



Junta de Andalucía

Consejería de Igualdad, Políticas Sociales y Conciliación
Agencia Andaluza de Cooperación Internacional para el Desarrollo



TERMS OF REFERENCE FOR EXTERNAL EVALUATION

INTRODUCTION	
<p>These Terms of Reference (ToR) aim to establish the mandatory framework to address the external evaluation of the intervention implemented by MPDL – Movimiento por la Paz and its partner Health Work Committees (HWC) in the period between 01/02/2020 and 30/11/ 2021 and funded by the “Agencia Andaluza de Cooperación Internacional para el Desarrollo – AACID” call for proposals 2018.</p> <p>The Technical Proposal must respond, in any case, to the questions indicated here, being a necessary condition for the approval of the Evaluation Report.</p>	
I.1. GENERAL DATA OF THE INTERVENTION	
BENEFICIARY ENTITY	MOVIMIENTO POR LA PAZ, EL DESARME Y LA LIBERTAD - MPDL
NAME OF THE INTERVENTION	Promotion of access to health and the protection of people with different capacities, with a special focus on women, in five communities in Hebron Governorate, West Bank.
. AACID FILE	OCC007 / 2019
REGULATIONS GOVERNING THE SUBSIDY	ORDEN DE 21 DE JUNIO DE 2016
COUNTRY WHERE THE INTERVENTION TAKES PLACE	OCCUPIED PALESTINIAN TERRITORY (OPT)
MUNICIPALITIES OF INTERVENTION	BEIT ULA, BEIT UMMAR, HALHUL, DEIR SAMMIT AND BEIT KAHIL
IMPLEMENTATION PERIOD	FROM 01/02 /2020 TO 30 /11/ 2021



I.2. SUMMARY OF THE INTERVENTION STRATEGY (Maximum 2,500 characters)

Briefly describe the problems and interests to which you intend to respond and describe the intervention strategy, making reference to other interventions with which it may have synergies or complementarities.

MPDL and its local partner Health Work Committees (HWC) have extensive experience in partnership of more than 10 years working with people with different capacities (PwDC), with special attention to women with different capacities (MwDC), in Hebron Governorate that has motivated the identification and implementation of the intervention object of this evaluation, which is part of the MPDL strategy in the TPO.

The project has been aimed at contributing to improving access to health and the protection of people with different capacities victims of the conflict and survivors of violence in the humanitarian crisis in the West Bank (OG), through the promotion of access to health and the protection of people with different capacities, with special attention to women, in 5 communities of the Hebron Governorate (SO), through 3 complementary results:

- R1: Improved physical and psychosocial health of PwDC survivors of the conflict in 5 communities of the Hebron governorate.
- R2: Increased prevention of GBV towards PwDC (especially women and children) and community protection for survivors or persons at risk of suffering some kind of violence.
- R3: Strengthened the capacities of the CBOs in the Hebron governorate to influence local and national policies on disability and inclusion.

Almost 3% of the oPT population suffers from at least one disability and Hebron is the 2nd governorate with the highest percentage of PwDC (3.6%). MwDCs are more vulnerable to GBV in a context in which political instability, economic insecurity and conflict, in addition to the lack of resources for law enforcement, have led to an increase in GBV: 18% of women are victims of sexual abuse, with Hebron accounting for 25% of reported cases. Violence and repression caused by the occupation cause 25% more motor disabilities than traffic accidents. The worsening of the chronic humanitarian crisis in the oPT and the precarious situation of the public health system means that the PwDC are in a situation of extreme vulnerability.

The intervention has had as its axis the focus holistic Community Based Rehabilitation (CBR) that reinforces the bond with the community and guarantees the participation of the target population in all phases of the project.

II. QUESTIONS TO WHICH THE EVALUATION IS INTENDED TO ANSWER: EVALUATION CRITERIA AND QUESTIONS

The purpose of the evaluation is formative, aiming to serve as a relevant learning tool to know the functioning, results and effects of the intervention, assessing the achievement of objectives and results, so that it can guide future actions. At the same time, it must be useful for accountability to the relevant agents of the intervention.



