

Terms of reference

Terms of reference to recruit skilled persons for final evaluation EU4WE – European Union for Women Empowerment

January 2023

1 GENERAL INFORMATION

<i>Title of assignment</i>	<i>Final Evaluation EU4WE – European Union for Women Empowerment</i>
<i>Country</i>	<i>Lebanon</i>
<i>Estimated budget</i>	<i>Maximum 20.000 euros</i>

2 BACKGROUND

2.1 General context

Presentation of Expertise France

Expertise France (EF) is a public agency created on 1st January 2015 and merging 6 French public agencies under the supervision of the French Ministries of Foreign Affairs and Economy and Finance with a strong inter-ministerial vocation. EF offers program engineering and technical assistance by developing and implementing international cooperation actions worldwide. EF operates in various fields of development and institutional cooperation including safety and security reform, post-crisis/ stability, public health, human rights, strengthening of institutions and NGOs and governance. Carrying out large-scale, multi-stakeholder programmes, EF can ensure the cooperation between individuals, teams and institutions with very different statuses, cultures and specialties. Besides, EF has acquired a sound experience in administrative and financial management of large-scale international programmes.

Context

Although the Lebanese constitution guarantees equal rights between all citizens and the country has ratified a number of international treaties that guarantee gender equality, including the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), Lebanon has a Gender Inequality Index value of 0.638, ranking it 132 out of 155 countries in the 2021 Gender Gap Index.

Even more, the Beirut blast of 04/08/2020 has put an additional burden on Lebanese men and women, increasing social and gender inequalities. Reports on domestic violence have reported the pandemic have led to an increase in gender-based violence.[1] Court closures due to lockdowns have made access to legal protection for survivors difficult and has delayed responses as a result.[2] In addition the sanitary crisis has added a significant workload on women as main responsible for care, increased restrictions of their mobility, and greatly affected their work opportunities.[3] Women ' s rights associations have also highlighted the increased risks faced by domestic workers and members of the LGBTQI+ community. The financial, care and health pressures on women in Lebanon are pushing activists to call for a focus on gender equality in international aid responses.[4] Women empowerment and gender equality are at the top priority of the sustainable development goals agenda: (SDG 5, also mainstreamed in all other 16 SDGs) and are a core value of the European Union (EU). The EU's new Action Plan on Gender Equality and Women's Empowerment in External Action 2021–2025 (GAP III) aims to accelerate progress on empowering women and girls, and safeguard gains made on gender equality during the 25 years since the adoption of the Beijing Declaration and its Platform for Action

Provide at least the following **information**:

- » **Project title** EU4WE – European Union for Women Empowerment
- » **Implementation dates** : October 2019-March 2023
- » **Location** / intervention areas: Lebanon and virtual
- » **Operational partners** : Expertise France
- » **Project budget**: 2.4M Euros
- » **Project objectives**: The EU4WE project Aims to promote gender equality in Lebanon by empowering women economically and enhancing legal mechanisms against gender-based violence.
- » **Expected results** : EH4WE has three main components:
 - Enhance entrepreneurial capacities of Lebanese women
 - Enhance legal mechanisms against gender-based violence
 - Produce and disseminate gender oriented knowledge with relevant stakeholders

Main activities implemented:

- Following the Beirut blast of the 4th of August 2020, EU4WE put in place an emergency fund programme to support 30 small and medium-sized enterprises (SMEs) women-led and/or women-owned in Beirut affected by the blast. The programme provided a €5000 grant per business as well as coaching and training to help their recovery.
- EU4WE also produced a market assessment report, based on a study carried out in Beirut, Mount Lebanon and Tyr/South among women entrepreneurs. The study aimed to assess the challenges, obstacles and needs of women entrepreneurs and propose concrete and targeted recommendations to support women entrepreneurs/business leaders within the framework of the project.
- Based on the study findings and recommendations, the project developed and is currently implementing a sub-granting programme - WEEL - for 18 women owned/led businesses (MSMEs & Start-ups), with an envelope ranging between 15 000 and 40 000 euros per business (total of grants amounts to 595 000 €). The programme also includes technical assistance and capacity building tailored to each beneficiary's needs.
- A legal study "[Enhancing Access to Justice for Survivors of Domestic Violence Before Lebanese Courts – A Practical Approach](#)" was carried out and widely shared as part of the project. This study presents an in-depth analysis of cases of domestic violence before civil and religious courts (judgment analysis). The legal analysis shows the failures and inconsistencies of the courts in relation to the judgments of the cases of violence and the protective measures, which often go against the Law 293 against domestic violence, as well as the international conventions adopted in the matter. of human rights and highlights the existing gaps and offers recommendations on these points.
- 53 practicing lawyers were trained on strategic litigation to adequately represent GVB victims/survivors before criminal, civil and religious courts. The lawyers were trained by different groups according to their religious denomination (in relation to the courts in which they operate, Sunni, Jaafari, Christians and Druze).

