



TERMS OF REFERENCE – FOR BASELINE ASSESSMENT

The program “Strengthening access to protection, participation and services for women refugees, IDPs and host communities” Funded by EU Regional Trust Fund in Response to the Syrian Crisis “Madad Fund”

EUROMED FEMINIST INITIATIVE





1. Background Information and Rationale

1.1 Introduction

Euromed Feminist Initiative IFE-EFI is a policy network that provides expertise in the field of gender equality, democracy building and citizenship, and advocates for political solutions to all conflicts, and peoples' rights to self-determination. EFI encompasses women's rights organizations from the two shores of the Mediterranean and seeks to correct the gender power imbalances through ending discrimination and oppression of women and bringing about positive change for the whole society. EFI Headquarters are in Paris, with offices in Amman, Beirut and Erbil. You can visit our website to know more about our work: www.efi-ife.org

Starting September 1st 2018, Euromed Feminist Initiative will implement a multi-county project "Strengthening access to protection, participation and services for women refugees, IDPs and host communities", funded by the EU Regional Trust Fund in Response to the Syrian Crisis – MADAD. The overall objective is to improve the livelihood, agency and legal and social protection for Syrian women refugees, IDPs and host communities in the region in Lebanon, Iraq/Kurdistan Region – Iraq (KR-I) and Jordan.

For the purpose of the project, EFI has built in Lebanon, Iraq KR-I and in Jordan consortia with credible and experienced national and international organizations: In Lebanon with Care International Lebanon, Legal Action Worldwide (LAW) and Lebanese Women Democratic Gathering (RDFL); in Iraq with Baghdad Women's Association (BWA) and Women Empowerment Organizations (WEO), and in Jordan with Business Development Centre (BDC) and Tamkeen.

1.2 Rationale of the baseline assessment

Euromed Feminist Initiative wishes to establish a baseline assessment against which the impact of the action will be measured. The baseline assessment will allow proper measurement of the progress of the project in the three countries of implementation. In each project country the assessment will provide relevant data from the targeted geographical areas, disaggregated by social markers such as sex, age, ethnicity, and refugee status. It will also give analyses to inform and identify effective criteria for the selection of the actors to be engaged during the implementation of the activities. Furthermore it will assess from gender perspective existing policies and mechanisms to establish the needs and identify the gaps in regards to achieving the objectives of the project.

1.3 Objectives and Scope of the Project

The overall objective of the project is to improve the livelihood, agency and legal and social protection for Syrian women refugees, IDPs and women in host communities in Lebanon, Iraq / KR-I and Jordan. The project seeks to bring to policy level the immediate needs of the most vulnerable women, combining emergency response with development of long term capacities. This will be achieved through a two-pronged approach: on the one hand the immediate needs will be addressed by provision of comprehensive and accessible services, supported by community outreach in Lebanon





and Iraq / KR-I, and through provision of decent work opportunities in Jordan; on the other hand, the action will support sustainability of achievement in the field of gender equality on both local and national level, beyond the emergency response. Inclusive, long term development in the three countries will be supported through enhancing the engendering of policies and strategies in general and on the crisis response in particular, by linking them. Development will occur more broadly on the national policy level, by enabling the establishment of the National Gender Observatory in Lebanon, supporting the implementation of National Action Plan for UNSCR1325 (NAP1325) in Iraq and creating an environment that will favor improvement of women's employment and career development in Jordan. Comprehensive approach and cross sector activities will contribute to bridging the gap between the realities of women in the local communities, national policies and international women's rights mechanisms.

The specific objectives of the project are:

1. Security and resilience for Syrian women refugees, IDPs and women from host communities in Lebanon and Iraq/KR-I is enhanced through supporting and coordinating comprehensive and structured services and referral mechanisms;
2. National institutions, policy frameworks and legislation are more gender sensitive and gender equality and empowerment are sustainably enhanced;
3. Improved livelihood of women Syrian refugees and host communities in Jordan and contribution made to eliminating practical, social, cultural and legal barriers to their employment.

There are seven expected results:

R 1. Women have greater and safer access to comprehensive multi-sectoral services - legal, psychosocial, SRR, GBV related services;

R 2. Syrian women refugees and women in host communities are empowered with better knowledge of their rights and access to protection;

R 3. Institutional capacity, awareness and cooperation are enhanced to mainstream gender in national policies and address discriminatory legislation;

R 4. Public awareness and support are strengthened for women's rights, zero tolerance on GBV, and for change of discriminative legislation;

R 5. Syrian women refugees and women in host communities are empowered with better skills and knowledge to meet the needs of the labour market;

R 6. Syrian and Jordanian women have greater access to work opportunities within the labour market;

R 7. Women are better aware of their working right and more able to obtain work permits, and get the support from their families and communities; 8. Supportive services to women in labour market are improved.

