



## **Terms of Reference**

***Endline*** for the project

***YEP-Yalla for Employment and Protection***

**Co-financed by *AFD***

**Lebanon**

**Type of Contract:** Consultancy

**Country:** Lebanon

**Consulting days:** 35days

**Application Deadline:** October 2024

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## **1. Asmae's Background & partners**

Asmae-Association Soeur Emmanuelle ("Asmae") is a French international NGO and registered charity, specializing in child development. Independent, secular, and apolitical, it is open to all. Founded in 1980 by Sister Emmanuelle, based on her experience with rag pickers in the slums of Cairo, Asmae continues its actions in line with the values and methods inherited from its founder: listening and proximity, pragmatism, taking account of differences, professionalism, and reciprocity. Asmae's actions aim to support vulnerable children and their families through personalized and continuing support for local actors working in the fields of education and child protection.

Asmae has been operating in Lebanon through local partners since 1986. Asmae is currently working with five Lebanese NGOs, operating in and around Beirut as well as in the El Bared, Mount Lebanon and Ain El Helwe camps, with some activities carried out in other parts of Lebanon as well.

For this project particularly Asmae has two main partners directly implementing the project's activities:

- **Farah Social Foundation ("FSF")**

is a Lebanese non-governmental and non-profit organization founded in 1988, with the mission of contributing to the development of communities on a social and economic level, especially targeting the disadvantaged. Farah Social Foundation implements activities and projects in Beirut, Aley, Chouf, Baabda, Hasbaya, Rashaya, and Tripoli districts. The beneficiaries targeted include women, youth, small-scale farmers, vulnerable households, and chronic patients, under 5 main interventions: Humanitarian Aid, Health and Social Care, Youth and Women Empowerment, Education and Human Development, and Agriculture and Rural Development. More specifically, in areas of interest for this project

- **Developmental Action without Borders ("Nabaa")**

is a Lebanese organization that works with Palestinian communities in the camps and gatherings in Lebanon, and with the Lebanese communities Nabaa's mission is to empower those communities so they uphold the rights of children, and so enable children and young people to play a healthy and active role in their communities. Over the last eight years, Nabaa has worked hard to develop its capacities and expand its experiences, particularly in children's rights and community development. Nabaa has an extensive experience on vocational training programs since 2007, having reached more than 10,000 youth. Besides, Nabaa strongly believes that sustainability cannot be achieved without continuously strengthening and improving the organization. Therefore, Nabaa is one of the few local NGOs in Lebanon that has invested recently in internal systems, controls, policies, procedures, and governance in general. This has positioned Nabaa among the most credible and reliable organizations in the country. Nabaa received its certification in Core Humanitarian Standards (CHS) in 2017.

## 2. Project Description

### **Project location:**

Country: Lebanon

Town, region: Bourj Hammoud, Zokak Al Boulat, Khandak AL Ghameek, Karantina, Sayfi, MarMkhayel, Jemaizy,

### **Project Calendar:**

Project duration: 36 MONTHS

Start date: JANUARY 2022

Expected end date: DECEMBER 2024

The **overall objective** the proposed intervention aims to improve the socio-economic situation of youth affected by the Beirut Blast by supporting and strengthening the capacities of 2 local partners with the inclusion of protection services. This will be governed by a profound partnership approach and continuous coordination with the two local organizations, FSF and Nabaa, who will be implementing the project activities by facilitating the access of affected youth to vocational training, employment opportunities, entrepreneurship opportunities, and protection services while ensuring youth meaningful participation throughout the project lifetime. Close collaboration with the municipalities of Beirut and Burj-Hammoud will also be sought as to ensure coordination and foster strong links with the communities targeted other CSOs and public services.

### **Specific objectives:**

- 1) Fostering better socio-economic opportunities for youth affected by Beirut blasts through skills development
- 2) Ensuring youth are protected by providing psychosocial support and enhancing youth's life skills
- 3) Strengthening the organizational and technical capacities of two local civil society organizations

The project adopts a series of diverse yet coherent **activities** that include:

