

## Terms of Reference

---

Final External Evaluation  
Ref: 22/2018

### Project: Hope & Healing for Gaza's Orphans and guardians

#### 1. CONTEXT

Founded in 1992, Secours Islamique France (SIF) is a non-governmental organization for international solidarity with a social and humanitarian mission. With a presence in Asia, the Middle East, Africa and Europe, Secours Islamique France assists the peoples through its emergency aid, development and orphan sponsorship programmes in over 30 countries wherever humanitarian and social needs exist, without regard to race, religion or gender.

SIF Gaza Strip (GS) Mission in the Palestinian Territory (PT) was established in 2008, and since then has developed a comprehensive knowledge of the local context and understanding of local needs. SIF GS is a member of the Food Security, including Agriculture, WASH, Education, Child Protection and Shelter/NFIs cluster since many years and play an active role in all cluster meetings. SIF GS also works in coordination with many local and international and humanitarian organizations in the GS and local NGOs to assess, share information and coordinate project implementation.

SIF GS has implemented many emergency, seasonal and developmental projects in several sectors, including food security, including agriculture, education, child protection with focus on psychosocial support, WASH, health & nutrition and shelter & NFIs.

Secours Islamique France in partnership with the Centre for Mind Body Medicine (CMBM) started in March 2018 "***Hope & Healing for Gaza's Orphans and guardians***" project targeting 1420 orphans & 400 orphans' guardians in North Gaza, Gaza and Middle Area governorates. The project activities will be completed by November 30<sup>th</sup>, 2018.

The **project's general objectives** are to enhance orphans and their guardians' wellbeing for positive mental health and social development.

The Project **Specific objectives** are:

1. Develop orphans and their guardians resilience through structured psychosocial support
2. Ensure case management and referral mechanism among protection and mental health stakeholders.

The **Project outputs**:

**Output 1:** Orphans and guardians equipped with Mind-Body and self-stress management skills.

**Output 2:** Most traumatized orphans/ mental health complicated cases identified and received consultation and special service.

SIF is seeking to hire an external consultant(s)/consulting firms to execute a final evaluation for the "***Hope & Healing for Gaza's Orphans and guardians***" project

#### 2. OBJECTIVE OF THE ASSIGNMENT

##### 2.1 General Objective

The general objective of the final evaluation is accountability and lesson-learning. It intends to provide SIF with an independent comprehensive review of project performance, processes, and results. In addition to that, the evaluation will address the needs met by the orphans and their guardians. The evaluation will be

used to ensure accountability towards donor and beneficiaries by reflecting the voices, opinions, and experience of the beneficiaries and other stakeholders involved in this project.

## 2.2 Specific objective

1. Provide a comprehensive analysis of the project through assessing the project design, processes and performance according to standard evaluation criteria (relevance, effectiveness, efficiency, impact, and sustainability)
2. Identify best practices and lessons learnt that would be useful for improving designing and planning in the next phase and developing SIF Gaza's protection sector.
3. Set conclusions and develop practicable recommendations that are consistent, realistic and workable by SIF protection project.

## 3. METHODOLOGY

The evaluation method is a mix of quantitative and qualitative methods that will provide robust data. The evaluation data is collected through:

- 1- Document review.
- 2- Interviews with key stakeholders.
- 3- Focus groups discussions.
- 4- Participant survey.

It is important that the evaluation is carried out under a participatory approach to ensure that all stakeholders including beneficiaries contribute to the findings and thus the recommendations.

### ***The consultant is expected to achieve the following:***

- Review the project documents including the proposal, baseline and endline data, reports and any other related document.
- Collect necessary data from different sources, including SIF and CMBM project staff and beneficiaries.
- Finalize a comprehensive evaluation report in English addressing, but not limited to, the evaluation questions and cross-cutting issues including testimonials from target beneficiaries.

### **3.1 Evaluation questions**

#### ***Relevancy***

- Did the planned services realistically meet the priority needs of the targeted beneficiaries in the context of Gaza strip?
- How useful are the outputs to the needs of the direct beneficiaries? Is there general acceptance of the outputs by the beneficiaries? Is there a significant gender differentiation in the usefulness of the outputs to direct beneficiaries (orphans and guardians)?
- To what extent are the project services in line with both SIF mission and child Protection priorities?

