**Save the Children International, Lebanon**

**Evaluation Terms of Reference**

PROJECT TITLE

“Integrated Shelter and WASH response to meet the basic needs of the most vulnerable children and their families”

PROJECT STATION: Bekaa, Akkar, Beirut and Mount Lebanon Governorates

REPORTING TO: Manager of Monitoring, Evaluation, Accountability and Learning Unit

EVALUATION DURATION: 30 Working Days

ELIGIBLE APPLICANTS: Individual Evaluators, Team of Evaluators, Consultancy Firms

**EVALUATION SCOPE AND PURPOSE**

This End of Project Evaluation aims at evaluating the project outcomes, with a focus on identifying implementation successes and challenges in order to draw lessons learnt and to provide recommendations and best practices for future programs.

The purpose of this final project evaluation is to assess the relevance, effectiveness, efficiency, outcomes, and sustainability of the “Integrated Shelter and WASH response to meet the basic needs of the most vulnerable children and their families” project.

**EVALUATION QUESTION AND SUB-QUESTIONS**

* 1. **Main Question**

Did DFID Project contribute to children and their families living in more secure, dignified and healthy homes and communities in the targeted areas?

* 1. **Sub-Questions**
     1. **Relevance**
* Did the objectives and outcomes of the program correspond with the needs and priorities of the target population?
  + 1. **Effectiveness**
* To what extent did the project activities met the needs of beneficiaries (in particular children) as identified in the project proposal?
* What were the major factors influencing the achievement or non-achievement of the project objectives?
* What were the effects of the major rehab, minor repair, Cash for Rent programs on the health and/or protection vulnerabilities of the targeted population (in particular children)? Did the programs restore or increase privacy and/or dignity?
* What were the effects of the major rehab and Cash for Rent programs on reducing rent expenditure of the targeted population? Did SC shelter programs increase the beneficiaries’ access to basic services through information sharing and referrals?
* What were the effects of WASH CSP (Infrastructure and Hygiene Promotion) on their daily live?
  + 1. **Efficiency**
* Were the activities cost-efficient?
* Were the objectives achieved on time?
  + 1. **Sustainability**
* To what extent will the benefits of the shelter programs continue after funding ceases?

1. **METHODOLOGY**

A methodological approach should be proposed that directly answers the evaluation question and sub-questions. The evaluation must follow the qualitative approach. As a basic minimum requirement, the methodology should include: a desk review of key documents including previous SCL integrated projects reports and researches implemented by SCL; detailed sampling approach that ensures the representativeness of the selected sample from the social, economic and geographic perspectives for qualitative data collection; ; and structured interviews with key informants including authorities and landlords (to understand challenges in the real estate market and price settings, relationships with refugee families and long term property plans and how programmes have played a part in these factors); focus group discussions including feedback from children, with the program beneficiaries;. Finally, as part of the monitoring approach for the project, Save the Children has conducted baseline and endline surveys that included a wellbeing situational survey, a technical survey and a knowledge, attitudes and practice survey. The consultant will be expected to use the findings of the baseline and endline (alongside other project monitoring data) during the evaluation.

**DELIVERABLES AND REPORTING DEADLINES**

The evaluation team will submit three reports and three presentations to the SCL Steering Committee:

* Inception report: Following the desk review and prior to beginning of the field work, an inception report will be produced subject to approval by SCL. This report will detail a draft work plan with a summary of the primary information needs, the methodology to be used, and a work plan/schedule for the field visits and major deadlines. With respect to methodology, the inception report will include a description of how data will be collected and a sampling framework, data sources (outlining which data sources will help to answer which questions), data triangulation plans and drafts of suggested data collection tools such as questionnaires and interview guides. It should also include the draft of the final report outline (i.e. Table of Content).

Once the report is finalized and accepted, the evaluation team must submit a request for any change in strategy, methodology or approach to the SCL MEAL Manager.

