 

**Terms of Reference**

**Evaluation of ADH project for the grant 030-2010 ADH LBN**

**Background**

HelpAge International is a global network of organisations working with and for older people. HelpAge vision is a world in which older people can lead dignified, active, healthy and secure lives.

To date, HelpAge work in Lebanon has focused on health, protection and advocacy for the inclusion of older people in the humanitarian response.

In line with the humanitarian response to the Beirut blast in Lebanon, HelpAge International has implemented a project in partnership with Amel Association International and IDRAAC (Institute for Development, Research, Advocacy, and Applied Care). The project was funded by ADH (Aktion Deutschland Hilft) and it was extended from October 2020 till 31st of July 2021.

The project aim was to respond to health and protection needs of older people living in areas affected by the blast and to improve their access to appropriate medical, mental health, and psycho-social support services.

This was achieved through Amel deploying 1) a roving medical outreach team to provide home-based nursing care, medical consultation, and health awareness focusing on COVID-19, 2) a community outreach volunteers team identifying older people in need for support, referring them to relevant services, and assisting them in their daily living activities, 3) and a psychologist to provide them with psychological counselling as needed, and through IDRAAC operating their MHPSS hotline and walk-in clinic to provide mental health services to the affected older people and their family members.

HelpAge International is planning to have an end line evaluation after the completion of project activities providing a systematic and objective assessment by analysing the project’s design, implementation and achieved results.

**Program rationale:**

**Project Title:**
Community-based health and protection intervention for most at risk older people affected by the Beirut port explosion.

**Project Objective**:
Improve access to health and protection services for older people affected by the Beirut port blast.

**Expected Result:**

Older people receive appropriate medical and mental health and psychosocial support.

**Donor:**
ADH (Aktion Deutschland Hilft).

**2. Evaluation Purpose**

HelpAge intends to undertake an End-of-Project Evaluation which marks the end of the current funding cycle supported by ADH on this project. The purpose of this evaluation is to assess the overall impact of the program. Further, lessons shall be drawn on what has worked well with a special focus on project development, design and quality, delivery and coordination as well as in terms of strategic development for future project and programs.

Where possible the evaluation should explore how the project addressed social differentiation (by gender, age, ethnicity, poverty, vulnerability and disability) and how the project supported the different needs and priorities of different groups.

**3. Evaluation Questions**

Relevance/Appropriateness

* Are HelpAge´s project activities, their concepts and approaches of intervention appropriate and relevant within the context of capacity development and integration services in the region?
* Do the project activities cover the specific needs of the target group(s)? Have gender aspects been considered?
* Have the project activities targeted both refugees and host community’s members?

Effectiveness:

* To which extent have outputs, outcomes and objectives of the projects been achieved?
* What changes have occurred as a direct result of the project at different levels, and for different stakeholders?
* To what extent have the project activities help the inclusion of older people in humanitarian response during the project?

How sustainable are the changes observed?

* Has the project produced any unintended (negative or positive) effects?
* To which extent has the project impacted through implementation activities indirect beneficiaries?

Efficiency:

* Are the services and capacity development measures delivered in an efficient way?
* Are improvements necessary in the steering of the project and the cooperation between ADH and HelpAge?

Impact:

* To what extent do HelpAge activities contribute to the provision of better access to basic services for older people in the project regions? To what extent do they make a difference in the lives of affected people?
* Has the provision of sub grants to local partners helped in contributing to the inclusion of older people in health and protection activities? To what extent did it make a difference?
* To what extent have HelpAge’s activities contributed to the inclusion of older people in health and protection programs and the broader humanitarian response in Lebanon?

Coverage:

* Are there key gaps in the service delivery of HelpAge´s activities in the region? How is the coverage of the target group in the area?
* Where and how can the HelpAge interventions further improve?

Connectedness:

* Have structures been built or can be built that can be taken over by other institutions? Is there a possible exit strategy? To what extent has the local ownership of partners been considered in the implementation of the project?