1. **SO1: Fostering better socio-economic opportunities for youth affected by Beirut blasts through skills development**
  - Conduct Gender-sensitive Labour Market Assessment
  - Identification and selection of 270 youth
  - Implementation of 9 vocational trainings 3 per year
  - Facilitation of 3 entrepreneurship training for 165 youth
  - Monitoring and follow-up visits and support during implementation
  - Final exam and presentation of certificate,
  - Provision of toolkits, and seed funds.
2. **SO2: Ensuring youth are protected by providing PSS and life skills services**
  - Identification of child and adolescent beneficiaries (child protection)
  - Implementation of PSS sessions
  - Conducting Awareness Raising Sessions for Youth
  - Referral for children in need of specific support
  - Joint campaigns by partners with youth participation on early marriage, child labor and the importance of education
  - Monitoring and support from Asmae
3. **SO3: Activities related to organizational capacity building component:**
  - conduct organizational capacities assessment for each partner
  - implementation of the recommendations (Capacity building plans)
  - Technical capacity-building on vocational training and education
  - Technical capacity-building on protection and gender mainstreaming
  - evaluation of CB progress

## **Project impact and activities indicators:**

- 2 partner associations see their capacities strengthened;
- 1 organizational capacity assessment is organized for each partner.
- At least 60% of youth (15-24; female, male) affected by Beirut blasts with improved psycho-socio economic status
- Fostering better socio-economic opportunities level
- Ensuring the level of improvement on the well-being level

### **3. Description of the Endline Evaluation**

#### **3.1. Purpose and Objectives of the Endline Evaluation**

An end-line evaluation aims to thoroughly assess and provide comprehensive final data on the project's goal and outcome indicators. This evaluation is crucial for determining how well the project titled "YEP, Yalla for Employment and Protection" has achieved its intended objectives. It will measure the project's **relevance, effectiveness, efficiency, impact, and sustainability**.

Overall, the end-line evaluation is an essential step in understanding the project's overall success and its contribution to the community, as well as in identifying lessons learned and best practices for future initiatives.

Thus, the selected consultant is expected to :

Evaluate the relevance, effectiveness, efficiency, coherence, impact, and sustainability of the project's components

Identify and document key findings and lessons learned throughout the project, providing insights for making informed recommendations for sustaining similar programs in Asmae's future thematic interventions.

Identify activities that have shown immediate impact and will be relevant for reporting after 12 months of implementation, ensuring they align with the project context and target expectations.

The results of this evaluation will be used by Asmae Lebanon to spin off identified good practices, particularly on its strategies, capacity building, management, and decision-making, while mainstreaming child rights, gender, and disability. Recommendations and lessons learned from this project evaluation will provide additional input and knowledge both to Asmae and its recurring partners to sustain and reinforce livelihoods and PSS programs. This evaluation will be conducted as part of Asmae Lebanon's commitment to AFD, partner-funding organization, and the project target groups, at the end of the project in 2024. Also, the lessons learned for adaptation in case of renewal and provide evidence-based recommendations for future programming, taking into account the changing political and security situation in Lebanon, and considering the possibility to switch from developmental project to emergency project.

#### **3.2. Approach to be taken and evaluation questions**

This project endline evaluation is designed as an important tool as part of the project to highlight progress and the performance made by Asmae and its partners in achieving their project objectives. The timeframe to be evaluated corresponds to a 3-year implementation from January 2022 to December 2024. This evaluation will be one of the outputs for the final report for the project donor, AFD.

The evaluation criteria will be based on relevance, effectiveness, efficiency, impact sustainability, and coherence with additional criteria on gender, child rights, and disability. Among the set criteria, this project end evaluation shall focus even more on relevance, effectiveness, and sustainability, with an attention to gender sensitivity.

#### ***Preliminary evaluation questions:***

The Endline consultant will be required to develop an evaluation approach that answers the following main questions as a minimum:

Priority focus:

**Relevance:** the extent to which the objectives and design of the intervention respond to beneficiaries' needs (children, youth, parents/caregivers, and community – in all their diversity, including beneficiaries with particular factors of vulnerabilities such as gender, disability, nationality, etc.) as well as CSO partners' needs, in the context of Lebanon; and how the project was adapted to remain relevant when the context changes.

- To what extent did the program address the identified needs?
- How well was the program aligned with communities' needs (mainly, youth, and parents/caregivers both female and male)?
- What about at the Partners' level?
- Did the Program address and respond to partners' assessed needs and objectives?
- How does the project promote the inclusion of education and protection and Youth?
- How does the project promote the rights of Youth?
- Were the approaches implemented relevant and inclusive (gender and disability)?

