

TERMS OF REFERENCE (TOR)

Monitoring and Evaluation

I. BACKGROUND / RATIONALE

GVC is an Italian NGO founded in 1971 and present in Lebanon since 2006. From the start of Syrian Crisis GVC has been implementing emergency and development projects in Bekaa and Akkar financed by International Donors mainly in WASH and PROTECTION sectors.

GVC aims to externalize the MEAL functions for its Lebanon mission to local organizations, with the final purpose to increase the MEAL independence, and valorize local organizations in their role of interlocutors between external aid and Lebanon residents.

II. OBJECTIVES OF THE SERVICE

The **Objective** of the service is to ensure that all projects of GVC Lebanon are monitored and evaluated effectively, and that best practices and lessons learnt are collated and disseminated

The **outputs** of this component include:

1. Projects data collection and Monitoring and Evaluation system established;
3. Lessons learnt and recommendations prepared and distributed among staff;

With respect to first output, the Service Provider is expected to develop and manage a sound and adapted-to-context monitoring, evaluation, and learning system, across all WW-GVC Lebanon program that leverages qualitative and quantitative methods, and draws from a variety of data sources to measure progress, evaluate impact and promote learning.

For the development of the M&E system the following activities are expected (at least):

- (i) definition of specific methods and tools to monitor projects indicators;
- (ii) proposition of standardized sector indicators, compatible with WW-GVC HQ indicators and LCRP indicators;
- (iii) development of a data collection and M&E systems;
- (iv) design of a MEAL strategy in line with WW-GVC program needs and best MEAL practice, supported by practical guidelines;
- (v) monitoring and evaluation of project activities (operational progress, outputs, and outcomes);
- (vi) design and undertake in-depth internal evaluations as required;
- (vii) provide technical input on MEAL to project proposals as required.

With respect to the second output, the Service Provider is expected to facilitate the learning process for the development of evidence-based programming, as well as facilitate the knowledge transfer to increase the quality of WW-GVC's actions.

For the promotion of lessons learnt and best practices, the following activities are envisaged:

- (i) analysis and compilation of best practices and lessons learnt;
- (ii) coordination with WW-GVC Advocacy & Communication Department, for the development of a communication strategy targeting dissemination of best practices targeting different stakeholder segments;
- (iii) identify technical gaps and support identification of appropriate capacity building needs and opportunities
- (iv) organization of one annual workshop for the restitution of best practices to WW-GVC staff;

- (v) organization of workshops to enhance transparency, accountability, and learning mindset in the mission, building capacity and providing technical support to WW-GVC staff (and partners) in the implementation of the MEAL frameworks and procedures

III. SCOPE OF THE SERVICE

The overall objective of the assignment is the implementation of operational Monitoring and Evaluation for GVC projects in Lebanon. The purpose is to provide the project teams with tools to effectively monitor projects progresses and achievements, and to feed management with feedback from beneficiaries and local communities.

The Service Provider is expected to:

- Study all projects documents (including, but not limited to the project documents and amendments therein, work plans, log frame and result matrix);
- Review the M&E needs and plans for each project, and extract relevant indicators to monitor the projects outcomes and outputs
- Establish an effective data collection system and reporting forms for capturing quantitative and qualitative information
- Identify sources of verification that the project can use. As much as possible, use existing data sources embedded in existing systems
- Establish an operational manual of M&E system that includes the above and guides the project team in processing and evaluating the information
- Implement the established M&E system during the life cycle of all the projects ongoing during the period of implementation of the assignment
- Propose new relevant indicators to monitor the outcomes and outputs for all projects in the proposal-writing phase.

Specific objectives:

- To formulate a set of relevant, simple and straightforward indicators to monitor the project outputs and activities, through establishing of M&E system;
- To implement the established M&E system during the remaining life cycle of the project.

Inputs to be provided by WW-GVC to the selected Service Provider:

- M&E Logframes of all ongoing projects
- Project document and amendments therein of all ongoing projects
- Project progress reports of all ongoing projects
- Baseline studies
- Previously developed tools and data

Outputs/ Deliverables by Service Provider:

- Manual on M&E indicators
- Manual on Reporting
- M&E System*
- Produce an operational manual of M&E
- Monthly Progress Reports
- Quarterly M&E Reports

The timeframe/sequence of activities:

The whole timeframe of the required services is 12 months, including one month of inception phase and an additional two months of probation period. The duration for each activity will be announced by the potential service provider in the proposed methodology.

The methodology / approach of the assignment

The expected outcome shall be achieved through the most appropriate methodology plan which is to be proposed by the potential service provider and is to include approaches to maximize the beneficiaries' participation in the process.

The Service Provider must provide a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.