Coordination:

* Do the HelpAge project activities complement other actors (state, NGOS or international donors) in the region? How is the level of cooperation and coordination between actors?
* What are the challenges that the Program team faced and how were they handled?
* Have there been changes to the project context throughout the project period? If yes, how did the management adapt accordingly?
* Was there a program outline/structure in place and what is its level of functionality?

**4. Sampling/Methodology**

The evaluation will employ qualitative and participatory methods. Information will be derived from primary and secondary sources, including a desk review of relevant documents, as well as interviews with key informants and focus groups discussions with project beneficiaries and other stakeholders. All information will be triangulated for validation.

The evaluation should include a variety of views from different stakeholders and levels including;

* Older men and women
* Representatives from partner organisations
* Representatives from national and local NGOs with a link to the program.
* Representatives from the broader humanitarian community
* HelpAge Staff

Full details and contacts of all relevant Program beneficiaries and contacts will be provided to the chosen evaluator

**5. Outputs**

The outputs for this ToR will be:

* Inception Report to propose research framework and methodology and data collection tools
* Interviews with HAI Program Staff
* Interviews with local partner’s/ field visits
* Field data collection and/or participation in project event as necessary
* Present draft findings and recommendations to project stakeholders
* Prepare draft evaluation report for comments by the donor and the implementing agency
* Prepare and submit final Evaluation Report, including recommendations and an executive summary.

HelpAge will require a full evaluation report in English language written in clear language, making use of clear examples and case studies where possible and include and highlight the voices of older people who have been part of the project.

The structure of the report will be agreed during the discussion about the research framework and methodology.

**6. Time requirements and duration**

The final evaluation report should be presented no later than 30th of July 2021. The evaluator is expected to present a time plan with his offer.

**7. Indicative budget**

HelpAge is looking for Expressions of Interest (see Section 8) for this assignment including all costs e.g. evaluator fees and transportation expenses.

**8. Qualifications/requirements of evaluator**

HelpAge anticipates hiring a single evaluator, evaluator team or agency with the following qualifications.

* B.A. or above in a field highly relevant to the nature of the study (e.g. community development, social science, economics)
* Familiarity with the region and humanitarian context
* proven experience in qualitative research methods and in the evaluation of project development and technical assistance projects relevant to the themes covered by this project
* strong communication skills, proficient in working across all levels of institutions with experience of conducting interviews sensitively in a range of contexts
* excellent report writing skills in English
* understanding of issues relating to ageing especially on older people in humanitarian context
* impartiality towards HelpAge and its partners in Lebanon

**9. How to apply**

Interested evaluators are invited to submit an Expression of Interest for delivery of the assignment. The short Expression of Interest should include:

* A cover letter: A short cover letter addressing the selection criteria above.
* Proposed methodology and any comments on TOR and Research Proposal.
* Financial proposal: The financial proposal should provide cost estimates for services rendered including daily evaluation fees.
* Clear work plan including output/deliverable and time frame for each stage of the project.
* the applicant’s CV (maximum 3 pages) outlining his/her experience.
* Examples of relevant studies previously produced.
* Contact information for 2 professional references.

Selection of the evaluator will be done by a HelpAge project committee and based on the experience of the evaluator, the quality and relevance of the expression of interest, and the proposed budget. Selection will be based on value for money, within resources available. Final negotiated fees will be specified in the consultancy contract.

The deadline for submission is midnight **June 23rd, 2021**. Please contact Hiba Shaer (hiba.shaer@helpage.org) for further information or to submit your application.

The Evaluator assents that they will not at any time, either before or after the termination of this service, use, disclose or communicate to any person confidential information relating to the program, databases, staff, partners, and donor work, except insofar as disclosure is required in providing the services, or in respect of which HelpAge has given prior consent in writing. This restriction shall continue to apply after the termination of the service without limit in point of time.