

End of Project Evaluation Terms of Reference

“Empowering Children and Youth to be
Agents of Change and Peace in their
Communities”

Project No. 2015.5589.5

September 2018

World Vision Jordan and Germany

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Affirmation

Except as acknowledged by the references in this document to other authors and publications, the evaluation objectives and processes outlined in this document reflect the strategic direction World Vision Jordan would like this End of Project Evaluation to be undertaken to improve the quality of World Vision Jordan's Design, Monitoring and Evaluation Learning System.

Primary qualitative and quantitative data that will be collected during the process will remain the intellectual property of the communities from which it will be collected. Consequently, the information generated by this evaluation should only be used with their permission and consent

MEAL Department - World Vision Jordan,
September 2018

Glossary

| | |
|-----------------|---|
| E&KM | Evidence and Knowledge Management |
| CBOs | Community-based Organizations |
| CBPPC | Community-based Peace Promoting Committees |
| DAC | Development Assistance Committee |
| FGDs | Focus Group Discussions |
| (GoJ) | Government of Jordan |
| GSHS | Global School Health Survey-Jordan |
| HH | Household |
| KIIs | Key Informant Interviews |
| MOE | Ministry of Education |
| MEAL | Monitoring, Evaluation, Accountability and learning |
| NGOs | None Governmental Organizations |
| OECD | Organization for Economic Cooperation and Development |
| PCA | Program Cooperation Agreement |
| RHAS | Royal Health Awareness Society |
| TOR | Term of Reference |
| TOC | Theory of Change |
| UN | United Nations |
| UNICEF | United Nations International Children's Emergency Fund |
| UN | United Nations |
| WASH | Water Sanitation & Hygiene |
| WVI | World Vision International |
| WVJ | World Vision Jordan |

Evaluation Summary

| | |
|---|---|
| Programme/Project | Empowering Children and Youth to be Agents of Change and Peace in their Communities |
| Programme Phase | 1 December 2015 - 31 August 2018 |
| Evaluation Type | End of Project Evaluation |
| Evaluation Purpose | <ol style="list-style-type: none"> 1. Assess the progress made towards achieving project goal and impacts based on the project design and strategy (Relevance, Effectiveness, Impact, Sustainability and Efficiency) in order to better inform future WVJ programming and identify potential gaps and area-specific opportunities/focus for programme planning and improvement. 2. To come out with recommendations to guide future programming. 3. To render accountability to donors |
| Primary Methodologies | <ol style="list-style-type: none"> 1. Quantitative Method (survey with children) 2. Qualitative methods (through Focus Group Discussions (FGDs) and Key Informant Interviews (KIIs). 3. Desk/Literature Review. 4. Observation. |
| Evaluation Start and End Dates | 1 st of Dec 2018 |
| Anticipated Evaluation Report Release Date | 28 th of Feb 2019 |

Description of Project Being Evaluated

The purpose of this Terms of Reference is to provide a framework for planning and conducting the Final Evaluation for the BMZ-co funded project „Empowering Children and Youth to be Agents of Change and Peace in their Communities” in Jordan. The Final Evaluation will use both quantitative and qualitative methods to ascertain the impact of the project. It will also assess what factors enhanced and/or limited achievement of project targets as well as documentation of the results achieved and lessons learned for future programming. An external evaluation will provide a view of the project that is considered more objective by the intended users. It is further expected that the evaluator will conduct a theory-based evaluation. The staff of the local NGOs, WVJ staff and beneficiaries involved will have the opportunity to have their voices heard and may want to contribute to the evaluation. An external evaluation will be perceived as more credible, unbiased and objective to relevant parties.

The sectors of education, WASH and child protection have been identified by multiple strategies as critical for Jordan's development, including within Jordan's 2007-2017 National Agenda, Jordan Response Plan (JRP), and the UN Regional Refugee & Resilience Plan (3RP).

The Syrian Civil War is entering its fifth year and has displaced over 620,000 people into Jordan. Syrian refugees now comprise 10% of the population, and this dramatic increase has exacerbated pre-existing deficits in Jordan's public sectors, specifically education, social development, water and energy. With few refugees entering or leaving the country, projections by government and international stakeholders assume Jordan's future to be a stable yet strained one. Continuing (or maintaining) development gains under the weight of increased demand for services, especially in those key sectors affected by Syrian refugees, will be a challenge. In Jordan, the majority of registered Syrian refugees in Jordan are children under 18. According to a UNICEF report, male adolescents in Irbid aged 13–16 years listed their top 3 challenges as ‘problems with education’, ‘the lack of work opportunities and no income’ and ‘al ghourbeh– a sense of exile and of being a stranger’. The Government of Jordan (GoJ) and UNDP identify increased pressure on public services (mainly on health and education) in Jordanian host communities as undeniably current threat to social cohesion. Aside from these identified sources of tension, a lack of participatory governance and healthy behaviours adopted by children; community safety and security; large numbers of

unemployed youth; and a gradual decrease in social cohesion, also emerge as destabilising factors across host communities. Given these underlying factors, a focus on building the resilience of both Syrians and Jordanians at the community level is at the core of this proposed child-centred project.