Areas in which the activities of the project will take place:

1. Lebanon: Mount Lebanon, Akkar, North Lebanon, Beirut and Saida.
2. Iraq/KR-I: Baghdad, Salaheddin, Najaf, Karbala, Diyala (Khanaqeen), and Mosul (Salamiyah).
3. Jordan: Jerash, Ajloun, Deir Alla, Azraq City and camp, and East Amman.





1.4 Available information sources

The following set of information sources about the program will be made available to the Assessment team:

Project Documents	<ul style="list-style-type: none"> - The full project proposal, including the logical framework and budget, MEAL framework, as well as any other related documents - Communication between the NGOs, consortium members, decision makers and EFI in relation to the project. - Agreements with consortium members
Intervention Assessment Information	<ul style="list-style-type: none"> - Key findings of the rapid assessment conducted by consortium members in Lebanon - Selection criteria of Social Development Centres in Lebanon - “Feasibility Study for the creation of a Gender Observatory at the National Commission of Lebanese Women” made in 2016 with the support of the EU - Labour Market Assessment Report prepared by BDC in 2017
Institutional Information	<ul style="list-style-type: none"> - Guidelines and internal rules etc. - Strategies, Policy papers and previous studies conducted by any of the Consortium members or relevant stakeholders - Strategic documents published by EU Regional Trust Fund in Response to the Syrian Crisis – MADAD - Any available databases relevant to the assessment

2. SCOPE, SPECIFIC OBJECTIVES AND USES OF THE BASELINE ASSESSMENT

2.1. Scope of work

Euromed Feminist Initiative welcomes applications from qualified consultants to perform the baseline assessment of the above-mentioned project. The assessors will collect relevant data and information in each of the project countries that shall be used to measure the indicators for achieving objectives and results.

In order to effectively measure the project impact, achieving the objectives and expected results, strong and evidence-based baseline is required for the key indicators. The baseline assessment will constitute the basis to measure the project performance during the implementation and after the end of the project. The baseline assessment will provide gender disaggregated (*where possible*)





quantitative and qualitative data and analysis to complement the log-frame of the project and ensure proper monitoring and evaluation throughout the project period.

The assessors will develop a detailed methodology for the baseline assessment, which will highlight aspects such as the research design, sampling strategy and data collection in the targeted areas of the project and tools to be used, as well as a strategy in which both primary and secondary data will be analysed.

The final report will comprise of both quantitative and qualitative data, which will be used to measure the action's progress in achieving its targets and objectives throughout the project timeframe. The assessors will also work on developing monitoring tools to adequately measure results and objectives. The tools will be harmonised (where possible) in order to be able to conduct cross-country comparisons. A short and user-friendly manual will be developed as an annex to the final report to guide M&E teams in properly implementing monitoring tools in a harmonised manner.

2.2 Baseline Assessment Objectives

The baseline assessment will enable the following:

1. Provide benchmark information to measure project achievements and outcomes based on the project log-frame particularly in the following points:
 - a. Access of women and girls both refugees/IDPs and in host communities in Lebanon and Iraq/KR-I to comprehensive psychosocial and legal services.
 - b. Level of knowledge of women and girls in targeted areas in Lebanon and Iraq/KR-I have regarding their rights including sexual and reproductive rights.
 - c. Level of awareness of men and boys regarding VAW in the targeted areas in Lebanon and Iraq/KR-I.
 - d. The capacities of service providers in the targeted centres and institutions in Lebanon and Iraq/KR-I on the issues of GE, GBV and other-related topics.
 - e. The extent to which a gender perspective is applied in the governmental response to the protracted Syrian refugee crisis in the three countries.
 - f. Present national policies and frameworks linked to women's rights and gender equality in the three countries, and level of application in the governmental responses to the Syrian crises: identify gaps and/or barriers.
 - g. Access to economic justice and labour market opportunities, and awareness of economic rights of women both refugees and from host communities in Jordan.
 - h. Capacities of targeted women in Jordan to enter the labour market and agency to become financial independent and.
 - i. Concrete needs of local communities to ensure that women and refugees have access to decent work opportunities are provided with gender sensitive working environments in the labour market.



