

Terms of Reference for Final Evaluation of the EU Funded Project

ENPI/2013/323-493” Advancing the Rights of Vulnerable Palestinian Women and Children in East Jerusalem Project “

I. Introduction:

The **Heinrich Böll Stiftung** is part of the Green political movement that has developed globally as a response to the traditional politics of socialism, liberalism, and conservatism. We seek to encourage and facilitate cross-border initiatives and regional cooperation. Our activities are guided by the fundamental political values of universal human rights, ecology, democracy, solidarity, and non-violence.

The Heinrich Böll Stiftung established the **Palestine & Jordan Office in Ramallah** in 1999. The office is working in close partnership with currently more than 20 local partner organizations in Gaza, East Jerusalem, the West Bank and Jordan.

Together with the five partners, **Right to Play (RTP)**, **War Child Holland (WCH)**, **Sawa**, **ACAD and ArtLab**, the Heinrich Böll Stiftung Ramallah & Jordan implemented the EU-funded project **“Advancing the Rights of Vulnerable Palestinian Women and Children in East Jerusalem”** from 1st September 2014 until 8th October 2017. Project activities included amongst other things youth trainings on visual arts, the support for female entrepreneurs and micro-businesses, workshops to raise awareness for violence against women, psychological relief work with children, as well as support for youth sports clubs. The project final booklet describing the project results and achievements, as well as the project brochure are attached to these terms of reference.

II. Assignment Objective:

Hbs is looking for a consultant to conduct the final external evaluation for this project in order to assess whether its objectives and targeted results have been achieved. More specifically, the project’s overall objective is to contribute to enhancing the human rights of vulnerable women, children and youth of occupied East Jerusalem. The specific objective targets towards improved social, psychosocial, economic and cultural opportunities and well-being for vulnerable children, youth and women in occupied East Jerusalem. Accordingly, there is one result per partner in their respective field of work with various indicators.

CONTRACT OBJECTIVES & OUTPUT

2.1. Objectives

The objectives to which this evaluation mission will contribute are as follows:

- Assessment of the design, implementation process and achievements of the project
- Assessment of the management of the project
- Documentation lessons learnt in term of methodology and project implementation
- Assessment of the completed activities and how they are related to the objectives of the project
- Provide suggestions, conclusions and recommendations for future actions

2.2. Concrete output to be delivered by the evaluator

The outputs to be delivered by the evaluator are as follows:

- A concise and comprehensive evaluation report providing answers to questions specified in section 3
- Conclusions and recommendations, based on a complete analysis of the current project implementation, results and impact
- A presentation of the draft evaluation results to hbs, partner organizations and stakeholders, including the European commission delegation in Jerusalem

2.3. The Evaluation

Through the final external evaluation, hbs seeks to evaluate/assess the project, answering, among others, the following questions:

- **Effectiveness**
 - To what extend the project achieved its objectives and results?
- **Efficiency**
 - What change can be observed in relation to the objectives of the intervention and to what extent can observed changes be attributed to the intervention?
 - Are there unintended impacts?
 - What were the main project challenges and what kind of mechanisms were used to overcome them?

- Was the consortium approach an efficient approach towards the objectives of this intervention?
- Did the partners reach the required coordination and synergy level during the project implementation period?
- Are there any gaps that the action has left that would need to be filled in with future interventions?
- Was the implementation methodology of the partners appropriate for reaching the required outputs and outcomes?
- How efficiently did the project delivery mechanisms target the intended beneficiaries?
- How efficiently have activities been monitored and evaluated, according to the project Monitoring and Evaluation plan?
- How do you assess the coordination mechanisms of hbs – Palestine & Jordan? Could this be enhanced, and if so, how?
- Is the budget of the project commensurate with its objectives?