Jordan’s education system struggles with overcrowded schools, diminishing educational quality, high post-primary drop-out rates and low enrollment in preschool education. Prior to 2011, and pre-Syria crisis, a Ministry of Education (MOE) report noted that 35% of Jordanian public schools were overcrowded, with a high number of those schools located in governorates where this project worked. While measures have been taken to address these access issues, including increased construction of entire schools and double-shifting, there is still much to be done, especially given the added burden of Syrian refugee children in host communities and camps. World Vision implemented the school rehabilitation project in coordination with local NGOs and appropriate ministries, better-equipping 4 schools in Amman, Irbid, Mafraq and Zarqa to cope with rising enrolments.

The project “Empowering Children and Youth to be Agents of Change and Peace in their Communities” in Jordan co-funded by the German Federal Ministry of Economic Cooperation and Development and World Vision Germany, has been responding since December 2015 to the challenges to the capacity of host communities to provide and share the existing scarce resources with Syrian refugees. The protracted crisis in Syria has resulted in 628,887 Syrian refugees in Jordan (registered with UNHCR as of September 17, 2015). About 88% of refugees have settled in urban areas, mostly in Mafraq, Irbid, Amman, and Zarqa, presenting increasing challenges to the capacity of host communities to provide and share the existing scarce resources. 52% of the Syrian refugees in Jordan are children and youth under 18 years of age. The UNICEF Syrian Refugee Children in Jordan desk review indicates that adolescents are experiencing boredom, frustration, limited mobility, resulting in changing family dynamics, social marginalization and few volunteer opportunities. The influx of Syrian refugees adversely affects numerous Jordanian children and increases inter-community tensions. Given these underlying factors, a focus on building the resilience of both Syrians and Jordanians at the community level is at the core of this proposed child-centred project.

World Vision International - Jordan (WVI-J) is conducting a multi-sectoral project to improve social cohesion in Jordan by decreasing the pressure on public services in Jordanian host communities. WVI-J will facilitate the implementation of this project through local NGO partners, (Royal Health Awareness Society (RHAS), and Madrasati, which have expertise in civil empowerment, education, health promotion and infrastructure development. World Vision international - Jordan aspires through its project activities to identify and decrease sources of tension in host communities by actively involving children and youth and their communities in peace promoting initiatives and improving infrastructure and capacities of schools and community centres.

The overall objective is to improve resilience of children and their communities through peace-building activities, infrastructure enhancement, and education capacity building. This objective acknowledges the protracted nature of the Syrian crisis, now in its fifth year, and the calls from government ministries and Syrian refugees alike for a more sustainable, balanced approach to Jordan’s evolving needs.

Planned Impact matrix (objectives and indicators)

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|--|--|
| Overall objective (impact to which the project contributes): Enhancing the resilience of Syrian refugees and host communities in Jordan. | |
| Project objective (specific project objective): To achieve effective local resilience for crisis-affected Syrian refugees and host communities through strengthening the critical infrastructure in schools, capacity of local community-based organizations (CBOs), and empowering self-led initiatives. | |
| Specific objectives | Indicators (plus quantity structure, if applicable) |

| (outcomes/ results) | Current situation Target | |
|---|--|--|
| <p>1. Children and youth benefit from an improved learning environment</p> | <ul style="list-style-type: none"> • The facilities at 8 schools are not usable and need critical renovation. • 8 schools require critical renovation for WASH facilities, as these facilities are in bad condition, not being maintained and/or used due to their bad condition. • Adequate, safe and hygienic spaces for education and recreational activities in targeted schools are crucially needed • Design and Implementation of annual work plans in schools will dramatically improve the quality of education provided to school children, as the quality of education currently provided is inconsistent and sporadic. | <ul style="list-style-type: none"> • % of students and school staff who feel that their learning environment is adequate and safe (disaggregated by gender, age & nationality) by the end of the project • % of students show improved health practices according to documented schools' health needs (disaggregated by gender, age & nationality) by the end of the school year • By the end of each year school facilities will be rehabilitated • 8 school WASH facilities to be renovated • Spaces for educational and recreational activities in schools are rehabilitated as needed • 8 annual work plans aiming at the improvement of the quality of education are designed and implemented |
| <p>2. Children and youth are empowered to engage in self-led initiatives (children's clubs and engagement in cultural and sport events)</p> | <ul style="list-style-type: none"> • The social cohesion between Syrian and Jordanian children in schools is disharmonious, and at times leads to increased levels of animosity between the children. • Syrian and Jordanian children are unable to express themselves with confidence consistently and are reluctant to participate in group discussions. | <ul style="list-style-type: none"> • At targeted schools the level of animosity between Syrian and Jordanian children has decreased. • 80% of Syrian and Jordanian children participating in children's clubs are able to express themselves with confidence and participate actively in |