2. Assess the extent to which gender is integrated into existing governmental policies and mechanisms in Lebanon, especially those linked to the Syrian Crisis Response. This data will allow the National Observatory in Lebanon to set its work agenda and identify and prioritise discriminative policies and laws as well as propose alternatives and proper way of implementation.
3. Verify the adequacy of the project's log-frame with realities observed on the ground and with the rights holders, and provide input to assist in adapting the activities to be implemented if necessary.
4. Identify tools, channels, best practices that can be used in the framework of the project regarding service provision, awareness raising and advocacy.
5. Review the existing project's theory of change (TOC) and refine according to the baseline findings.

2.3 Key partners involved, including the implementing partners and other key stakeholders

- Consortium members: The project will be carried out in partnership with: In Lebanon with Care International Lebanon, Legal Action Worldwide (LAW) and Lebanese Women Democratic Gathering (RDFL); in Iraq with Baghdad Women's Association (BWA) and Women Empowerment Organizations (WEO), and in Jordan with Business Development Centre (BDC) and Tamkeen.
- Rights-holders: displaced and refugee women and girls and women and girls from the host communities, service providers, centres covered by the action (In Lebanon - 12 SDCs and 4 RDFL centers; In Iraq 3 Mosla centers, 2 BWA centers and in Kurdistan autonomous region 2 centers for IDPs).
- Key stakeholders: decision makers, political actors on national and local level, relevant ministries and bodies (In Lebanon: MoSA, MoPH, OMSWA, OMSRA, Mol, MoE, NCLW, CAS; In Iraq: MoLSA, MoH, Mol, MoD; Women Empowerment Directorate-Council of Ministers and Women High Council of Women in KRG, Cross Sector Task Force1325 ; In Jordan: Ministries: MoSD, MoL, Mol, MoPIC, Public Security Directorate), MPs, municipalities, local authorities, and unions, Police, CSOs, CBOs, youth initiatives, Women and men from social and professional groups, boys and men in the host communities, employers and private sector companies, and Media.
- Representatives of EU Regional Trust Fund in Response to the Syrian Crisis – MADAD and EU Delegations in Lebanon, Iraq/KR-I and Jordan.
- Other donors, NGOs and CSOs that EFI will collaborate with.





- Other entities receiving funds from Madad Trust Fund in the three countries such as UN Women, GIZ, ACTED among others.

2.4 Management and Monitoring

While the assessment will be carried out externally to ensure objectivity and impartiality, it relies on the collaboration of staff from the organisation and partner organisations, which are familiar with the object under assessment and its context. This approach aims to ensure that the assessment process is appropriate for the actual situation to be assessed, and that the system for monitoring and evaluation of the project will be improved, while respecting the principles of impartiality and independence.

The Technical Management Unit comprised of EFI country managers in each country along with the project managers and financial officers of the consortium members will be responsible to follow with the assessment. They unit will work under the supervision of the Regional Steering Committee. They will be responsible for:

- Supervising the assessment process to ensure it is carried out according to plan.
- Facilitating fieldwork activities and coordinating with partners.
- Disseminating results of the assessment, not least to the stakeholders.
- Facilitating access to all relevant information and key informants.
- Supervising the quality of the assessment process.

3. METHODOLOGY AND WORK PLAN

3.1 Methodology

The baseline assessment design should:

Ensure the application of quantitative and qualitative techniques, and data collected should be gender-disaggregated.

- Provide a methodological emphasis able to validate the four levels of analysis: I) findings, II) analysis based on the data, facts and information III) conclusions and IV) recommendations.
- Offer a standard interpretation, taking into account the dimensions of the project (design, structure, resources, processes and outcomes), and which interprets the causes and contributing factors.

3.2 Work plan: phases, deadlines and outcomes.

The assessment will comprise the following phases:

1. **Design and Desk Review**: During this phase, the assessors will:



- a. Examine all the documentation and obtain a detailed understanding of the project, as well as hold preparatory meetings with those in charge of running the project including the Regional Steering Committee.
- b. Establish specific objective of the assessment within the context in which the project operates, including the sources and conditions of access to information, and identify key informants.
- c. Operationalize the key questions through indicators and propose appropriate techniques for the collection of information.
- d. Refine the methodological instruments and data collection tools, and their feasibility in terms of collecting and processing data.