- A taskforce of 47 trained lawyers was created. Its mission is to enhance access to justice before Lebanese courts and authorities for survivors of domestic violence as well as other beneficiaries.
- Support to the Lebanon National Gender Observatories by providing technical expertise, developing a two-year action plan, implement several activities under the action plan, and fund the redesign and maintenance of the LNGO website.

2.3 Assignment objectives

2.3.1 Purpose and objectives of the evaluation

The EU4WE team would like to conduct a final evaluation by answering the relevant questions mentioned below and ensuring that the project has achieved the results foreseen in the project's logical framework.

This evaluation is a milestone for the project to ensure its accountability to the European Union, the implementing agency (Expertise France), and the project beneficiaries.

2.3.2 Overall objectives and expectations of the assignment

Expertise France is seeking a short-term MEAL/M&E expert(s) to conduct the Final evaluation to enable a systematic and comprehensive evaluation of the implementation to date, with a focus on impact and what can be improved for the formulation of a possible future gender equality projects in Lebanon.

2.4 Scope of the evaluation

The scope of the evaluation will include the following:

Period: October 2019-March 2023.

Components: all components:

1. Enhance entrepreneurial capacities of Lebanese women
2. Enhance legal mechanisms against gender-based violence
3. Produce and disseminate gender-oriented knowledge with relevant stakeholders

Country: Lebanon

Beneficiaries: women entrepreneurs, task force of lawyers GBV, Lebanon National Gender Observatory.

3 CRITERIA AND EVALUATION QUESTIONS

The evaluation will use the criteria defined by the Organization for Economic Co-operation and Development (OECD) Development Assistance Committee (DAC): [relevance, effectiveness, efficiency, impact and viability].

The evaluation questions detailed below. They will be reviewed by the evaluator during the evaluation start-up phase, in order to suggest a final version in the inception report approved by the steering committee.

Evaluation criteria	Specific evaluation questions
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Relevance	<ol style="list-style-type: none"> 1. Were the project objectives relevant to the needs expressed by beneficiary spokespersons and with the identified problems? 2. Were the project objectives, expected results and activities clearly formulated and consistent with each other? 3. Were the project objectives and approach relevant in relation to the initial capacity and progress of national stakeholders? 4. For Component 1: Were the criteria for selecting women entrepreneurs in the emergency fund and the WEEL project relevant and inclusive? 5. For component 1: Did the grants and coaching provided to women entrepreneurs answer to their needs? 6. For component 2: the trainings to the task force (lawyers) have been adapted to their needs and to the context?
Efficiency	<ol style="list-style-type: none"> 1. To what extent have project objectives been achieved: for each output and outcome indicator?
Effectiveness	<ol style="list-style-type: none"> 2. Is the way that the project is managed (human resources, division of roles and responsibilities, organization chart, interactions, financial decisions linked to strategic choices) optimal to achieve results?
Viability / sustainability	<ol style="list-style-type: none"> 1. <i>Will the support provided by the project have a lasting positive impact?</i> 2. For component 1: Did the support provided contribute to the sustainability of the businesses? 3. For component 2: the task force of lawyers could be sustainable over time? 4. <i>For component 3: Is there a transfer of capacity between civil servants following support given by the project?</i> 5. For component 3: Has the Lebanon National Gender Observatory action plan made it possible to give more visibility to the observatory and to the institution that carries it?
Impact	<ol style="list-style-type: none"> 1. What is the project's contribution to achieving the overall objective? 2. What are the positive and negative, primary and secondary long-term effects brought about by the project either directly or indirectly, and either expected or unexpected? 3. For component 1: Did the grants and coaching provided to women have an impact in their socioeconomically situation? 4. For component 1: Did the grants contribute to the creation of new jobs? 5. For component 2: the strengthening of the task force has resulted in better care for women victims of violence? 6. For component 2: Did the training material provided contribute to the success of cases of GBV held by trained lawyers? 7. For component 3: Did the activities of the observatory's action strength capacities of the gender machinery in Lebanon?