| | | |
|--|---|---|
| | <ul style="list-style-type: none"> • Syrian and Jordanian children do not know how to resolve conflicts amicably and do often solve conflicts using violence. • Syrian and Jordanian children report feeling isolated and not accepted by their peers. | <p>group discussions</p> <ul style="list-style-type: none"> • 80% of Syrian and Jordanian children participating in children's clubs can give an example of a time when there was a conflict, and they tried to seek reconciliation with the other person • 80% of Syrian and Jordanian children participating in children's clubs report feeling part of a group of friends and accepted by their peers. |
| <p>3. The resilience and social cohesion between refugees and host community members strengthened through the establishment of community-based peace promoting committees (CBPPC) and implementing community-based peace building outreach campaigns</p> | <ul style="list-style-type: none"> • Syrian and Jordanian community members (including children and youth) don't know how they can respond adequately to violations of child rights. • Syrian and Jordanian community members (including children and youth) do not actively encourage children's ideas and involve them in decisions that affect their lives • Syrian and Jordanian youth and children do not feel completely safe in their communities • Syrian and Jordanian community members (including children and youth) report that their views are not sought and incorporated into the decision-making of matters that affect their life | <ul style="list-style-type: none"> • 80% of Syrian and Jordanian community members (including children and youth) can identify, understand and respond adequately to violations of child rights, in coordination with local justice mechanisms • 80% of Syrian and Jordanian community members (including children and youth) actively encourage children's ideas and involve them in decisions that affect their lives • 80% of Syrian and Jordanian youth and children feel safe in their communities • 80% of Syrian and Jordanian community members (including children and youth) report that their views are sought and incorporated into the decision-making of matters that affect their life |

| | | |
|---|--|--|
| <p>4. The local partners implementing the project have increased capacities</p> | <ul style="list-style-type: none"> • RHAS and Madrasati are local NGOs who received support mainly from the Jordanian Government or private donors in Jordan. They don't have a lot of experience with implementation, financial management and reporting according to guidelines of international donors like BMZ. | <ul style="list-style-type: none"> • Through trainings, the capacities of local NGOs are strengthened in reporting and management topics and will be enabled to apply themselves for funds from international organizations and donors. |
| <p>Activities (Input)</p> | | |
| <p>Outcome 1: Children and youth benefit from an improved learning environment Output 1.1 Adequate, safe and hygienic space for education and recreational activities at schools Output 1.2 Design and implementation of annual work plans at schools Output 1.3 "Healthy schools programme"</p> | | |
| <p>Outcome 2: Children and youth are empowered to engage in self-led initiatives (children's clubs and engagement in cultural and sport events) Output 2.1 Children's peace clubs established and promoted Output 2.2 Peace themed annual cultural and sport events with communities</p> | | |
| <p>Outcome 3: The resilience and social cohesion between refugees and host community members strengthened Output 3.3 Community Peace Promoting Committees (CBPPC) established and working Output 3.4 Community based peace building outreach campaigns designed and conducted</p> | | |
| <p>Outcome 4: The local partners implementing the project have increased capacities Output 4.1 Capacity building for local partners</p> | | |

Evaluation Target Audiences

The targeted audience for the evaluation will include children, community members (adults), MOE (Ministry of Education of Jordan) teachers and community-based peace promoting committees (CBPPC) from the targeted host communities. Other specific targets include:

- World Vision Jordan.
- RHAS.
- Madrasati
- BMZ
- World Vision Germany

Evaluation Type

End of project evaluation that intend to give feedback on achievement of project objectives, effectiveness of project implementation and lessons for future programming.

Evaluation Purpose and Objectives

The purpose of the evaluation is to establish and document the impact and effectiveness of project interventions to render accountability to donors. The evaluation is expected to provide data on the performance, impact and sustainability of project interventions. The findings and recommendations will contribute to a learning process which enables World Vision to draw lessons from its experience in order to improve the quality service to Syrian refugees and host communities, assessing the extent to which the outcomes of the project have been achieved, determine Relevance, efficiency, effectiveness and sustainability of the interventions/project and document new knowledge and

important topics for further inquiry, action, lobbying and influence. The evaluation will also help to assess the effectiveness of beneficiary accountability system and mechanisms that were used during the project implementation period.