**Effectiveness** of the project and extent to which the approaches allowed to reach its set specific objectives and expected results

- Were the activities and outputs of the project consistent with the specific objectives and overall goal?
- Were the approach and project strategy effective in reaching the set specific and overall objectives?
- To what extent were the desired results of the project (outcome level) achieved?
- What were the major factors influencing the achievement or non-achievement of desired results and objectives?
- What worked (and did not work) to increase the learning and improvement of the well-being of vulnerable youth as defined by the project?

**Sustainability** of whether the benefits of the project, including the child rights-based approach, are likely to continue

- To what extent has the project equipped the partners and networks with tools, systems, and knowledge to respond to beneficiaries sustainably?
- To what extent are the tools and activities from the project replicable?
- What actions can be undertaken to sustain the results of the project?
- What lessons can be learned from this project? Did the project allow for the testing/implementation of innovative strategies that can be considered good practices?

Other criteria to be covered:

**Impact:** to what extent has the project generated significant positive or negative, intended or unintended, major changes in s Youth's access to quality vocational training, entrepreneurship, life-skills and PSS services?

- What impact did the project have on youth's lives (Males and Females), including youth with disabilities?
- Has the project had any negative impacts?
- Has the project had any unintended impacts?
- What were the main factors (external and internal) that may have affected the impact of the project on the target groups?
- Did the target groups access the project's assigned services? What are the main services that had a significant impact on the target groups?
- To what extent does the project have an impact on the well-being of youth (in all their diversity)?

- What are the main factors for the project to impact the well-being of the youth? (Social, emotional, knowledge, skills, and physical)
- Has there been an improvement in access to psychological and VT Courses?

*Partners –FSF and Nabaa*

- What were the institutional and organizational impacts on partners and other players (FSF and Nabaa)
- Has the project allowed the partners to develop new strategies and programs adapted to the needs of their beneficiaries / or to adjust their current programs for better quality?
- Were the partners able to implement and learn new practices and skills during the project?
- Did the project allow the partners to influence socio-economic development program?
- What was Asmae’s impact on Partner’s Capacities? Was the support from ASMAE relevant, effective, efficient, and sustainable in building the capacities of FSF and Nabaa?
- What lessons can be drawn from the project so that Asmae can improve its support to local NGOs in the future?
- Are there any unintended results/impact of the project?
- What are the impacts on gender equality, youth participation, and disability mainstreaming (inclusion)?

**Efficiency:**

To what extent was has the project was the project efficient:

- Were the resources allocated in a way that maximized impact on youth employment and protection? Were there any areas where resources could have been better utilized?
- Did the benefits of the project justify the costs incurred? How could cost-efficiency be improved in future initiatives?
- Was the project implemented within the planned timeframe? What were the main causes of any delays?
- How effective were the outreach strategies in engaging the target youth population? Could these strategies have been more efficient?
- Were the training programs delivered efficiently? Did the duration and methods of training align with the needs of the youth?
- How efficiently were partnerships with local organizations, businesses, and government agencies managed? Did these collaborations contribute effectively to the project’s goals?
- How efficient was the job-matching process? Were there opportunities to streamline this process?
- Did the monitoring and reporting systems provide timely and accurate data for decision-making? How could these systems be improved?
- How well did the project adapt to changes or challenges? Was the project’s response to unforeseen circumstances efficient?
- Were the resources for protection services utilized efficiently? Were there any services that could have been
- Did the employment opportunities create by the project lead to long-term benefits for the youth? How sustainable were these outcomes?
- Were there any redundancies in project activities? How effectively were these minimized to enhance efficiency?

**Coherence/ Complementarities** The extent to which the Project implementation’s approaches complement and align with the initiatives and programs of local government, national government, and local and international CSOs.

- How has the project been coordinated and able to synergize with the activities and priorities of other agencies and organizations (including local and international agencies)?
- Were appropriate systems of coordination between Asmae and partners established?

- To what extent the intervention is adding value while avoiding duplication with other actors' actions? Was complementarity identified with another organization?

These questions help define the scope and focus of the project evaluation process. The evaluator will be expected to work with the Project Management Team to review and revise these questions as appropriate at the outset of the project

Prioritizing the questions as well as possibly adjusting (adding/removing) some questions will be discussed with the endline evaluator.

### **3.3. Evaluation design**

The endline evaluation will examine the implementation process of YEP's specified activities. The results of this project end evaluation will be used as a sustainable tool for Asmae's and its partners' upcoming interventions.

Evaluation design and methodologies will be based on a participatory approach where involvement of projects targeted beneficiaries, Asmae's partners, and stakeholders will be prioritized.