	8. For component 3: Did the activities of the Lebanon National Gender Observatory's action plan contribute to the identification of gender-disaggregated data and information on gender equality and women's rights in Lebanon?
Consistency / complementarity	1. To what extent do the activities undertaken enable the donor to achieve the objectives of its development policy?

The consultant is expected to provide a value judgment on each of the evaluation questions raised by going through the criteria. As part of this analysis, the consultant will ensure that the judgments made for each of the six evaluation criteria make it possible to cover all of the key stages of the project cycle.

The consultant should also verify whether the following cross-cutting issues: [promoting human rights, gender equality, democracy, good governance, children's rights and the rights of indigenous populations, sustainability of the environment and the response to HIV and AIDS...] were taken into account when documents were identified / developed and to what degree they were present in the implementation and supervision of the work.

The DAC gender equality policy marker for EU4WE project is 2, consequently the evaluation should pay particular attention to gender considerations within the project.

4 ASSIGNMENT DESCRIPTION

4.1.1 Documentation phase

The consultant will first put together a precise and analytical overview of the project, in the form of a descriptive project analysis, which must be shared with Expertise France before they begin the assignment. This document must include in particular:

- *A brief overview of the context and how it has developed*
- *A description of the project (objectives, content, contributors, way of working, etc.).*
- *An analytical summary of the project's progress from the point of conception up to the date of the evaluation, which highlights key points in its development and presents the allocation and level of funding mobilized, and outlining any key difficulties encountered and any changes that have occurred.*

This presentation to be included in the final report should not exceed 5 to 8 pages. Additional information may be included in the annex.

4.1.2 Collection phase

Primary data collection is planned between February 2023 during a field visit by the consultants to the intervention location for a period of 5 days and remotely. It will include:

- *The use of qualitative and quantitative collection methods set out by the evaluator with all project stakeholders, based on a sample suggested by the evaluator.*
- *Field visits to various implementation sites*
- *Surveys*
- *Focus Group Discussions*
- *Interviews*
- *Document review*
- *A workshop with project stakeholders*
- *An on-the-spot feedback meeting held by the evaluator to present the preliminary results following the collection phase.*

Data collection with stakeholders in Lebanon and France

- a) *Project Team (Lebanon and France)*
- b) *Representatives of donor (Lebanon)*
- c) *Selected beneficiaries of component 1, 2 and 3 (Lebanon)*

4.1.3 Main activities

- a) *Kick-off Workshop: Conduct and facilitate a kick-off workshop for the final evaluation with core project stakeholders to clarify scope of the assignment, roles of stakeholders involved and objectives of the mission.*
- b) *Conduct review of written documentation: Evaluation of key project documents, such as mid-term evaluation, the MEL SoPs, different years reports, internal monthly reports, Communication & Visibility Guidelines, Contractual documents (Description of the Action, Inception Report), Manual of Procedures*
- c) *Evaluation of Monitoring data and tools*
- d) *Evaluation of approach and selection and support of female entrepreneurs under the emergency fund and WEEL project.(Component 1)*
- e) *Evaluation of training and support of lawyers for the training under component 2.*
- f) *Evaluation the formulation and implementation of the action plan of the Lebanon gender Observatory (Component 3).*
- g) *Presentation of final report*

4.1.4 Feedback phase

Once the consultant has presented their observations, they then put together their findings and appraisal of the project in relation to [each evaluation criterion and present their general conclusions to provide an overall assessment of the evaluated project. The conclusions must be ranked in order of importance and in order of reliability.

The consultant will identify strategic and/or operational lessons and/or recommendations. These should be linked to the findings, grouped and prioritized.

The consultant should formulate specific conclusions and recommendations on operational gender mainstreaming

4.2 Expected deliverables

The deliverables must be submitted by email in Word format to the recipients who will be indicated to the evaluation team during the start-up phase. They must be written in english.

Milestone	Deadline
Kick-off Meeting	Within 1 week of signature
Draft mid-term report for evaluation	Within 4 weeks of signature
Validation Workshop	Within 6 weeks of signature
Final report	Within 7 weeks of signature

In addition, a slideshow-type presentation must be produced for each steering meeting.

The draft final report, which should not exceed 40 pages excluding annexes, will be produced at the end of the consultant's work as well as an overview presentation in PowerPoint (to be kept only if useful). Expertise France will provide comments and observations to the consultant within three weeks of receipt of the draft report.

