



**Terms of Reference: Quest Real Time Evaluation
July 2023**

Lebanon: Longer Term More Sustainable Livelihood Recovery Quest: Recovering Businesses

Implementation Period: August 1, 2023 -September 30st, 2023

Introduction

Lebanon: Longer term more sustainable livelihood recovery/ Quest: Recovering Businesses funded by Kerk in Actie (KIA) and implemented by Lutheran World Relief (LWR)/ Corus International and partners provide access to more permanent, more sustainable sources of income, reduce dependency on aid, and restore the dignity by recovering agency, dignity and right to protection of vulnerable host populations affected by the Beirut Port explosion, tough Covid-19 contention measures, severe political turmoil and financial and economic downturn.

The program is designed to promote social cohesion and equality between men and women in Lebanon by empowering women economically and enhancing the awareness against gender-based violence (GBV) and on fair and safe work conditions as well as enabling women entrepreneurs in Lebanon to develop and scale up their micro and small businesses which will result in creating new jobs.

The program's main objectives are:

1. To improve social cohesion, detect and refer SGBV cases, and support entrepreneurship in communities.
2. To create up to 200 sustainable, fair, and safe income-generating opportunities through soft and hard support to micro and small women-led enterprises for owners, existing and new employees and piece workers and their respective families.

Objectives of the Consultancy

Under the supervision of the Lebanon Programs Director, the Quest/ Lebanon project is searching for a project evaluation consultant / content creator that will conduct the real-time evaluation of Quest project to determine what the project has achieved, what worked, what did not, were the tools effective, relevant and efficient in tackling in achieving the program's objectives? How did the project adapt to the challenges and to the local context and what could be done in the future to attain these objectives effectively and efficiently and how to sustain the program's successful interventions?

To ensure accountability, LWR will hire a consultant in alignment with KIA's requirements and consensus to evaluate the project and its financial and non-financial interventions in terms of relevance, efficiency, effectiveness, coherence, impact and sustainability. The evaluation will compare outcomes against baseline and targets using both quantitative and qualitative data. The assessment should provide insights about the project's design and performance to enable designers, implementers, and partners to apply lessons learned for future projects.



Scope of the Consultancy

Starting from August 1, 2023, and ending September 30, 2023, LWR anticipates two tiers of analysis: project material/reports desk review, and field-based research.

In preparation for the evaluation, the consultant will be provided with the following background information documents for desk **review**:

- The W-GDP: EWLFL enterprise assessment baseline and endline reports.
- The W-GDP: EWLFL impact assessment report.
- Criteria for enterprise assessments and reassessments, and reports for the assessments and reassessments.
- Scholarship, Financial Literacy Mentorship intervention description and objectives.
- Enterprises basic business plans.
- Loan Guarantee Agreement.
- Financial Product Raeeadat overview and details (Agreements with Makhzoumi Foundation and/or other MFIs).
- GUI Contracts (Loan Guarantees and Impact Investment).

Any other relative materials that the consultant or LWR Lebanon reckons as needed.

As part of this evaluation, the consultant will conduct **research** using KIIs, FGDs and participant interviews. In addition to questions devised by the consultant to achieve desired results. The consultant might adapt or suggest additional or other tools that she/he perceived as relevant to address the LWR and KIA questions below:

- How was the project relevant in the eyes of the beholders and how adaptable it was to the local context?
- How effective has the program been in promoting social cohesion at personal (1), relational (2), community (3), and national discourse (4) level, and gender equality?
- To what extent has the program raised awareness about gender-based violence (GBV), fair and safe work conditions?
- How effective/relevant were the social cohesion tools and activities? How could we adapt for the future?
- How successful has the program been in empowering women economically and enabling them to develop and scale up their micro and small businesses?
- How many women-led/employed micro and small enterprises have received soft and hard support through the program?
- Have the supported enterprises been able to provide a sustainable, fair, and safe source of income to their owners, existing employees and their families?
- How has the program supported the creation / scale-up of income-generating opportunities for women entrepreneurs? How many opportunities have been created / scaled up in reality so far?
- What percentage of the financial support provided to women entrepreneurs has been in the form of a conditional grant, and what percentage has been in the form of a loan so far?
- Has the financial support given to women entrepreneurs been sufficient for them to develop and scale up their businesses effectively?
- Have the women entrepreneurs been able to repay the loan portion of the financial product so far? If not, what factors have contributed to the repayment challenges?
- What challenges or obstacles has the program encountered in achieving its objectives? How have these challenges been addressed?



