

## TERMS OF REFERENCE NORAD Project Evaluation

### BACKGROUND

Norwegian People's Aid (NPA) is a politically independent membership-based organization working in Norway and in more than 30 countries around the world. Founded in 1939 as the labour movement's humanitarian solidarity organization, NPA aims to improve people's living conditions and to create a democratic, just, and safe society. NPA, in partnership with local organizations, is dedicated to defending civic rights and interests of marginalized groups. NPA's vision supports the popular mobilization and collective organizing in achieving sustainable societal change. The NPA strategy affirms civil society as a key pillar for nation building, democracy, and development, and perceives human rights as a building block for progressive development.

Since 2019, with funds from NORAD, NPA has been implementing a program which aims to support civil society actors, reduce social inequality, preserve civic space, promote women's participation in influential activities through civic engagement initiatives, and support civil society actors working on creating a just and fair distribution of power in addition to influencing and challenging decisions makers and powerholders. NPA is engaged in partnerships with seven civil society organizations to support their work for a just distribution of power and resources in Lebanon. NPA partners with a number of organizations to change practices through inclusive mechanisms and campaigns in order to challenge decisions makers and change practices through cultural, social, and educational activities. NPA and partners work with young people, media, marginalized groups, and feminist organizations to achieve this change.

### Overall objective:

**Objective: Conduct a contextual assessment that would support the implementation of the new NORAD project.**

To achieve this objective, the evaluation should answer the following questions:

- Who are the main actors currently and actively working on political, social, and economic change in Lebanon (including Palestinian community)?
- What are the factors limiting reform in Lebanon?
- What are the main obstacles youth and women are facing that limit their participation in the political life?
- Why is coordination among civil society actors remains limited and ineffective?
- How can this coordination be improved? What factors need to be in place to achieve better coordination?
- What are the main resources that actors working for change require (experience, skills, financial, networking, etc.)?
- How can cross-cutting issues such as gender and climate be better integrated in movements for change?

### Specific objectives:

Under the supervision of NPA MEL Advisor and the Programme Manager, the consultancy will respond to the following:

- Develop and implement a comprehensive desk review on all information and identify gaps and actions needed to help planning the future NPA's projects and strategies
- Provide a clear understanding of the existing gaps in different thematic areas related to youth political participation, governance, civic space, coordination between civil society actors, etc.
- Provide recommendations and strategic inputs that will guide NPA in drafting, developing and informing future strategies/programs.

- Assess positive factors and challenges that have facilitated or hampered progress in achieving the project outcomes, including external factors/environment, areas of improvement, management and resource allocation.
- Identify and archive the essential lessons learned, good practices, areas of improvements and opportunities for scaling up the future response and local development projects.
- Provide forward-looking programmatic recommendations to enhance NPA's interventions in a similar context, characterize by emergency situations and constrains to civic space.

## METHODOLOGY AND DELIVERABLES

The expected deliverables in the undertaking of this evaluation will include, but are not limited to, the following:

- Inception report indicating the consultant understanding of the assignment and the evaluation detailed design.
- Develop a detailed work plan and timeline for the consultancy in collaboration and as agreed with NPA outlining the proposed methodology.
- Lead an overall process of evaluation as a team leader.
- Develop digital questionnaire (XLS form) using a systemized application builder-if needed-.
- Recruiting and training the field enumerators and providing the necessary data collection assets and resources including the logistical and administrative requisites.
- Draft a report summarising the findings (e.g., successful approaches, relevant project's design, and lessons learned etc), and providing analysis of the results. The consultant will also provide a set of recommendations to promote and enhance future projects' design.
- Design data collection tools (i.e., Surveys, FGDs, KIIs, checklists/ structured questionnaires).
- Collect data/information through literature review.
- Collect information through semi-structured interviews with NPA staff, partners and relevant stakeholders.
- Conduct data analysis and visualization of the information collected.
- Develop a draft final report including NPA comments and recommendations.
- Organize a meeting to share draft findings with NPA and relevant stakeholders to solicit feedback.
- Electronical folder containing all materials/tools collected including raw data and desk review data.
- A comprehensive analytical report and Annexes(s).
- Final narrative report, with edits based on inputs provided in draft review by NPA team.
- The MEL Advisor and Programme Manager will ensure the overall quality, completeness, timeliness of the above stated deliverables.

## CONSULTANT PROFILE

### Education:

- Advanced university degree in Political Science, International Affairs, Humanitarian Affairs, Development, Economy or similar, and/or related field experience.
- Full proficiency in Arabic and English.
- Human rights and context development experience or studies will be an asset.

### Required Experience:

- Minimum of 5 years of professional experience in carrying out high level analytical and project evaluation frameworks.
- Experience in designing a program evaluation framework, monitoring and evaluation, and leading evaluations assignments.

- Proven experience with logical framework and strategic planning approaches including research, M&E methods and approaches (including mixed quantitative and qualitative methodologies), data collection, and information analysis and quality assurance.
- Proven experience in evaluating similar or local humanitarian and developmental projects in Lebanon and in the MENA region.
- Experience in implementing a range of qualitative and quantitative data collection tools and methods in project evaluation (e.g., end-line, outcome, goal-based, impact evaluations).
- Strong experience with programs working on promoting local conditions and applying bottom-up response in community affected areas.
- Good knowledge of the Lebanese context and innovation in results-oriented monitoring, including applicable approaches, principles and methodology.
- Possess strong analytical and writing skills, with the ability to conceptualize, articulate, write and analyse the impact and effectiveness of project’s action.
- Strong experience with digital tools development, data collection methods, data management and analysis using ICT systems.
- Demonstrated ability to handle confidential matters in a discreet and respectful manner.
- If submitting as consultancy firm, a minimum of 5 years of work experience with the firm submitting expression of interest for key personnel who will be working on the project.

**Other relevant qualifications:**

- Demonstrable report writing skills and experience, with emphasis on clear and actionable recommendations on project design, implementation and scope of improvements.
- Ability to gather, appraise and analyse quantitative and qualitative data elicited via desk and field work.
- Knowledge and experience with the targeted geographical areas.
- Good understanding of localized and partnership-based response with social movements, and other stakeholders, community actors.

**TIMELINE**

| Task   | Deadline                     |
|--|------------------------------|
| Posting of call for applications             | 23 August 2024               |
| Deadline for receiving applications          | 13 September 2024            |
| Review of applications by NPA                | 18 September 2024            |
| Interviews with shortlisted applicants       | 23 September 2024            |
| Contracting and initial meeting              | 30 September 2024            |
| Implementation of evaluation                 | 1 October – 30 November 2024 |
| Final reporting and completion of evaluation | 30 November 2024             |

**HOW TO APPLY**

Please submit a technical and financial proposal to [lebanontenders@npaid.org](mailto:lebanontenders@npaid.org) by 13 September 2024 ensuring that the subject of the email is as follows: **“NORAD Project Evaluation Consultancy”**

Technical Proposal must be not more than ten pages (excluding annexes) including:

- Proposed methodology including potential techniques and tools to be used as well as suggested timeline
- Copy of CV(s)

- List of previous similar projects undertaken

Financial Proposal must include:

- Total fees for carrying out the assignment (inclusive of taxes) and how the costs are broken down including all costs that would be invoiced to NPA;
- Legal papers of registration. (Commercial, registration, tax documents- if applicable).