For the final report:

- a) Provide a section on the findings of the review, incl. an assessment of the OECD DAC Criteria plus contribution to the EU Results Framework and DAC gender equality policy marker.*
- b) Make specific recommendations on how to further improve existing processes and procedures (internally) for future projects*
- c) Identify lessons learned and good practices on the delivery of outputs and outcomes.*
- d) Include full list of persons met and interviewed as well as project documents reviewed*

5 STRUCTURE OF WORK

5.1 Project evaluation management and governance

The evaluation is managed by the Expertise France Project Manager and the deputy project manager and supported by other Expertise France members: Monitoring, Evaluation and Learning Coordinator Department Governance and MEAL expert for EU4WE project.

Key roles of evaluation steering committee members are:

- To facilitate contact between the evaluation team, EU services and external stakeholders.*
- Ensure that the evaluation team has access to all sources of information and documentation related to the work being evaluated and that they consult them.*
- Identify and set out the evaluation questions.*
- Discuss and comment on reports produced by the evaluation team. Feedback from each member of the reference group is collated by the Project Team Leader and then forwarded to the evaluation team.*
- To support the feedback process from results, conclusions, recommendations and lessons learned from the evaluation.*

- To ensure effective follow-up of the action plan once the evaluation is completed.

5.2 Coordination arrangements

The consultant must work closely with Expertise France to put together their reasoning, through regular contact throughout the assignment, from the scoping outline to the meeting to present the draft report. In particular, observations and initial areas of analysis must be shared at the end of the assignment, before the draft report is written.

5.3 Schedule

The total assignment is estimated at 40 person days, from 6th February to 31 march 2023

The selected evaluation team must include a detailed workplan in its bid, including the days worked per activity and per member of the evaluation team, as well as the indicative dates and locations. This workplan will be discussed and approved during the inception meeting.

6 PROFILE AND TEAM COMPOSITION

6.1 Desired profile(s)

6.1.1 Expected expertise

The bidder can either propose one (1) or two (2) experts to conduct the assignment. In either case, the qualifications sought are the same. Both experts will then be assessed jointly with the number of points for the bidder being an average of the individual qualifications.

6.2 Skills and experience

General qualifications

- **Education:** University qualification (first degree/master's) in Economics, Public Administration, International Development, Gender studies or similar
- **General Professional experience:** 10 years' experience in assessing projects in gender.
- **Specific Professional experience:** previous experience in projects implemented on behalf of the EU or with a Team Europe approach is an asset
- **Regional Experience in the Middle East (at least 5 years), specifically in Lebanon is an asset.**

Language skills:

- **Each expert:** business fluency in English
- **Desirable:** business fluency in French

Additional information

Duration of assignment: 40 working days over a period of 8 weeks.

Type of contract: Service contract

6.3 Content of tenders

Tenders should include:

- *Technical outline: demonstrate an understanding of and comment on the terms of reference, methodology, composition of the evaluation team, CVs and similar experience, and include the components mentioned in the terms of reference (detailed workplan, distribution of roles and responsibilities)*
- *Financial outline: overall budget for the evaluation, including the following: [daily cost of each participant;; additional costs (services and additional documents); transport costs (international and local), logistics costs, translation costs; and proposed terms of payment.]*

6.4 Tender assessment methods

Expertise France will select the bid with the best score based on the following table:

Criteria	Maximum score
1. TECHNICAL OUTLINE SCORE, INCLUDING:	80
1.1. Methodology score	40
» Demonstrated understanding of the ToR and the objectives of the services to be provided	10
» Overall methodological approach, quality control approach, relevance of the proposed tools and analysis of the difficulties and challenges encountered	20
» Structure of tasks and schedule	10
1.2. Evaluation team score	40
2. FINANCIAL OUTLINE SCORE	20
Total score	100

Applications should be sent before **31 January 2023**

Apply Online: https://www.expertisefrance.fr/en/web/guest/on-recrute#page-8835---1---final-evaluation-eu4we-european-union-for-women-empowerment-h-f---en_US?backlink=search

If you do not receive a response within two weeks of the application deadline, please consider that your application has not been shortlisted.

Short-listed candidates will be interviewed on a rolling basis, so we strongly suggest to apply early if you are interested.

Expertise France reserves itself the right to fill the position before the deadline.

Deadline for applications: 31 January 2023

ANNEXES

» Logical framework of the project to be evaluated