



TERMS OF REFERENCE FOR SOFAIR PROJECT EVALUATION

Project Title: “Sustainable Opportunities for Fair trade Activities In Rural areas”.

1. Project Description

Fair Trade Lebanon (FTL) and Atayeb Al Rif Cooperative (AAR) are partners in the project Sustainable Opportunities for Fair trade Activities In Rural areas (SOFAIR). This project, funded by the MEPI (Middle East Partnership Initiative) aims at enhancing the economic activities and status of 26 cooperatives and SMEs in rural areas, reducing their costs of production, expanding their market linkages, developing their sales and enhancing their know-how and practices in product/business development (See attachment for more details)

2. Purpose of the evaluation

The evaluation is intended to assess the relevance, performance, management arrangements and overall success of the project. It looks at signs of potential impact of project activities on the beneficiaries and sustainability of results, including the contribution to capacity development of the relevant women’s cooperatives and SMEs.

The evaluation also identifies/documents lessons learned and makes recommendations that project partners and stakeholders might use to improve the design and implementation of other related projects and programs.

3. Scope of the Evaluation

The evaluation is expected to cover the different project components:

- a) Optimization of managerial capacities of beneficiaries;
- b) Promotion of fair trade concepts and practices among the Lebanese public;
- c) Exploration of local and international markets and increase knowledge;
- d) Increase beneficiaries’ sales and income.

The principal task of this evaluation is to assess the performance of the project in terms of effectiveness, efficiency, and timeliness of producing the expected outcomes

4. Deliverables

The output of the mission will be the **Evaluation Report** in English. The structure and content of the report should meet the requirements of MEPI Monitoring and Evaluation Policy. The length of the report should not exceed 20 pages in total (excluding the annexes).

The report should:

- Contain an executive summary (mandatory)
- Be analytical in nature (both quantitative and qualitative)
- Be structured around issues and related findings/lessons learnt
- Include conclusions
- Include recommendations

5. Timing and Duration

The total duration of the evaluation will be **20 days** within the period of January 5 – February 5, 2018, according to the following plan:

Preparation

Collection of and acquaintance with the project document, project progress reports and other relevant project-related materials;

- Designing the detailed evaluation scope and methodology (including the methods for data collection and analysis);
- Setting up the mission dates and preparation of the detailed mission programme in cooperation with FTL Project Director/Coordinator. The Project Coordinator will organize the schedule of the mission, arrange transportation for the consultant and translation/interpretation, when necessary;
- Communication with the Project Coordinator to clarify any other matters.

Implementation

- Field visits to a selection of stakeholders (possibly including groups of producers, point of sales, beneficiaries/trainees, and partners)
- Evaluate the quality of the products (based on TEQ, organic, WFTO and Fairtrade certifications)
- Organize focus groups¹ and/or key informant interviews with stakeholder groups
- Presentation of preliminary evaluation results to key project stakeholders

Elaboration of the draft report

- Additional desk review
- Completion of the draft report
- Presentation of draft report for comments and suggestions
- Round table with the project team of FTL

Elaboration of the final report

- Incorporation of comments and additional findings into the draft report
- Finalization of the report

¹ Focus groups will be based on three criteria: type of producer groups (coop, sme), type of activity (farming or processing) and location.

6. Required Qualification

The evaluation team should be formed of two consultants, at least one of whom should be Lebanese or of Lebanese origin and be either:

- An agriculture expert and/or a socio-economic expert
 - A monitoring and evaluation specialist
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- Proven experience in project evaluation with NGO (evaluation experiences within MEPI system will be considered an asset);
 - Profound knowledge and experience in sustainable development with further experience and work in rural and agriculture areas;
 - Understanding the political, economic and social dynamics;
 - Understanding the agriculture sector and its challenges;
 - Proven experience in project evaluation with NGO, evaluation experiences within MEPI system will be considered an asset;
 - Excellent writing skills;
 - Fluency in English required;

7. Budget

The total budget for the evaluation is 20,000 USD (including taxes, local and international transport, insurance, per diem etc.)

One contract (in USD) will be signed with the Evaluation Team. Fair Trade Lebanon will not be responsible of the financial distribution between both experts, and will not interfere in any financial negotiation in-between. Fair Trade Lebanon will work with the experts as a team, and will coordinate with the team leader.

The payment will be made in 4 installments:

- 20% upon signature of contract
- 20% upon submission of evaluation/data collection plan
- 30% upon submission of draft final report
- 30% upon submission of final report

8. Methodology

The team should submit a 7 page proposal explaining briefly the methodology that will be used for the development of the report, as well as its technical and financial (Annex 1) components.

The team shall submit along with the proposal, their respective CV to Fair Trade Lebanon by December 20, 2017 in soft copy to Benoit Berger, SOFAIR Project Director: b.berger@fairtradelebanon.org

FTL Project Director will review the documents and will schedule a meeting (or Skype) with the selected team at the latest early January 2018.

Annex 1: Estimated budget template²

Organization title:

Contact and address:

Quotation n° :.....

Report title:

Expense description	# units	Unit cost	Total cost
International flight <i>(with supported document and boarding pass)</i>			USD
- Flight		USD	USD
- Flight		USD	USD
Per diem <i>(lump sum per day)</i>			USD
- Expert 1		USD	USD
- Expert 2		USD	USD
Local transportation <i>(invoice required)</i>			USD
- Estimated cost in Lebanon		USD	USD
- Estimated cost abroad		USD	USD
Salary <i>(cost per day)</i>			USD
- Expert 1		USD	USD
- Expert 2		USD	USD
Other cost (documentation, reprographie, communications...) <i>(invoice required per item)</i>			USD
-		USD	USD
-		USD	USD
-		USD	USD
TOTAL AMOUNT (all tax included)			USD

Remarks:

² To be submit with official header.