capacity Building, Coaching and Networking), workflow charts, training materials and curriculums, quarterly reports, “Sustainability” external consultancy report (expected by June 2020) and the first-year external evaluation report (August 2019);
- ❖ Conducting one-on-one meetings/surveys with NEF project staff;
- ❖ Engage NEF’s implementing partners and other identified stakeholders in field sites;
- ❖ Conduct Focus Group Discussions in field sites with project stakeholders and beneficiaries;

## **NEF will be responsible for:**

- ❖ Provision of project documents for contextual background; proposal, SoPs, available databases (including Vulnerability Assessments, Business Development Trainings, Vocational Trainings, Capacity Building, Coaching and Networking), workflow charts, training materials and curriculums, quarterly reports, “Sustainability” external consultancy report and the first-year external evaluation report.



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- ❖ Provision of documents to introduce systems and standard operating procedures;
- ❖ Provision of curriculum and materials including PPTs, handouts, booklets etc.;
- ❖ Logistics and transportation for the days of field work (including the FGDs) when applicable.
- ❖ Office space, and access to office equipment (with the exception of laptop and phone which consultant is expected to use his/her own).

## **Skills, experience and qualifications required:**

- ❖ University degree in relevant field;
- ❖ Proven capability and experience in conducting project/program evaluations (preferably on US funded projects and similar 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 discussion;
- ❖ Familiarity with the Lebanon Crisis Response Plan, as it pertains to Livelihoods, and Protection sectors in particular;
- ❖ 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 applicants should submit the following in a unique PDF file (except any sample of previous evaluations which could be sent in separate files):

- ❖ Cover Letter indicating clearly how the opportunity fits in with applicant's skills and experience;
- ❖ Up-to-date Curriculum Vitae(s);
- ❖ Technical proposal (including understanding and comments on the ToRs, methodology, 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). NEF will provide transportation from Beirut to field sites and return;
- ❖ Sample of previous evaluations for similar assignments where applicant was the sole or lead evaluator and author of the work;
- ❖ Two references.

## **Documents should be submitted by Monday, 30 March 2020:**

By email to: [procurementlebanon@neareast.org](mailto:procurementlebanon@neareast.org) with a subject line, "Project Evaluation Consultant".



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

Applicants are strongly encouraged to familiarize themselves with the Near East Foundation by visiting the NEF website at [www.neareast.org](http://www.neareast.org).