World Vision has planned for a Final evaluation to be undertaken as part of a culture of learning and accountability. A team of independent, external consultant will be contracted to assess the performance and results against the mandate that was set in the project design, and to determine the reasons for success or lack thereof, draw lessons and recommendations for improved performance in future similar interventions. Besides, the results of the evaluation will be used for the 3rd Impact Report of World Vision Germany. It will be published in summer 2019 and the focus is on sustainability. Therefore, the special framework for assessing sustainability in about 8-10 projects of WV Germany was created.

The evaluation will employ the six specific evaluation criteria for humanitarian action from the Organization for Economic Cooperation and Development – Development Assistance Committee (OECD-DAC) to guide the study with special emphasize on sustainability.

Following DAC criteria and specific questions shall allow assessing the achievement:

| Key Objectives | Key Questions to be asked |
|--|---|
| <p>I. Relevance / Appropriateness</p> <p>(a) To identify if the program was properly designed to meet targeted needs through evaluating and assessing program theory, logic, conceptual components and assumptions;</p> <p>(b) To assess the relevance of the tools developed throughout the project to the area context and to the needs of the communities;</p> | <ul style="list-style-type: none"> - Does the program logic allow to achieve the project’s objectives (Quality of ToC)? - Were the targets set realistically? - Do the project’s objectives reflect the needs of the target groups? - Did the planning and implementation of interventions take the local context into account, which means a) were based upon an adequate needs-assessment and b) show understanding of and support for the livelihoods and capacities of the affected population? - Were the project’s activities and objectives designed and implemented in a way avoiding future harm while supporting these? - Has the project team as well as partners the institutional capacity in terms of staffing, local knowledge and experience to implement the project’s targets? - To which extent the community and stakeholders participate in planning and implementation of projects interventions? - Did the programme and projects respond to the needs and priorities of the target groups? - To what extend is the project suited to the priorities and policies of World Vision Germany and Jordan and the donor BMZ? - To what extent are the objectives of the project still valid? - Are the activities and outputs of the project consistent with the overall goal and the attainment of its objectives? - Are the activities and outputs of the project consistent with the intended impacts and effects? - To what extent did the project reach most vulnerable children and families? - To which extent did beneficiaries (host and refugee girls, women, boys and men) and partners participate? |
| <p>2. Effectiveness</p> | <ul style="list-style-type: none"> - To what extent did the programme achieve its outputs, |

| | |
|---|---|
| <p>To assess the progress made towards achieving the project's goal and objectives based on the log-frame, design and monitoring data;</p> | <p>outcomes and goals?</p> <ul style="list-style-type: none"> - What were the major factors influencing the achievement or non-achievement of the objectives? - Did the project follow technical standards and/or project models from World Vision? - Have critical components for strengthening resilience been implemented and show intended results? - It is expected that the evaluator will verify the planned impact matrix against the actual project implementation and if necessary establish an adjusted impact chain. |
| <p>3. Coverage Evaluation of coverage involves determining who was supported by humanitarian action, and why.</p> | <p>In determining why certain groups were covered or not, a central question is:</p> <ul style="list-style-type: none"> - 'What were the main reasons that the intervention provided or failed to provide major population groups with assistance and protection, proportionate to their need?' - local level (village, slum, community and/or refugee camp), determining who received support and why; information at this level should be broken down by social categories such as socioeconomic grouping, gender, age and ethnicity. |
| <p>4. Efficiency To investigate whether the resources (financial, human, and materials) have been used efficiently and effectively for the well-being of the target community.</p> | <ul style="list-style-type: none"> - To what extent are the objectives of the project still valid? - Are the activities and outputs of the project consistent with the overall goal and the attainment of its objectives? - Are the activities and outputs of the project consistent with the intended impacts and effects? |
| <p>5. Impact To assess the potential impact of the program on the targeted communities</p> | <ul style="list-style-type: none"> - What the positive and negative, intended and unintended, changes produced by the project? - Have these changes contributed to any identified changes in Child Well-Being according to the child well-being aspirations of World Vision? - Analyse the contribution of the project to any observed impact (intended, unintended, positive, negative) and analyse what other actors and factors contributed to the impact. - What real difference has the intervention made to the beneficiaries? - How many people have been affected? - Are the local communities and stakeholders more resilient than before? - How likely is it that any positive changes may be sustained in the short- and medium-term? |
| <p>6. Connectedness and sustainability</p> | <ul style="list-style-type: none"> - To which extent did the planning and implementation of the interventions take longer-term and interconnected problems into account? - How did the project consider adequately to the context the connection between humanitarian action, recovery and development? - Did the project plan and implement an adequate transition and exit strategy that ensures longer-term positive effects and reduces risk of dependency? - How likely will critical services and effects be sustained beyond the duration of the project? |

- How well are the project's outputs linked to more long-term focused objectives?
- Assess capacity of key actors to contribute to sustaining the positive changes according to the developed ToC
- What were/are the major factors which influenced the achievement or non-achievement of sustainability of the project?
- To what extent did the benefits of the project continue after donor funding ceased? What were the major factors which influenced the achievement or non-achievement of sustainability of the project?