The evaluator is expected to engage with the rights holders and stakeholders involved in the project, beneficiaries and Asmae's partners in this project (FSF and Nabaa), and other agencies if necessary.

The overall evaluation approach requires the evaluator to design, plan, and conduct a mixed-methods evaluation that is longitudinal through identifying strengths and opportunities, weaknesses, and constraints/risks associated with Asmae's partners specifically and the project in general.

A proportionate amount of time and resources should be allocated to the evaluation given the type of project interventions, operational context, and the reporting requirements of the AFD.

All the data and information gathered throughout the evaluation, and the ensuing results, will need to be disaggregated, as much as possible, by gender, age, disability, and ethnic group, among others.

### **3.4. Methodology and process**

The endline evaluation must provide evidence-based information that is credible, reliable, as well as useful and actionable in designing a future phase considering potential evolutions in the political and security context in Lebanon. Recommendations should for that purpose include areas and activities suitable for emergency projects.

Establishing the endline figures for the goal & outcome indicators will rely on the primary data collection process.

***The main sources and methods of data collection will be through;***

- Asmae Lebanon's AFD projects Literature review
- Reviewing global action plan documents and secondary data
- Assessment and revision of the project's logical framework
- In-depth Individual interviews with Asmae partners and beneficiaries
- Focus Group Discussions with youth and, Partners Staffs.
- representatives if needed and other local stakeholders.
- Interviews with key informants or other relevant stakeholders
- Collect, revise, and plan the data matrix approach
- Collect quantitatively Case referral database
- Coordination meetings with Asmae Partners.



The evaluator consultant is expected to perform the following tasks:

- Participate in a kick-off meeting with Asmae and the two project partners.
- Review the project proposal document, implementation plan, monitoring and evaluation plan, technical capacity assessment, and the needed documents as mapped out in the Project Management Tool and the technical advisors' documents (technical advisor follow-up tool, observation grid, and other assessment and follow-up tools).
- A desk review of relevant project documents and existing educational and demographic data for the project focus areas. The desk review will form the basis for a situational analysis
- Coordinate continuously with partners.
- Develop quantitative and qualitative data collection tools that measure the set indicators including the preparation of questionnaires and key informant interview questions.
- Share the detailed plan including the tools with the Asmae team to get feedback & approval.
- Conduct needed procedures in coordination with the Projects Officer, to get appointments based on the timeframe.
- Assign trained data collectors to conduct the surveys if needed.
- Follow up and support data collectors during survey data collection in the field.
- Ensure that collected data is valid and of acceptable quality.
- Conduct key informant interviews with the presence of a note-taker during the interviews.
- Perform quantitative and qualitative data analysis.
- Report regular progress to the Asmae team, or weekly meeting (based on the need and availability).
- Share validate and proceed on results of the baseline previously conducted by Asmae with Asmae staff.
- Share recommendations, lessons learned for future programming and propose emergency interventions inline with YEP context.
- Draft the Endline report and submit it to Asmae for feedback and approval.
- Prepare the final Endline report given the feedback on the draft report.
- Share the results with Asmae and partners during the final project steering committee meeting if possible, or in a separate meeting if required.

Additionally, the consultant commits to respect the child protection policy, code of conduct, and security measures of Asmae.

### **3.5. Expected results of the Endline evaluation**

The endline evaluation is expected to provide data allowing Asmae to measure the outcome and impact of the project during the final evaluation. It includes, but is not limited to, the following data:

- Final achieved access of Youth to education services compared to the total population/needs set in the project;
- Final achieved access of Youth to protection services compared to the total population/needs;
- Level of knowledge of the community regarding child rights and child protection;
- Youth satisfaction level in Asmae Partners' center;
- Level of Youth well-being who are participating compared to the ones not participating in the activities;
- Level of knowledge and current practices of partners' staff in terms of protection and education (in coordination with Asmae's Technical Advisors).
- The Institutional and organizational impact on partners and other players
- Impact on the project's targeted theme
- Impact on gender, youth, and other cross-sectional approaches. Insights regarding gender issues would be greatly appreciated.

Kindly refer to the project log frame for details.

