



# Term of Reference

## M&E Consultant for EoP Evaluation

**Project Title:** Enhancing the inclusivity of the LGBTI community in workplaces in Lebanon

**Implementation Period:** 1 January 2021 till 28 February 2022

**Project Location:** Beirut, Lebanon

**Implementing Partners:** SIDC, ACTED

**Type of Evaluation:** End of Project Evaluation

### Brief on the Project

The LGBTI community in Lebanon have been and continue to face oppression and marginalization on a social and legal level. LGBTI face multiple challenges and discrimination at different levels in Lebanon with accessing the workplace being a major level. In the absence of protection for the members of the LGBTI community in the legislation, and because of social norms, strongly influenced by religious beliefs, reinforcing stigma against members of the community, workplace abuse, harassment and discrimination during the recruitment process are widespread in Lebanon. In addition, there is a lack of knowledge about the LGBTI community because it is misrepresented and too often stereotyped in the media and in the public. These issues pose a threat to the economic security and integrity of the members of the members of the LGBTI community. They cause their marginalization, further stereotyping, and vulnerability.

The primary target group of this project is the LGBTI community in Lebanon. The second target group is the private sector employers and HR managers.

The overall objective of the project is to promote and protect the rights of LGBTI Persons in Lebanon by increasing their employability and accessibility to the workplace. More specifically, the proposed action aims to achieve the following specific objectives, as follows:

- Specific Objective 1: To improve workplaces by making them more inclusive and responsive to the human rights and fundamental freedoms of the LGBTI community in Lebanon.
- Specific Objective 2: To empower the LGBTI community to seek and maintain employment based on their personal preferences and professional goals.

- Specific objective 3 – To facilitate change and challenge social norms, perceived roles of individuals and prejudices that exist in societies leading to stigma, discrimination, and human rights violations of LGBTI at the workplace.

The objective of the present assignment is to conduct a final evaluation of the project. Data collected and evidence gained from evaluation will support the assessment of project achievements, its management/consortium structure, and lessons learned for future similar projects and response to emergency situations.

### Objective of the assignment

The objective of this assignment is to conduct a final evaluation of the project “Enhancing the inclusivity of the LGBTI community in workplaces in Lebanon”, with a focus on Effectiveness, Relevance, Sustainability, and Impact. Based on findings and lessons learnt, recommendations will be made to inform the design and implementation of future responses and partnerships/ways of working in the sector in Lebanon and beyond. The intended users of the project evaluation are SIDC, ACTED, project donors (European Commission, and other local actors with possible communication with the concerned government agency when needed.

### Methodology

To answer the evaluation question, the external consultant/ expert of team will rely on qualitative data collection method. The detailed methodology will be first proposed and explored by the consultant and then discussed with and approved by SIDC, ACTED and possibly Donor. The assignment may include but need not be limited to the following methodological steps:

#### **A. Preparation**

- General briefing by SIDC and ACTED Team and discussion of mandate.
- Desk study of relevant project- and context-related documents.
- Operationalization of evaluation and study questions and preparation of data collection.
- Inception report including the detailed methodology

#### **B. Data collection**

- Specific briefing by the team regarding field visits and interviews.
- Project data analysis on attendance, transition, enrolment etc.
- Field visits to selected project locations.
- Interviews with key staff members at partner organizations and beneficiary institutions.
- Interviews with the communication team
- Validation workshop / presentation of preliminary evaluation to intended users.

#### **C. Report Drafting and Finalization**

- Elaboration of final evaluation report and discussion/adaptation based on comments received from different stakeholders.
- Finding and Lessons learned on a separate report or document

## Deliverables

The following deliverables are expected from the evaluator:

- A. **Inception Report:** including a work plan and a refined, should be presented during the preparation phase and should clarify the focus of the final review and highlight any reservations regarding the feasibility of the assignment. The report should not exceed 3 pages and should include as a minimum: Key data of the assignment (project title, project data, commissioner of the evaluation etc.); Information on the operationalization of the ToR, if required with explicitly mentioned focus areas. Reflection on and adaptation of the evaluation questions; Evaluation design: methodology, approach, steps for implementation and suggested timelines; Annex with tools and survey templates etc.
- B. **Presentation of findings**
- C. **Evaluation Report:** should include feedback received during the validation workshop / presentation of preliminary findings. The report will require approval of project team. Evaluation needs to include Executive summary. The report and all documents should be delivered in English. The evaluation report shall include as a minimum:
- Cover sheet.
  - Table of contents.
  - List of abbreviations.
  - Short description of the implementation organization, objective of the evaluation and
  - Methodological approach.
  - Report structured along evaluation questions.
  - Conclusions and recommendations
  - Findings and lessons learned
  - Annexes (TOR, work schedule, list of persons interviewed, list of reference documents etc.)

## Schedule

The assignment is expected to be completed within a range of 20-22 workdays and should be implemented as soon as possible. The indicative timeline and distribution of workdays per phase and part of the assignment will be as follows:

Phase of the evaluation	# Of workdays	Deliverable
Inception phase	4	Inception report and data collection tools
Data collection	8	Preliminary Findings and validation workshop
Preparation of final report	6	First draft of final report
Submission of final report and findings	2	Final report and presentation

## Requirements

The proposed evaluation team / expert / consultant should combine the below experience and knowledge:

- Relevant professional and academic background and proven experience in evaluation and monitoring.
- Preferred experience in (evaluating) LGBTI related programs
- Experience working with qualitative data collection and very strong analytical and research skills.
- Excellent oral and written English language and Arabic

## Application Process

During the selection process, the submitted documents will be compared with the requirements outlined in this ToR. The application should include as a minimum:

- CV with three professional references.
- One sample of recent writing (a report or similar).
- Technical proposal of 2-3 pages describing the methodology of the assignment incl. a draft timeline for the conduct of the assignment.
- Financial proposal incl. daily fee rate and supporting costs.
- Interested evaluators should submit their application by 15 January 2022.
- Questions can be sent to Ms. Rania Ramlawi on: [r.ramlawi@sidc-lebanon.org](mailto:r.ramlawi@sidc-lebanon.org)
- Applications submitted directly to [info@sidc-lebanon.org](mailto:info@sidc-lebanon.org) and [n.dgheim@sidc-lebanon.org](mailto:n.dgheim@sidc-lebanon.org)
- SIDC may store all submitted documents for potential future consultancy opportunities unless instructed otherwise.