A framework to assess (the likeliness of) connectedness and resilience will be provided by WV Germany. **The consultants are asked to use the framework and to contextualise it to this specific project.** The framework is based on the following definition of connectedness and resilience:

Firstly, ensuring the continuity of meeting immediate needs beyond the life of the project, as long as the crisis requires, without compromising quality and coverage.

Secondly, avoiding harm for not creating challenges for later recovery and sustainable development processes.

Thirdly, reducing vulnerabilities¹ and increasing resilience² to prevent where possible or reduce the impact of future disasters while enhancing local capacity to better withstand future shocks.

Fourthly, ensuring that interventions support longer term goals and that there is link between humanitarian action, recovery and development by e.g. strong linkages between output and outcome, sound transition/exit strategy.³

The questions listed above are to be conceived as guiding questions only and the evaluation team is not limited to them. The refining and further elaboration of the questions should be done by the evaluation team.

Evaluation Methodology

The evaluation should follow a collaborative and participatory mixed methods approach that draws on both existing and new quantitative and qualitative data to answer the evaluation questions. The evaluation should follow a theory-based approach. The evaluation should combine evaluation tools based on international standards and guidelines which are OECD DAC Quality Standards for evaluating humanitarian action.

It is expected that the consultant will assess the quality of the project's impact logic and if necessary to develop a realistic impact logic based upon on the conducted interventions. The methodology design should be developed by the consultant in consideration of the information outlined in this ToR

¹ Core principle 8 in the Red Cross and Red Crescent Code of Conduct: "Relief aid must strive to reduce future vulnerabilities to disaster as well as meeting basic needs." Source: <http://media.ifrc.org/ifrc/who-we-are/the-movement/code-of-conduct/>

² Core Humanitarian Standards and Sphere

³ Connectedness has been by the OECD as critical criteria in evaluating HEA projects and is defined as: "Connectedness refers to the need to ensure that activities of a short-term emergency nature are carried out in a context that takes longer-term and interconnected problems into account." Source : <https://www.alnap.org/system/files/content/resource/files/main/eha-2006.pdf>

to ensure accuracy and rigour. A detailed methodology and data collection methods should be included in the technical proposal, which will be further improved in consultation with the regional E&KM unit, WV Jordan and WV Germany during the inception phase of the evaluation. The choice of method must also consider the needs and capacities of the different target groups and stakeholders (e.g. children and adolescents, beneficiaries, staff of World Vision and local partners).

The consultant will report to WV Jordan and WV Germany. modalities of communication, feedback mechanisms and contact with stakeholders will be discussed further during the inception phase.

Desk Review

Desk review should be conducted by the consultancy firm to inform the methodology and development of the tools. In addition, the conducted desk review should cover the following documents: project proposal, Log frame, MEAL plan and existing data collection tools in World Vision Jordan (WVJ) and among partners, sampling methodologies, and secondary literature studies related to the measurement of goal and outcome level indicators. The desk review process should serve as guiding for the consultant to continue gathering resources that would enable him/her to carry out development of tools and EOP planning.

Quantitative Component

○ **Target population**

BMZ end of project evaluation will cover areas of Jordan where the project activities were implemented. The project target population consists of Jordanian and Syrian refugees in the targeted host communities (Amman, Irbid, Mafraq and Zarqa), more specifically 5,112 children (boys and girls) and 3,180 female and male adults (community members and teachers).

○ **Sample size**

The sampling strategy should be identified and described by the consultancy firm and approved by the Evidence and Knowledge Management in WV Regional Office, World Vision Jordan and World Vision Germany. It should consider the organizational standards CI, ME, Design effect and the overall sample should be representative. It should be also selected from all relevant different settings targeted by the project to ensure representation of all community members from all of the age groups, nationality and gender.

○ **Sampling process**

The sampling process should be identified and described by the consultancy firm as relevant to the target groups and different settings in the different project locations taking into consideration the different target population (Jordanians and refugees). Selection should be based mostly on probability approaches. Data will be collected with individual respondents in the settings where project activities will be taking place.