- **Impact**

- The evaluator will determine which impact (positive/negative) was achieved in by the consortium approach on advancing the rights of of the Women & Children in East Jerusalem

III. Methodology:

- Basic data and information-gathering:
- Review of key project documents: project description (including extension phase), documentation, project links, Field visit report, annual reports, project action plan and project publications. The documents are available at hbs- Palestine & Jordan, and can be provided electronically.
- The evaluation will be carried out using the participatory approach, seeking the views and assessments of all the parties, including the main partners, but also the CBOs that were part of the project, stakeholders, project participants. This includes interviews with hbs team in Ramallah and the EU delegation>
- The evaluation should also make use of the ROM evaluation that was conducted by the EU, during the first year of the project implementation.
- The evaluator should review existing literature and lessons from similar projects in Jerusalem
- Analysis and assessment

- The detailed evaluation of the project should be guided by the data and information gathered from project sources, internal information from project partners and key stakeholders.
- The evaluator must support findings and recommendations by an explanation of the degree to which these are based on opinion, analysis and objectively verifiable evidence.
- Where opinion is the main source, the degree of consensus and the steps taken to test the opinion should be given.

IV. Coordination and Responsibilities:

- This evaluation will be implemented under the supervision and guidance of the EU program coordinator.
- Technical coordination for this consultancy will be provided by the hbs-EU program coordinator.
- The contract for the Consultancy will be provided by hbs.
- The Consultant will report directly to hbs.

V. Timing and Deliverables:

The Consultant will be responsible for conducting the final evaluation between **15/11/2017 and 31/01/2018** and submitting the deliverables according to the following timeline:

- 1) Inception report by 30/11/2017:** detailed description of the methodology, as well as source of information and data collection procedure. The inception report should also indicate the detailed schedule for the tasks to be undergone (work plan), the activities to be implemented and the deliverables. The role and responsibilities of each member of the evaluation team should be stated as well.
- 2) Draft evaluation report,** including a draft executive summary, shall be submitted **by 20/01/2018** to be discussed with hbs and the five project partners.
- 3) Final evaluation report by 31/01/2018** will be concise, unambiguous and comprehensible for non-specialists. Including:
 - a. Executive summary
 - b. Intervention description
 - c. Evaluation purpose
 - d. Evaluation methodology
 - e. Findings

- f. Conclusions (answers to the Evaluation Questions)
- g. What recommendations are being made /lessons learnt on the basis of these conclusions.
- h. Annexes (list of people interviewed, key documents consulted, data collection instruments)

4) Required number of working days: it is tentatively anticipated that the consultant will work for around 60 working days.

VI. Competencies

- Excellent oral and written communication skills in English and Arabic;
- Expertise in the East Jerusalem context;
- Previous experience in working with vulnerable groups, especially women and children will be an asset;
- Excellent time management skills and ability to produce outputs as per agreed deadlines.

Education/Experience/Language requirements

Education:

- Master's Degree in social sciences, development or relevant field. Two additional years of relevant experience may be accepted instead of a Master's Degree.

Work Experience:

- A minimum of five years of hands on experience working in the field of development projects evaluation.
- Research experience related to East Jerusalem and vulnerable groups.
- Evaluation experience in the framework of EU projects.
- High quality analytical and writing skills.
- Experience on the political situation in Palestine and in particular, in East Jerusalem.
- Ability to access Jerusalem

Languages:

- Fluency in English and Arabic, both written and spoken.

VII. Application process:

- The closing date is **October 31st, 2017**.
- Applications received after the closing date will not be considered.
- Applications should be sent to maria.fraskou@ps.boell.org and should include the following:
 - An application letter addressing the selection criteria including how the consultant's previous experience matches the objectives as well as the interest for the position (max 1 page);
 - Updated CV including relevant work experience and qualifications;
 - Candidate's financial offer;
 - Description of the methodology to answer the evaluation questions as well as the proposed source of information and data collection procedure;
 - Samples of previous evaluation work (if available).

For inquiries and clarifications please contact:

Ms. Maria Fraskou

EU Program coordinator

hbs Jordan and Palestine/ Ramallah

Email: maria.fraskou@ps.boell.org