At the end of this phase, the following **deliverables** should be completed:

- a) An inception report highlighting,
 - a. Objectives and scope of the assessment
 - b. An assessment matrix comprising
 - I) Assessment criteria and relevant questions
 - II) Indicators that operationalize these questions,
 - III) Proposed techniques and information gathering tools for each case.
 - c. A detailed methodology for the assessment which will include data collection methods and tools, sampling and recruitment strategy, data analysis, and ethical procedures followed as well as a refined workplan for the assessment.

All logistical issues will be carried out in close collaboration with the Regional Steering Committee. Only after validation of the Inception report, will the assessors proceed with the second phase of the assessment.

- 2. Fieldwork:** Field work will be carried out in the different areas where intervention activities are planned and also in local partner management, planning and administration units, as these centralised units are a key element of field work.
- 3. Preparation of the report:** The report should be drafted in accordance with the recommendations set forth in section 6 of this document. A final draft will be drawn up to be reviewed and discussed by all parties until a definitive report is produced. Once the final report has been produced, it will be submitted to EFI and to the donor.

Results of the assessment should be presented in a way that differentiates facts from interpretations. Conclusions (factual findings regarding the criteria and factors evaluated), and recommendations

(suggestions to improve the cause-effect relationship and design logic of the intervention, information systems that should be implemented, etc.) will be presented.

At the end of this phase, the following **deliverables** should be completed:

- A Draft Final Baseline Report.
- A Final Baseline Report based on the structure highlighted in the TOR and including all annexes such as the M&E manual and the project’s theory of change.
- A Workshop with M&E teams to share M&E tools developed.
- All raw data from the survey will be provided to EFI as a part of the final deliverables of the assessment.

Work plan:

TABLE: Assessment timeframe by week

PHASE	ACTIVITIES	OUTCOMES	1	2	3	4	5	6	7	8
II. Design and desk review	Document review	An initial working frame detailing the objectives, scope and description of the methodology, data collection tools, methods of analysis, key agencies and informants (Including interview scripts), review questions and work plan with the schedule of activities and outcomes								
	Development of methodological tools									
	Preparation of field work									
	Preparation of the schedule and logistics plan in coordination with the Regional Steering Committee	Field work schedule								
III. Field work	Information gathering	Preliminary results report.								
	Preliminary results reporting									



IV. Report drafting	Drafting of preliminary report	Draft of full report																		
	Feedback with comments and suggestions	EFI and consortium members provide feedback																		
	Drafting of final report																			
	Workshop with M&E teams to share M&E tools developed																			

4. STRUCTURE AND SUBMISSION OF FINAL REPORT

The final baseline report should not exceed 50 pages (not including appendices), and will include an executive summary of a maximum of 5 pages. After the submission of the report in electronic format, 2 printed copies final report will be presented together with 2 CDs containing copies of the reports in electronic format.

The final report will include the following sections (indicative content):

1. Executive summary: 3-5 pages, including the main results and outcomes of the assessment.
2. Introduction, outlining the purpose of the assessment, the questions and the principal results
 - a. Background and objective of the assessment
 - b. Methodology used in the assessment
 - c. Conditioning factors and limitations of the assessment
 - d. Presentation of the assessment team
3. Description of the project, its objectives and structure; background, organisation and management; stakeholders and context in which the project will be conducted.
4. Analysis of information gathered, assessment questions and established criteria, analysis of the different levels (design, process, outcomes)
5. Results of the assessment, the evidence, questions and the interpretations put forth on this evidence
6. Findings, in relation to the established criteria
7. Recommendations through specific indications in regards to the implementation of the project and the measurement of the indicators.





8. Appendices: ToR, proposed methodology, the data collection tools applied, the database used with all information organised and updated, the work plan and mission statement (detailed breakdown of all work undertaken), etc
- All documentation produced will be written in English. The draft report will be discussed by the Regional Steering Committee until a final report is produced.

5. QUALIFICATIONS

Euromed Feminist Initiative requires that the Assessment is conducted by a team of 6 persons with 3 main assessors, of whom a Team Leader is assigned, and 3 assistants. Each of the main assessors will have full control and responsibility of each of the project countries. Competencies expected from the 3 main assessors are:

- Master's or doctoral degree, preferably in Social Sciences.
- Nationals of Jordan, Lebanon and Iraq are hereby invited to apply.
- At least 5 years' experience in conducting assessments and evaluations in gender and human-rights based interventions.
- The Team Leader has to have extensive experience in managing assessors with assistants by assuring the quality of delivery, organization and communication.
- Experience in monitoring and evaluation and in results-based management.
- Experience in conducting baseline assessments especially for multi-country projects and programs
- Ability to produce well-written reports that demonstrate excellent analytical and communication skills from the perspective of women's rights as universal human rights.
- A strong team leadership and management track record.
- Ability to work with the organization and with other stakeholders to ensure the delivery of a high-quality product in a timely manner.
- A full understanding of security related issues and approaches with regards to collecting sensitive information from project beneficiaries and stakeholders.
- Regional/Country experience and knowledge.
- Excellent command of English is mandatory.
- An excellent command of Arabic is mandatory for at least one main assessor

The selection of the 3 assistants will be made in agreement between the Technical Management Unit and the 3 main assessors.