○ **Tools**

Tools needs to be developed appropriately to the sampled population. Separate surveys, with children and adults are expected to be developed. All tools will be translated to Arabic and should be field tested in the different project locations before its application.

○ **Data Collection and quality check**

Quantitative data collection will be performed by the external consultant. Prior to the data collection initiation, team leaders and enumerators will be recruited by the consultant (supported can be provided by WVJ MEAL Officer). They will be informed about the study, its objectives and the

methodological approach, and will be trained on the tools' administration (detailed review of the tool and practice), ethical considerations, child protection, data confidentiality, field logistics, etc. (a training is expected to be held by the consultant). The team leader will ensure coordination and supervision of data collection at field level supported by WVJ MEAL Officer who will be overseeing the whole process in coordination with the consultant. The household level data collection should be done through face-to-face interview applying WV's standard procedure for data collection whereby a pair of enumerators (male and female) will visit the households in alignment with WV Child Protection policy requirements. Data collection will be completed using tablets and/or paper (hard copies), depending on the setting (school versus household level, etc.), resources availability and feasibility from the consultant's end, while ensuring accuracy and quality assurance. All data sets and documents will be submitted by the consultant to World Vision for its record and storage of verification data.

As for quality assurance, it will be ensured by the consultancy firm throughout the data collection process by regular follow up with team leaders and enumerators through phone calls during the field visits as well as brief discussions after the end of each day, spot checks, and regular review of data sets (directly retrieved in the case of mobile data collection). WV Jordan MEAL Officer will also randomly review 10% of the datasets for validation purposes.

data will be entered in statistical software and cleaned by the consultant as well as analyzed.

Qualitative Component

Qualitative data collection (FGDs, KIIs...) will complement and validate the quantitative component and will further explore the perceptions of the targeted beneficiaries regarding the proposed intervention in the targeted areas.

○ Target population

The target population consists of the project partners, teachers, community members and children targeted through the quantitative methodology that includes Syrians and Jordanians from the targeted communities.

○ Sampling

The qualitative sampling strategy should be identified and described by the consultancy firm and approved by the Evidence and Knowledge Management in WV Regional Office, World Vision Jordan and World Vision Germany. It should consider the organizational and scientific standards and the overall sample should be representative. It should be also selected from all relevant different settings targeted by the project in order to ensure representation of all community members from all of the age groups, nationalities, gender and targeted locations.

○ Selection criteria

Selection of participants of the FGDs depends on the target population and is to be described by the consultant in details. The participants will be selected from the same population who is included in the quantitative survey; and criteria for selection should be based on gender, age and nationality and it should be well detailed. Selection of participants of the KIIs depends on the relevant stakeholders to be interviewed and is to be described by the consultant in details.

○ Tools

Focus Group Discussions guides should include a set of open-ended questions and probes to guide the discussion. All FGDs and KII guides should be developed by the consultant and approved by the Project Manager and WVJ MEAL Officer.

- **Data collection, management and analysis**

The consultancy firm is responsible of the qualitative data collection as well. Selected participants will be contacted by partners at country level and invited to participate in the FGD/KII after explaining the purpose of the meeting and ensuring confidentiality of discussions and ideas shared. The consultant should ensure that note takers are also present for taking notes and for observing the interaction of the FGD/KIIs participants and during KIIs as well. WVJ focal person will ensure the quality of the processes and will track schedule and the number of FGDs/KIIs conducted.

Once data is collected, all FGDs/KIIs will be transcribed by the consultant as notes, coded, and analyzed using qualitative data processing and analysis methodology.

Ethical considerations

The evaluation will respect the essential WV ethical guidelines concerning conducting study with children and community members (Adults). It is crucial to ensure that the risks of potential harm to participants resulting from the data collection process are minimized and are outweighed by the potential benefits of the outcomes of the study. The consultant is required to abide by the same ethical principles and guidelines developed by WV during this mission.

Data Interpretation

The consultant is expected to present the research the main quantitative and qualitative findings and reflect on the lessons learned and recommendations during an exit interview.

Limitations

This evaluation will be undertaken with some limitations in mind.

- No baseline was conducted for the project
- Some targeted individuals may refuse to be interviewed
- Delays that may happen for obtaining governmental approvals
- Difficulty in doing targeting children that benefited from the project at its beginning as these children may not be reachable any more.

Authority and Responsibility

Consultant's Roles and Responsibilities

Secondary information analysis:

- Desk review of relevant programme and project documents and reports such as proposals, assessments, project budgets, monitoring and assessment reports, World Vision guidelines
- Establish working contacts with all the relevant stakeholders in the targeted host communities
- Prepare and submit to World Vision the evaluation proposal and the inception report including methodology to be used, work plans and schedules for both quantitative and qualitative aspect of the assignment for review and feedback and approval by world vision.

