

**MEL Evaluation Consultant  
Right to Play in Lebanon**

**1. Project Summary**

<b>Project</b>	RTP Lebanon Projects
<b>Implemented by</b>	Right to Play - Lebanon
<b>Locations</b>	Beirut, Mount Lebanon, North and South
<b>Consultancy Objectives</b>	<p>Right to Play in Lebanon is seeking a consultant that works in the field of Monitoring and Evaluation, to handle tasks related to external evaluation studies across several projects.</p> <p>Tasks are:</p> <ul style="list-style-type: none"> <li>- Developing study methodologies (Needs Assessments, Baselines, Mid-term Evaluations, Endline Evaluations),</li> <li>- Developing qualitative tools (FGDs, KIIs and observation tools),</li> <li>- Adapting and contextualizing quantitative tools,</li> <li>- Leading on data collection processes,</li> <li>- Analysing primary and secondary data,</li> <li>- Developing evaluation reports,</li> <li>- Sharing evaluation findings with RTP global staff and stakeholders.</li> </ul>
<b>Consultancy Start and End dates</b>	October 2023 – October 2024
<b>Submission Deadline</b>	Friday, October 6, 2023
<b>Note</b>	Chosen consultant will be considered as a preferred supplier, and agreements will be signed per project, according to the project’s budget and scope, within the consultancy period.

## 2. Background on the organization

Right to Play (RTP) is a global organization committed to improving the lives of children and youth affected by conflict, disease, and poverty. Established in 2000, Right to Play has pioneered unique play-based approach to learning and development which focuses on quality education, life skills, health, gender equality, child protection and building peaceful communities.

## 3. Objectives of Evaluation studies

Evaluation studies conducted aim at assessing the impact, effectiveness, relevance, and sustainability of the projects.

Evaluation questions include but are not restricted to:

1. Has the project enabled participating children/youth to improve their life skills/ psychosocial wellbeing/ learning outcomes?
2. Was the project relevant to the context and needs of the communities it was implemented in?
3. Was the play methodology applied, relevant to the communities it was implemented in?
4. Are the effects of the project sustainable for the beneficiaries it targeted?
5. What are technical and operational recommendations that can be concluded?

## 4. Methodology and scope

It is recommended to use mixed methodology approaches of quantitative and qualitative tools, to use with involved stakeholders in the targeted locations.

Scope is dependent on the project but ranging between 400 to 2000 children (population not sample).

Anticipated number of working days for the consultancy is **40 – 60 days** (2 to 3 studies in 1 year)

5. Responsibilities and deliverables of the consultancy

**Submission of proposal:** Friday, October 6, 2023

Responsibilities and tasks	Deliverables	Deadline
Prepare an inception report outlining the study's plan, objectives, and methodology. This report should serve as a roadmap for the evaluation study	Inception report	—
Design both quantitative and qualitative data collection tools that align with the evaluation's objectives and methodologies.	Data Collection Tools	—
Hire a team of enumerators	Enumerators	
Lead the training and supervision of a team of enumerators for efficient and accurate data collection, ensuring adherence to ethical standards.	Training Materials	—
Oversee and participate in the data collection process, ensuring data is collected according to the established plan and timeline.	Raw datasets	—
Analyse collected data and prepared an initial draft of the evaluation report, including key findings, trends, and recommendations.	Draft evaluation report	—
Organize and facilitate a validation workshop with project stakeholders to validate the findings and recommendations, promoting a participatory and collaborative approach.	Validation workshop	—
Based on feedback and validation workshop outcomes, revise the evaluation report, and submit the final version, ensuring it meets high-quality standards and effectively communicates the results.	Final evaluation report	—

## 6. Qualifications of the consultant

A consultant is needed with the following competencies and experience:

- Evidence of experience in conducting quantitative and qualitative evaluation studies, especially within vulnerable communities,
- Proven knowledge and experience in applying participatory research methods and tools,
- Degree in relevant field (e.g., Public Health, Social Sciences, Education, or related technical field),
- Strong facilitation skills, particularly with regards to working with vulnerable groups,
- Demonstrated understanding and support of principles of equity, participation, and inclusion,
- Good writing skills,
- Fluent spoken and written English and Arabic.

## 7. Proposal submission

Interested Individuals are requested to submit the following documents:

- One previous inception report (plan of study) developed by the applicant,
- Two previous evaluation reports, developed and submitted by the applicant,
- Financial proposal (dated and signed) that includes a budget for the expected activities and the **per diem** for each person involved in USD,
- MOF registration number if available,
- CV and Cover letter of applicants, or of key persons involved and the portfolio of the organization if relevant.

### **Proposal deadline: Friday, October 6, 2023**

Kindly submit the proposal with requested documents by **Friday, October 6, 2023**, to the following email address:

[lbprocurement@righttoplay.com](mailto:lbprocurement@righttoplay.com) with the subject **Mel Evaluation Consultant**

For more clarification regarding the proposal contact Mrs. Mariam Zaytoun.

[mzaytoun@righttoplay.com](mailto:mzaytoun@righttoplay.com)

Incomplete proposals will not be considered, and early submissions are encouraged. While we thank all applicants for their interest, only those selected for interviews will be contacted.

Competitive budgets would be considered.

*Right to Play is a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. To learn more about how we are and what we do, please visit our website at [www.righttoplay.com](http://www.righttoplay.com)*