#### ***Effectiveness***

- What were the key management/operational/implementation challenges met by SIF and CMBM during the project implementation? How SIF and CMBM have overcome these challenges?
- Were the implementation method, monitoring system and operational procedures applied timely and regularly updated according to the needs? If not why?
- Do you think that SIF need to continue the same way to achieve the same results in the future? Why?
- To which extent the beneficiaries get involved in the action?
- Assess the quality of relations/coordination/communication of SIF with beneficiaries, protection cluster members and other stakeholders

#### ***Efficiency excellent***

- Assess how well the project used its resources to produce target outputs? Were the planned resources adapted to the project needs?

- Assess how the project' has achieved cost effectiveness and efficiency?
- Assess management of budget overspending or under spending and impact on project objectives maximization.
- Assess to what extent the project inputs and approach is adhered to quality assurance and quality control?

#### **Sustainability**

- Assess the ownership of project services by the target beneficiaries?
- Assess the level of sustainable change on SIF institutional knowledge and capacity of protection through the protection project life cycle?

#### **Impact**

- What is the project's Impact on direct beneficiaries (orphans and orphans' guardians)? Identify direct and indirect impact, positive and negative impact, and intended and unintended impact?
- To what extent did the project service make change in the life of the target beneficiaries and enhance their resilience?

#### **4. OUTCOMES AND KEY DELIVERABLES**

An inception report elaborates the methodology, data collection tools, and evaluation action plan; the inception report should be subject to SIF & CMBM approval before the field phase starts.

Presentation (PPT) of the key findings, lesson learned, and recommendation to SIF and CMBM staff.

Final evaluation report no more than 20 pages plus annexes, with an executive summary of not more than 4 pages describing methodology, key findings, lessons-learned, testimonials, success stories and recommendations.

The final report should include following annexes (as minimum)

- List of persons interviewed and sites visited.
- Primary research summaries (analysis tables)
- Questionnaire used.
- Term of reference.

#### **5. TIMELINE**

The overall duration of the evaluation assignment is 20 days during the period from the signature of the contract. The consultant should develop a realistic action plan to accomplish the evaluation assignment within 20 days to include:

- Inception report
- Data collection and interviews
- Data interpretation and identify findings
- Reporting and information dissemination

#### **6. QUALIFICATIONS AND EXPERIENCE REQUIRED**

- Proven experience leading and managing evaluation research (at least 8 years) with focus on qualitative and quantitative data collection and analysis.
- Have at least 5 years practical experience in managing psychosocial support projects.
- Well aware of the self-care management approach.
- Have a strong understanding of psychosocial support interventions in the Gaza Strip.
- The consultant must be committed to meet agreed deadlines.
- Strong report writing skills in English.
- Ability to work with a team and under pressure to meet deadlines and produce agreed deliverables.
- The consultant must be independent, but collaborative, willing to share thoughts, ideas, and make constructive criticism.

## 7. EXPRESSION OF INTEREST

- a) Interested consultants (s)/consulting firm should submit an expression of interest includes: (both printed and on CD):
1. **A cover letter** of no more than 2 pages introducing the consultant(s)/consulting firm. The cover letter should also indicate consultants' availability for the proposed period.
  2. **A technical Proposal** (in a separate envelope) including at least the following:
    - i. **Consultant (firm/team) profile** outlining similar experience including type of task, employer, project title, location, achieved outputs.
    - ii. **The consultant approach:** (key considerations, methodology, deliverables and detailed schedule, and roles of proposed team members )
  3. **The Proposed evaluation team** leaders and team members' CVs. Also sample of previous- similar evaluation report.
  4. **A financial proposal** (in a separate envelope) including a breakdown of assignment cost.

## 8. PAYMENT TERMS:

Payments are based upon delivery of the services specified in the TOR:

Milestone	% Payment	Target Date
Upon satisfactory completion of the inception report and data collection tools.	25 %	To be confirmed on the contract
Upon satisfactory completion of the final evaluation Report	75%	To be confirmed on the contract

## 9. SUBMISSION:

The deadline for submission of proposals on 11<sup>th</sup> Dec., 2018 at 13:00 and it is the time of Bids opening session. Interested Consultant(s)/consulting firm must submit **separate technical and financial proposals** to the following address:

Secours Islamique France

**El Bakri Building- Charles de Gaulle St. Gaza City - Palestinian Territory**