Primary information analysis:

- Field visits to selected sites; among other surveys, interviews and/or focus group discussions with local partners, children, teachers, community members (adults) and other stakeholders by the evaluator;
- Evaluator will submit an inception report (with detailed methodology, research tools and timeline/logistics) for further discussion.

- Evaluator will lead a kick-off workshop in Jordan, train enumerators in new tools used
- Design data collection tools
- Interview selected respondents during the evaluation
- Hire and train the data collection team
- Lead and supervise the data collection
- Conducting entry and exit meetings (de briefing) with WV staff and key stakeholders
- Submission of draft evaluation report and finalize it based on the feedback from WV Jordan, Regional E&KM unit and WV Germany inputs
- Submission of individual recommendations for WV Jordan and local partners

World Vision's Roles and Responsibilities

- Briefing of the evaluator by World Vision Jordan and Germany
- Review and approve the study tools and methodology
- Brief stakeholders about the purpose of the evaluation
- Provide all the necessary support to the consultant to ensure timely completion and compliance with the international survey standards
- Avail all the required facilitation and coordination
- Assist in organizing meetings with stakeholders
- Help in recruiting data collection team if needed
- Prepare and effect payment for the consultant upon completion of the assignment.

Logistics

Project Coordinator in close coordination with partners will be required to support the consultancy firm as much as possible to secure logistics preparation needed throughout the whole process of the evaluation. Some of the logistics that will be put in place prior to the survey will include:

1. Transport arrangements.
2. Stationary procurements.
3. Training facilities for enumerators.
4. Communication on the impending survey to all stakeholders in the district and the project area.
5. Contacting partners and Ministry of Education to obtain the needed approval.

Evaluation Products/Deliverables

Working and report language: English, data collection needs to be in Arabic

Inception Report: Deadline: Three weeks before the data collection starts. The inception report needs to be approved by World Vision Jordan, Germany and the Regional Evidence and Knowledge Management.

The consultant will prepare and submit an inception report in English detailing how the evaluation will be carried out from his/her point of view. The report will outline the evaluation design, sampling methods to be used and questions to be answered and detailed work plan for the entire exercise. Draft questionnaires, interview guides and other data collection tools will be submitted to WV for review and approval before data collection starts. As part of the inception report, the consultant

must provide a data analysis plan showing the questions and analysis for each of the project indicators to be investigated.

Research methodology and respective tools should be developed by the consultant and it will be reviewed and approved by WV Jordan, Regional E&KM unit and WV Germany.

Preliminary Evaluation Report: 1st of Feb 2019

The consultant will submit draft evaluation report in English to WV Jordan. The draft report will be reviewed, and comments provided on the report within a week of submission.

2 pagers summary fact sheet (in English and Arabic).

Final evaluation Report: 28 of Feb 2019

The consultant will submit detailed final report in English outlining the evaluation methodology, findings, lessons learned and recommendations. The report shall incorporate specific simple and achievable recommendations, including the most appropriate strategies that can be undertaken and/or incorporated by WV Jordan and partners to attempt to address the issues identified. The final report should address the issues and questions raised in this ToR and correspond to the evaluation objectives set out above.

A template for the report will be provided. The report should contain (but not limited to) the following:

- Executive Summary presenting the major findings and recommendations
- Evaluation aims, objectives, and scope
- Assessment of the project's underlying impact logic
- Description of the methodology used
- Limitations
- Description of the assessment context and process including its constraints and challenges
- Detailed findings (related to the objectives and structured considering DAC criteria and questions)
- Analysis of the findings (following the key questions outlined in the ToR)
- Conclusions
- Recommendations for the project approach
- Lessons learned
- Reports on the capitalization of good practices.

The annexes of the report should contain (but not be limited to):

- The evaluation Terms of Reference.
- Inception report
- Maps
- List of interviewed people, with affiliation, contact details and bibliography
- Raw collected data and the data base on SPSS, STATA, Excel as an attached file
- Research Tools.

Criteria to ensure the quality of the evaluation report ⁴

- The evaluation report should represent a thoughtful, well researched and well-organized effort to objectively evaluate what worked in the project, what did not and why.
- The evaluation report shall address all questions included in the scope of work.
- The evaluation report should include the scope of work as an annex. All modifications to the scope of work, whether in technical requirements, evaluation questions, evaluation team

⁴ Adapted from USAID Evaluation Policy, 2012 in http://www.oecd.org/dac/evaluation/usaaid_guidelines.pdf

composition, methodology or timeline need to be agreed upon in writing by the technical officer?