### **3.6. Evaluation phases and deliverables**

Evaluation phases – to be further specified by the consultants

<b>Phase</b>	<b>Deliverable</b>	<b>Estimated Duration</b>
One: Inception Phase	<ul style="list-style-type: none"> <li>○ Detailed plan and timeframe</li> <li>○ Summarized inception report</li> </ul>	10 days
Two: Data collection, Interim Report & Presentation	<ul style="list-style-type: none"> <li>○ Data collection</li> <li>○ Validation workshop report</li> <li>○ Presentation of the findings</li> </ul>	20 days (first October)
Three: Final Report	<ul style="list-style-type: none"> <li>○ Initial Draft Evaluation Report</li> <li>○ Final report</li> <li>○ Annexes</li> </ul>	5 days (end of October)

### Deliverables

Having considered any observations made by the field (Asmae and partners) and Head Office (Asmae country office and head office – internal coordination mechanism) steering committees, and requests for additional information and changes made by Asmae, the final report will be presented to Asmae.

It will be 40 pages maximum in length (excluding annexes) and will include:

- A cover pages
- An executive summary (maximum 2 to 3 pages)
- The Endline evaluation purpose
- The methodology used for the endline evaluation (including constraints and limitations on the evaluation conducted)
- The findings and analysis
- A conclusion
- Annexes: Draft and final questionnaires for FGDs, KII, etc., developed tools for quantitative and qualitative data; report/notes of meetings with staff and Youth, analytical frameworks for both qualitative and quantitative data analysis.

### **3.7. Timeframe**

- Consultant is supposed to share the plan including the detailed timeframe based on the plan
- Asmae expects to receive the draft report around the last week of October.

### **3.8. Property of the report and confidentiality**

The Endline evaluation report is the property of Asmae.

The consultant is subject to a confidentiality obligation concerning all the information and documents that may be brought to his or her attention in the exercise of his or her duty. She/He must protect the information collected and must not use it to gain any profit whatsoever.

**Research ethics plan.** Endline evaluator is required to set out their approach to ensuring complete compliance with international good practice about research ethics and protocols, particularly with regards to safeguarding children, vulnerable groups (including people with disabilities), and those in fragile and conflict-affected states. Consideration should be given to:

- administrative, technical, and physical safeguards to protect the confidentiality of those participating in research;
- physical safeguards for those conducting research;
- data protection and secure maintenance procedures for personal information;
- parental consent concerning data collection from children or collation of data about children;

- assent/consent processes as per age and cognitive understanding of children involved in the evaluation need to be taken into consideration
- age-appropriate participation of children, including in the development of data collection tools.

### **3.9. Payment**

The payment will be settled as follows:

- 50% at the approval of the inception report, and
- 50% at the approval of the final report

This schedule is negotiable and consultants are invited to make alternative propositions in their financial offer. The final agreed-upon payment schedule will be included in the service contract signed.

## **4. Required qualifications and procedures**

### **4.1. Qualification of consultant**

- Advanced degree in relevant field (Social Sciences, international development, project management)
- A minimum of 7 years relevant experience undertaking baseline and/or evaluation is required
- Good understanding of child protection and Education in the Lebanese context
- Deep knowledge about Capacity Building approaches and CSOs work in Lebanon
- Knowledge in crosscutting areas such as gender, inclusion (disability), child/youth participation would be an asset
- Good analytical, critical thinking, facilitation, and writing skills
- Proven knowledge and experience in applying participatory research methods and tools
- Experience conducting baselines/evaluations that have provided a participatory and meaningful experience for children
- Get the official authorization to work in Lebanon

Language requirement:

- Excellent Arabic and English writing and communication skills are required.

### **4.2. How to apply**

The applicant should submit the below documents to the email: [hoda.daou@asmae.fr](mailto:hoda.daou@asmae.fr) copy [ghida.sarraydeen@asmae.fr](mailto:ghida.sarraydeen@asmae.fr) by September 16<sup>th</sup>, 2024.

A technical proposal (maximum 5 pages) with:

- Cover letter
- An explanatory note with the proposed methodology and a primary plan
- List of the most relevant previous consulting projects completed, including a description of the projects and role in these consultancies and contact details for references
- Endline Team structure, roles and responsibilities, and time allocation if applicable

The following items should be included as attachments (not included in the page limit):

- Curriculum Vitae (background and experiences)
- General work plan
- At least 2 sample reports from previous consultancy projects (all samples will be kept confidential) or links to websites where reports can be retrieved

A financial proposal with detailed costs (daily fees, number of worked days, transportation costs, etc.) and all-inclusive, in a separate document. The budget proposed cannot exceed 8000 Euro

Applications sent after the deadline and/or incomplete applications will not be considered.

Selected candidates will be contacted for an initial meeting.