- Are there any specific areas or aspects of the program that require improvement or adjustment? If so, what are they, and what strategies can be implemented to address them?
- How has the program collaborated with relevant stakeholders, such as government agencies, NGOs, and local communities, to achieve its objectives?
- What impact has the program had on job creation and economic development in the targeted communities?
- How has the program contributed to the overall empowerment of women in the respective programme areas in Lebanon?
- What lessons have been learned from the program's implementation so far? How can these lessons inform future interventions or similar programs?
- How satisfied are the beneficiaries of the program with the support they have received? Are there any suggestions or feedback provided by the beneficiaries for program improvement?
- How does the program plan to sustain its achievements and continue supporting women entrepreneurs beyond the current project timeline?
- To what extent do participants feel their own objectives were achieved?
- To what extent do project participants believe the results achieved in the project contributed to improving their overall well-being? To what extent do project participants believe the project responded well to their individual needs?
- To what extent do participants feel more empowered to successfully operate their enterprises because of the project? To what extent do they feel better qualified to identify and manage risks?
- What was the correlation between economic women empowerment and decision making at home?
- According to both men and women, to what extent did men's perceptions change regarding women's role in economic development—for the community and in the HH? Disaggregate replies by gender.
- To what extent, the expertise of Truvalu and GUI, the Steering Committee, the Investment Committee, the MFI and the three social actors have contributed to the result of the project so far?

Additionally, the evaluation should:

- Evaluate the degree to which the project has met its indicator targets to date.
- Collect stories (anecdotal evidence) from participants that document shifts in power relationships because of project's participation and choose 4 for inclusion within the report.
- Showcase which project components worked, and in what context.
- Discuss the contextual challenges / developments which emerged (i.e., state of the country, its economy, unrest, etc.) and how they were overcome within the project.
- Compile a list of examples of the ripple effects (positive or negative) caused by the project, on social cohesion and networking, local economy, and economics.
- Any other questions that the consultant sees as relevant.

Key Deliverables

To successfully complete the project real-time evaluation, the consultant must produce and submit the following 3 deliverables, by the dates indicated (dates will vary upon the actual signature date).



Deliverable #1: Inception Report comprised of detailed approach, work plan, and milestones
Due date: August 10, 2023

The Inception Report shall include the following:

- An outline illustrating specific approach for achieving deliverables.
- A detailed work plan with milestones identified.
- A list of questions to be used in the assessment (in addition to those listed in this TOR)
- Research methodology and conceptual framework
- Methodology for analysis
- Limitations of the assessment

Additional requirements:

- Draft Inception Report will be submitted for comments, then finalized with comments addressed or incorporated.
- During this phase, consultant should start conducting KIIs, FGDs, and participant interviews, recording and taking notes for each to enable categorization and analysis.
- All research must be translated to English (existing data and program documents are already translated)

Deliverable #2: Outline of the final report with a draft report for findings.
Due date: September 15th, 2023

- Outline of the final assessment report, including list of Annexes to be included (e.g., tools used, questions asked, FGD notes, KII notes, etc.)
- Notes from FGDs and KIIs in Word format
- Summary of key qualitative findings in Word format
- All the above must be submitted in English.
- Submit draft final assessment report for comments, then revise with comments addressed or incorporated by September 15, 2023

Deliverable #3: Final Assessment Report with Findings, Conclusions and *actionable* Recommendations
Due date: September 29, 2023

Payment Schedule

The Service Provider shall complete all activities by the date specified in the table below. The Deliverable and Payment Schedule also presents the corresponding payment terms as they relate to the deliverables of this assignment. Processing of payments will only commence upon acceptance of deliverables and upon receipt of invoice. Payments will be made within 30 days after receipt of invoice.

S/N	Deliverable/ Task	Final Date	Submission	Payment
1	Final Inception Report with Work plan	August 10, 2023		30%
2	First Draft Report on Findings and Outline	September 15 2023		30%
3	Final Assessment Report	September 29, 2023		40%



Consultant's Qualifications and Application Procedures

This Consultancy is open to individual or firm. The submitted proposals will be assessed using the three criteria:

- Demonstrated capacity to conduct survey, project evaluation, research/studies/assessments of similar magnitude and development themes (especially in the field of enterprise development, gender, market systems, etc.)
- Technical proposal outlining an understanding of the assignment and proposed methodology.
- Cost effectiveness of the proposed budget.

LWR is looking for consultants / institutions with the following qualifications and experience:

- At least five years of professional experience in conducting surveys, project evaluation with solid experience in conducting and managing enterprise development, gender, or market systems survey and evaluation for similar projects.
- Operational experience with (evaluating) business development and/or recovery programmes is an advantage, experience in economic growth; financial service is a plus.
- At least a bachelor's degree in economics, statistics, or other relevant disciplines. Master's level degree or higher is an advantage.
- Demonstrated capacity to analyze qualitative and quantitative data in a systematic way.
- Demonstrated ability to present complex information in a concise, clear and accessible way.
- Have excellent writing and presentation skills (in English), and have outstanding analysis, and communication skills.
- Have excellent command of Arabic in speaking, writing and understanding Arabic.

To Apply

Interested consultants are requested to prepare an Expression of Interest and provide evidence to support claims of knowledge, skills and experience:

- A short proposal (2 pages) on how to fulfill the ToR, which should include:
 - Evaluation methodology
 - Initial work plan
- Proposed all-inclusive budget.
- Resumes/CVs with references.
- A sample of a similar assessment report.

Service Providers are requested to submit the documents by **July 31, 2023 COB** to ewlfi@lwr.org with subject line "Quest/ Lebanon ToR Response Quest Real Time Evaluation Consultancy."