6. ASSESSMENT, AUTHORSHIP AND PUBLICATION PREMISES





- **Anonymity and confidentiality** - The assessment should respect the right of individuals to provide information with an assurance of anonymity and confidentiality.
- **Responsibility** - Any dispute or difference of opinion that may arise between assessors and those in charge of the project will be discussed and resolved within the Regional Steering Committee.
- **Integrity** - The assessors will be responsible for highlighting issues not specifically mentioned in the ToR, should this be necessary in order to obtain a more complete analysis for the project.
- **Independence** – The assessors should ensure the independence and objectivity of the information, statements and conclusions made regarding the project.
- **Incidents** – If any problems arising during the execution of field work or at any other stage of the assessment, these should be reported immediately to the Regional Steering Committee. Otherwise, the existence of such problems should under no circumstances be used to justify the failure to achieve the results required by EFI in this document.
- **Validation of information** - The assessors will be responsible for ensuring the accuracy of the information gathered for the preparation of reports, and responsible for the information presented in the baseline report.
- **Submission of Report** - In the case of late delivery of report or in the event that the quality of report submitted is inferior to that agreed, the penalties set forth in the contract will be applied.

Euromed Feminist Initiative reserves the right to direct the assessment and/or decide on its various aspects.

7. DEADLINES FOR THE EXECUTION OF THE ASSESSMENT

The assessment will be carried out during 10/10/2018 – 10/12/2018 (8 weeks).

The deadlines for the completion of the assessment will be agreed by the assessment team and the Regional Steering Committee in accordance with the technical proposal submitted by them.

The wording of the final assessment report, its presentation and approval by the Regional Steering Committee should be completed by 15th December, 2018.

8. BUDGET

The total estimate for the required assessment for the three countries is as following:

1. Lebanon: 27,000 EUR
2. Iraq/KR-I: 20,000 EUR
3. Jordan: 20,000 EUR

Total € 67,000 (including VAT and all relevant taxes).





This amount shall cover fees for the team (3 main assessors and 3 assistants), flights, in-country travel and accommodation, and any other expenses incurred during the assessment process.

9. SUBMISSION OF TECHNICAL PROPOSALS AND ASSESSMENT CRITERIA

Submission of tenders should be made by email to the address listed below, indicating on the cover page the titles corresponding Programs.

The content of the tender should include the following sections as a minimum:

A) Preliminary assessment matrix, representing the working hypothesis based on the summary of the Program and the assessment questions mentioned in this document.

The matrix must include the following elements as a minimum:

- I) Assessment criteria and relevant questions
- II) Indicators that operationalize these questions,
- III) Proposed information collection techniques for each case.

B) Detailed schedule proposal with a breakdown of the work to be executed in all phases, including the proposed communication plan for conclusions and recommendations.

C) Budget as detailed below:

Design stage:

- Document review
- Adjustment and validation of assessment design, production of final assessment matrix and proposed methodology
- Design and development of techniques for collecting information and data

Field work phase:

- Execution of field work
- Data interpretation
- Results preview and feedback

Report writing phase:

- Preliminary report and revision of conclusions and recommendations
- Regional feedback workshop

D) Curriculum vitae of the three main assessors.





All proposals must be submitted in English.

Criteria for Baseline Assessment tenders:

Tenders received will be assessed according to the following criteria and standards:

CRITERION 1: Technical quality of the proposal (maximum 5 points out of 10 for the proposal as a whole. Minimum of 3 points).

CRITERION 2: Professional profile, CVs of the assessors (maximum 3 points out of 10 for the proposal as a whole).

CRITERION 3: Budget (maximum 2 point out of 10 for the proposal as a whole).

Place and deadline for submission of tenders:

Tenders should be submitted in English by email to: ife@efi-euromed.org indicating the reference: "Baseline Assessment" in the email subject.

The deadline for submission of tenders is **1st October, 2018**

