



## **TERMS OF REFERENCE**

### **PC JORDAN Project Final Evaluation**

#### **Expertise France**

**Project Name:** Strengthening Civil Protection Capacities in Jordan

**Implementer:** Expertise France

**Country:** Jordan

**Location:** Mafraq governorate and national levels, Jordan

**Duration of assignment:** 3 months

**Type of contract:** Service Procurement Contract

**Deadline for applications:** February 1st, 2023

#### **1. Project description**

The Jordan Civil Defense (JCD), established in 1959, incorporated into the Public Security Department (PSD) in 2020, lies under the jurisdiction of Jordan Ministry of Interior. With 26 960 officials, JCD operates at the operational level and is in charge of providing assistance in terms of civil protection and emergencies.

The project falls within the Sawa Initiative launched by Agence Française de Développement in 2016 (under the Peace and Resilience Fund allocated among Lebanon, Turkey, Iraq and Jordan), which aims at facing the challenges created by the Syrian and Iraqi crises. The project's general objective is to reinforce the JCD's capacities in terms of disaster management. It is therefore structured along 2 axes :

Component 1 - Institutional capacity building for risk management through work on risk assessment, especially natural risks (flash floods, etc.), the contingency plans in response to these risks and the training capacities of JCD under the coordination of Expertise France,

Component 2 - Reinforcement of operational capacities through the purchase of equipment and vehicles (component of the project implemented directly by the JCD).

Mafraq is one of the governorates, with Irbid and Amman, which has welcomed the most Syrian refugees, in and outside the refugee camp of Za'atari. Because of its vulnerability, its growing

population (local and refugee) and, as a result, of the growing demand for JCD interventions, Mafraq Governorate has been chosen as a pilot zone for this project.

## **2. Job description**

### **Purpose of assignment**

EF is seeking a reputable firm or consultant to conduct a final evaluation aimed at providing an independent evaluation of project activities (Component 1 only) carried out in Jordan since 2019.

### **Assignments and tasks**

The purpose for this final evaluation is to:

1. Assess the performance of the project
2. Based on the outcome indicators and any other information that will be shared by the Project team, capture project achievements, challenges and best practices to inform project exit strategy and future similar programming
3. Ensure accountability towards the donor and the beneficiaries of the project
4. Offer a learning aspect for all stakeholders
5. Identify key lessons learned, propose strategic and operational recommendations for the following/post project
6. Provide a roadmap for project sustainability and possible priority actions in the near future

### **Methodology**

The final evaluation methodology will be developed by the firm/consultant. The methodology should focus on a qualitative approach (the quantitative part will be mainly based on the analysis of documentation that will be provided to the expert) including innovative tools and methods. The data collection should include the use of a number of approaches to gain a deeper understanding of the outcomes of the project, including:

- **Desk review** of background documents (project document, logframe indicators, project monitoring data, progress reports, mid-term review report, field visit reports, etc).
- **Qualitative approaches** such as :
  - Key informant interviews (e.g., with EF project staff members, partners' key staff, local authorities, etc.) to gather substantial anecdotal evidence on the effectiveness, efficiency, relevance and impact of the project activities implementation and delivery
  - Focus group discussions (e.g., project beneficiaries, others, etc.)

- Other participatory approaches as recommended by the hired company/consultant.

The developed methodology should ensure a participatory approach and should cover the Component 1 only of the PC JORDAN project: *institutional capacity building for risk management through work on risk assessment, especially natural risks (flash floods etc.), the contingency plans in response to these risks and the training capacities of JCD.*

This final evaluation should be closely developed and implemented with the support of the project M&E expert and Expertise France project team (including technical experts).

### 3. Deliverables

The selected firm/consultant is expected to lead, accomplish and submit the following deliverables within the agreed timeframe and budget:

- A. An **inception report**, which will serve as an agreement between parties on how the evaluation will be conducted. Items to address:
  - Understanding of the issues and questions raised in the ToR
  - Data sources; how to assess the questions in the ToR
  - Evaluation methodology, including suggested interviews (target people and groups with questions to be covered)
  - Schedule of final evaluation activities (timeline)
  - Appropriate validated draft data collection tools (e.g., methodological guidelines, group interview questions)
- B. A max 35-page draft and final evaluation report (in MS Office and PDF for final), excluding annexes and in English.

The **final report** should cover the below sections:

- Executive Summary in bullet points (max. 2 pages)
- Introduction
- Methodology used for data collection
- Schedule of interviews (individual and collective)
- Analysis and findings of the evaluation. The analysis should cover the key log-frame indicators and any other criteria agreed between EF and the selected company/consultant.
- Address concerns, lessons learned, good practices and comments from EF
- Stories of change and quotes from respondents
- Recommendations and roadmap for project sustainability and next steps/priority actions after project closure

#### **4. Eligible entities to apply**

- At least 7 years' experience in working with development sectoral programs relating to Disaster Risk Reduction (DRR) and Civil Protection (CP)
- A strong experience related to DRR and/or CP
- Demonstrated experience with quantitative and qualitative research, data base management and statistical data analysis
- Experience of working in the Middle-East, in particular Jordan, would be an asset
- Previous experience in on-site monitoring activities
- Ability to deal with hardship and remote area field work
- Strong understanding of humanitarian and evaluation ethics and a commitment to ethical working practices
- Action-oriented and evidence-based approach and strong drive for results
- Highly developed self-management and communication skills
- Local or international private consulting firm/organization or consultant with a bank account and an official & valid registration

#### **5. Application procedure**

Applications should include:

- 1) Technical offer: motivation, methodological approach, human resources (CVs for key personnel should be attached).
- 2) Financial proposition and workplan.
- 3) A sample of previous work, relevant to this consultancy.

The application should be submitted in English before February 1st, 2023 on Expertise France application website.

If no response was given by EF within 2 weeks of the application deadline, please consider that your application has not been shortlisted.

#### **6. Contacts**

Practical information for this assignment can be requested by email or phone from the following contacts:

Maud Poissonnier-Lescuras (Project Manager) [maud.poissonnier@expertisefrance.fr](mailto:maud.poissonnier@expertisefrance.fr) and Arnaud Phipps (Project Coordinator) [arnaud.phipps@expertisefrance.fr](mailto:arnaud.phipps@expertisefrance.fr) .