



Community Support Program (CSP)
Task Order 1,2 and 3
Mid-term Performance Evaluation
Consultant's Scope of Work: Evaluation Team Member

Position Title: Team member

Position Description

EnCompass LLC's Monitoring and Evaluation Support Program in Lebanon (MEPL) is seeking a **Team Member** to support the United States Agency for International Development's (USAID) Community Support Program (CSP) Task Order 1,2 and 3 evaluation. The team member will work under the direct supervision of the Research and Evaluation Specialist, and will collaborate with the team leader to contribute to the inception report, data collection and analysis, report drafting and presentations to stakeholders.

The evaluation is expected to be conducted between June and December 2023. The inception and reporting phases are expected to be conducted remotely, data collection however will be conducted in person unless there are security and/or covid restrictions.

The expected level of effort (LOE, or total available billable days) is up to 50 days.

Community Support Program Task Orders 1,2 and 3 Description

Background

CSP in Lebanon is an \$100 million program that is running from 2018 – 2025. The goal of the program (CSP) is to support municipalities and underserved and vulnerable communities in providing better services and enhanced economic opportunities to improve lives and reduce tensions that contribute to conflict and violence, primarily in Lebanon's North, South, and Beqaa regions. To address major causes of tensions that lead to violence in these communities, the project intends to provide access to essential local community services and economic opportunities, and to develop local capacities to collaboratively and efficiently mobilize resources for sustainable local development, local stability, and conflict mitigation. The project will work towards achieving community resilience against destabilizing factors where competition over resources is highest and tensions exist that often lead to violence.

Chemonics international hired sub-contracts ELARD, BTM, and Quantum to support the implementation of the TOs. Each of these contractors brings in-country experience leading flexible and rapid community projects, delivering sustainable technical assistance and infrastructure improvements resulting in long-term public service improvements, and responsibly managing complex projects with large numbers of financial disbursements through grants and subcontracts including construction. TOI provides overall management and back-office support to the CSP program including finance and accounting, human resources management, administration of grants, subcontracts, procurement and general office administration. In addition, TOI is responsible of cross-cutting technical support in engineering and environmental compliance, M&E, communications and outreach, gender equality and social inclusion.



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TO2 focuses on implementing interventions including building the capacity of local organizations and partners, implementing economic and social development programs, and providing technical assistance and training to community members.

TO3 focuses on monitoring and evaluation of the activities implemented during TO2 and identifying lessons learned for future programming. This task order also includes developing a monitoring and evaluation plan, collecting and analyzing data on program outcomes, and reporting on the program's progress and impact. The purpose of TO3 is also to provide technical assistance and customized capacity building to enable communities and local partners to properly utilize, operate, and maintain the service delivery and economic opportunity investments made under components 1 and 2.

Evaluation and Research Objectives and Timeline

The evaluation team will review and finalize the following questions in collaboration with USAID prior to finalizing the designs.

Evaluation Questions

Relevance

- I. To what extent were the CSP interventions relevant to:
 - a. USAID/Lebanon Development Objectives
 - b. Community needs
 - c. USAID's recently articulated locally led development vision and framework

Effectiveness

2. To what extent did the activities under TO1, TO2 and TO3 effectively achieve their objectives, the overall objectives of CSP and the IDIQ?
 - a. To what extent were the management and services of TO1 effective and streamlined in supporting each of TO2 and TO3 in implementation of supported interventions?
 - b. How effective was the performance of subcontractors and subgrantees under TO1, TO2, and TO3?
 - c. To which extent was the technical assistance provided under CSP TO3 effective in communities operating, maintaining, and sustaining the provided infrastructure and equipment and in sustaining the intended public services?
 - d. Under TO2, which types or sectors of interventions were particularly effective in meeting intended objectives, or extending beyond these objectives? Why?
3. For each TO, what factors (programmatic, performance, and/or contextual) have contributed to or hindered the achievement of the supported intervention objectives and outcomes? To what extent?
4. To what extent and how well has CSP TO1, TO2 and TO3 adapted in response to evolving circumstances?



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Lessons learned and recommendations

This evaluation is to highlight the main successes and lessons learned that can be translated to other ongoing or future USAID interventions including with regards to engineering and environmental compliance reporting and monitoring.

The evaluation team is to inform the Mission about what recommendations from other evaluations that were already incorporated into CSP TO2 and TO3 and what evaluation-based recommendations remain to be incorporated during the remaining period of the CSP.

Position Duties and Responsibilities

In collaboration with the MEPL Beirut-based evaluation and research specialist and the evaluation team leader:

- Complete desk review of program documents.
- Contribute to drafting of inception report.
- Support in data collection activities: follow up on fieldwork schedule, take notes, facilitate interviews and focus group discussions and transcribe interviews.
- Support in data analysis and producing summaries.
- Participate in data analysis, integration and synthesis sessions with the rest of the evaluation team.
- Contribute to the presentation of preliminary findings and conclusions, and facilitation of recommendations co-creation workshop.
- Contribute to the drafting of the final report.
- Contribute to the dissemination of evaluation results.

DELIVERABLES AND TIMELINE

An illustrative list of evaluation tasks, associated deliverables, and planned timelines is presented below. The evaluation is expected to be launched in June and completed by December 2023.

Table 1: Evaluation Tasks, Deliverables, and Timeline

Task	Deliverable	Timeline
Design evaluation and write Evaluation Inception Report	First draft inception report	20 July
Respond to USAID and EnCompass Institutional Review Board (IRB) comments on inception report	Final inception report	9 August
Data collection		1 September



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Data analysis <i>Note: This process includes coding, data summaries/memos, and evaluation team data analysis and interpretation session(s)</i>		2 – 27 September
Findings and Conclusions Validation and Recommendations Co-creation Workshop	<i>To Be Determined with the Mission</i>	Week of 2 October
Report writing <i>Note: Anticipate two-week review of the draft report by USAID. Final approved report will be uploaded to the DEC.</i>	Draft Report Final Report	31 October 30 November
Dissemination	<i>To Be Determined with the Mission</i>	December or January

Position Requirements

Academic Qualifications

- Hold an advanced degree in international development, economics, development studies or similar fields.

Experience and Skills

- Minimum of four years of experience in research/evaluation of international development programs.
- Professional experience in evaluating or implementing construction and/or engineering projects is an asset.
- Professional experience in evaluating or implementing community-focused technical assistance programs is an asset.
- Strong understanding of the main concepts of institutional capacity development.
- Knowledge of USAID policies and practices related to evaluation of development projects preferred.
- Excellent written communication, presentation and analytical skills in English.
- Excellent collaboration and teamwork skills.

How to Apply

Please submit CV and cover letter to meprecruiting@encompassworld.com

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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

The incumbent must be able to work in a fast-paced environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate.

If you require accommodations in line with the Americans with Disabilities Act to complete your application, please call 301-287-8700, provide your contact information and a description of your accessibility issue. We will make a determination on your request for reasonable accommodation on a case-by-case-basis, and we will call you back within approximately 3 business days.

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