- Evaluation methodology shall be explained in detail and all tools used in conducting the evaluation such as questionnaires, checklists and discussion guides will be included in an Annex in the final report. Evaluation findings will assess outcomes and impact on men, women and youth.
- Limitations to the evaluation shall be disclosed in the report, with attention to the limitations associated with the evaluation methodology (selection bias, recall bias, unobservable differences between comparator groups, etc.).
- Evaluation findings should be presented as analysed facts, evidence and data and not based on anecdotes, hearsay or the compilation of people's opinions. Findings should be specific, concise and supported by strong quantitative or qualitative evidence.
- Sources of information need to be properly identified and listed in an annex.
- Recommendations need to be supported by a specific set of findings.
- Recommendations should be action oriented, practical and specific, with defined responsibility for the action.

Budget

The consultant will develop a detailed budget and work plan based on the details in the TOR.

Documents

The consultant will be furnished with relevant documentation to support the desk review of secondary information. ***The consultant will be encouraged to identify any other sources for appropriate additional information that may be required to supplement what is provided by the project.***

Project documents available include:

- Project proposal/ project design document
- Project progress reports
- Monitoring data
- *Any other appropriate additional information that may be required to supplement what is provided by the project, including assessments and evaluation reports by other humanitarian actors and UN agencies*

Lessons Learned

The lessons learnt by the entire evaluation team shall be documented and shared with the Project team and WVJ MEAL team to be taken into consideration for future programming. The documentation of these lessons will be vital for reflection, growth and continued improvement.

Consultant selection criteria

The proposals will be evaluated according to the following criteria;

- a) Technical and financial proposal (30%)
- b) Proposed personnel for the assignment (refer to point "d" below) (30%)
- c) Corporate capability (10%)

d) Demonstrated experience with contactable references in evaluation of Sanitation, Hygiene promotion, peacebuilding and/or education programmes in emergency Responses (skills and experience at Masters' Level or better). Experience in actual on ground programming work with NGOs or the UN in Responses or rehabilitation context will be an added advantage. (30%)

Consultants' Qualifications

The consultant must have undertaken similar works in Jordan or the Middle East in the last three years and should have the following competencies:

- Consultant must be a well-grounded social scientist/, Education and/or Peacebuilding Specialist or any related fields with excellent skills in research, monitoring and evaluation of Education and WASH projects including accountability to beneficiaries.
- A good understanding of both Jordan as a country and the Syria Crisis and the resulting challenges.
- Experience in multi-methodological and interdisciplinary approaches and data collection and analysis techniques in evaluation of development programmes.
- Demonstrable experience (at least 5 years) in research/evaluation of projects related to the sectors, research and analysis, and the Middle East region.
- Ability to conduct high quality research, meet deadlines and respond to requests and feedback provided timely and appropriately
- Excellent track record in designing and conducting quantitative and qualitative research, analysis and evaluation
- Familiarity with international quality and accountability standards applied in development cooperation.
- Strong analytical and conceptual skills to clearly synthesize and present findings, draw practical conclusions, make recommendations and to prepare well-written reports in a timely manner
- Excellent facilitation skills, co-ordination, negotiation skills and oral and written communication skills in English (particularly report writing).
- Demonstrated excellent written and spoken communications skills in English.
- Experience in assessing organizational capacity and gaps and ability to recommend the corrective measures.
- Demonstrated capacity to work both independently and as a team
- Fluent in English and Arabic

Quotation Requirements

The consultant is expected to submit technical and financial proposals, separately comprising the following components:

- a) The consultants understanding of the Terms of Reference.
- b) A clear and elaborate work plan.
- c) Proposed evaluation budget that include the schedule of payments.
- d) Organizational capacity statement, experience and activities related to Project Evaluations.
- e) Curriculum Vitae for all the consultants and proposed capacity of any complementary staff (CVs submitted should of staff that will be on this assignment).
- f) Names, addresses, telephone numbers of three organizations that will act as professional referees.
- g) Copies of relevant work undertaken in the last 3 years (to be returned after evaluation of bids).
- h) Full names, post office box, telephone numbers, e-mail address, physical address and contact person of the consultancy

Tender

- Tenders/offers will be accepted from consultants as well as from commercial companies, NGOs or academics.
- Duration of evaluation: It is anticipated that the evaluation will last 25 – 30 working days.
- The evaluation team is responsible for its own travel itinerary. World Vision Jordan will support and facilitate the data collection and help in coordination with the different stakeholders.

Deadline for CVs, references and work samples:

Applications should be submitted electronically to WV Jordan's procurement department using the following e-mail address: scm_jordan@consultant.wvi.org and Thomas Doehne from WV Germany using his e-mail address: Thomas.Doehne@WVEU.org by 10th November 2018 .