* Draft report: A draft evaluation report will be submitted to SCL MEAL Manager who will lead the revision process with the reference group and provide feedback within two weeks of receipt of the draft report. Quantitative and qualitative data collected and analysis developed should be annexed to the draft report.
* Final report: The Final Evaluation Report should include a two-page executive summary that summarizes the key lessons learned, conclusions and recommendations. It should also include best practices case studies that can be shared with SCL technical and management staff. Quantitative and qualitative data collected and analysis developed should be annexed to the draft report.

All material collected in the undertaking of the evaluation process should be lodged with the SCL Person to be referenced by the MEAL Manager prior to the termination of the contract.

*Presentation of findings:*

* At the end of the field work and after submission of the draft report, the evaluation team will present preliminary findings to validate and prioritize learning at the SCL Lebanon level
* After submission of the Final Evaluation Report, the evaluation team will provide a final presentation for relevant stakeholders

1. **TIMEFRAME**

Proposals should present a budget over the entire period of 30 working days.

The evaluation team is expected to provide a suggested timeline and work plan for the assessment based on these scheduling parameters and in keeping with the scope of the evaluation question and Assessment criteria.

In event of serious problems or delays, the team leader should inform the Steering Committee immediately. Any significant changes to review timetables shall be approved by the Steering Committee who will consult with the concerned SCIL persons for approving such changes.

1. **EVALUATION CONSULTANT TEAM**

SCL seeks expressions of interest from people with the following skills/qualifications and expertise:

* Background in delivery of Shelter programmes (process rather than engineering focus)
* Understanding of the Lebanese housing market, and housing and rental policies and agreements
* Understanding of Security of Tenure– ideally in both global, local and humanitarian context
* Sound and proved experience in conducting evaluation, particularly utilization and learning focused evaluation and projects’ evaluations.
* Expertise in qualitative and quantitative data collection techniques
* Expertise in participative research and evaluations with focus on child participation and designing assessment tools

**Evaluation Criteria:**

Interested bidders will be selected based on the below criteria:

Essential Criteria (Bidders have to submit the below request documents as a must, or else he/she will be disqualified):

1. Bidder’s registration in Lebanon: submit copies of company registration and Tax Certificate if applicable; or a permission from the relevant authorities to trade in that market (in case of individual consultants) and copy of I.D.
2. Bidder’s confirmation of compliance with the attached SCI Codes and polices. Bidder must sign and stamp on each document as an acceptance and acknowledgment.
3. Bidder provides 3 satisfactory client references from past 12 months related to Premises Insurance and Group party liability insurance (names, email, phone, (preferably recommendation letter) (preferably NGO but not required). These references should be available for a reference check by SCI..
4. Bidders must provide sample of report was conducted by bidder similar to the nature of this project.

**Technical Criteria (60%):**

1. Bidders proofs of expertise in similar tasks, at least 03 letters of reference from government bodies of International and Local organization within the last 12 months. **(05%)**
2. Quality of proposal (level of effort/details put into proposal and level of understanding of assignment scope). **(10%)**
3. Methodology (approach (mixed: qualitative and quantitative) and the extent to which the proposed sample covers all concerned stakeholders). **(10%)**

4. Candidate profile (the strength and relevancy of the candidates’ academic background and technical (FSL) and evaluation expertise). **(10%)**

5. Delivery of Report within 20 Working days. **(25%)**

**Financial Criteria (40%)**

1. Total Price: Bidder’s prices demonstrate an economically advantageous position for SCI (including information about the budget breakdown). **(40%)**
2. **APPLICATION PROCESS AND REQUIREMENTS**

Interested researchers or research firms are required to submit their technical & commercial proposals in a sealed envelope, addressed to Save the Children Int. Lebanon at the below address. The envelope should indicate the Procurement Request reference number, but have no other details relating to the bid. They should be labelled as such:

PR/B/2019/002

End of Project Evaluation (DFID)

And submitted at our:

Admin Office, SCI, Lebanon Country Office, Beirut Main Office 1st Floor, Bloc B, Sodeco Building, Al Nasra Street, Ashrafieh, Beirut, Lebanon

**The deadline of submission sealed bids is January 17, 2019 at 15:00 PM**