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The evaluation must verify, at least, the fulfilment of the following quality criteria:

- **Effectiveness in meeting the indicators, results and objectives established in the planning matrix.**

An assessment will be made of the extent to which the proposed results have been achieved, making it possible to come closer to the proposed objective, highlighting the strength of the measures taken, as well as the relevance of the ways in which the difficulties encountered in achieving them have been solved. The study should emphasise the quality of identification; the clarity and relevance of the definition and correlation between objectives and results; the criteria used for the correct definition of rights-holders; the correct identification of other groups; the clarity and relevance of the fulfilment of indicators (quantitative and qualitative).

Some questions that can be taken into account:

- Were complementary results produced that helped in the achievement of the objectives?
- What measures were relevant to the main difficulties encountered in achieving the objectives and results?

- **Efficiency and feasibility.**

The achievement of results will be analysed in relation to the support and resources used, as well as compliance with the budget and initial calendar established for the project and the administrative management and control mechanisms used.

Some questions that can be taken into account:

- Was good accounting and economic monitoring done?
- How were technical and economic changes identified, to what extent did these changes contribute to the achievement of objectives and results?
- To what extent did these changes contribute to the achievement of objectives and results?
- Have the resources been adequate and sufficient to strengthen the capacities of rights-holders?

- **Impact achieved and expected.**

Analysis of the positive and negative changes and effects of the intervention in its areas of influence, establishing the causes that have contributed to these results.

- Consider the changes generated in rights-holders as a result of the intervention.
- Consider the effects achieved.

- Assess the effects of the project on the improvement of the quality of life.

Some questions that can be considered:

- Did the activities contribute to the improvement of physical and psychosocial health of differently abled conflict survivors in 5 communities in Hebron Governorate?
 - What change has been achieved in terms of increased prevention of gender-based violence against people with disabilities (especially women and children) and community-based protection for survivors or those at risk of violence?
 - What has been the impact on local and national disability and inclusion policies?
 - Are there other positive or negative effects that were not initially anticipated?
- **Sustainability (connectivity in the case of humanitarian action interventions).**

Identification of the measures adopted so that the benefits generated by the intervention can be maintained after the end of the project, indicating whether it has had an impact on the improvement of technical capacity and community management. Special attention will be paid to aspects related to gender, autonomy, appropriate methodologies, capacity building and public policy advocacy.

Some questions that can be taken into account:

- What were the aspects that contributed to the rights holders being able to develop the acquired knowledge and capacities?
 - Have the women participants been stimulated to organise themselves in order to address their practical and strategic needs, plan solutions to their problems and take responsibility for development processes?
 - To what extent do the changes brought about by the project contribute to the awareness of the rights of people with disabilities, women, care, prevention, and protection against gender-based violence?
- **Appropriation and institutional strengthening.**

To what extent have the commitments made by the different entities involved in the intervention been fulfilled, indicating the effects that have been generated on institutional capacity building.

Some questions that can be considered:

- In what ways has the local partner been strengthened at the institutional level?



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- What aspects does the local partner need to strengthen in order to improve its institutional management?
- In what sense was the participation of rights-holders meaningful and relevant?

- **Gender in Development Approach.**

Identify how the project included a gender perspective and the extent to which the role of women as agents of change was highlighted, as well as the significant changes that do or do not contribute to the reduction of the gender gap and the prevention of gender-based violence.

Some questions that can be considered

- How do the participating women and men perceive themselves after the end of the project?
- What significant changes are observed in terms of capacity building on gender-based violence and the rights of persons with different capacities?
- To what extent does HWC, MPDL's local partner, contribute to the prevention of gender-based violence and the protection of people with different capacities?

- **Environmental sustainability.**

Although this project does not include activities directly related to environmental sustainability or the physical environment, it is necessary to assess whether the actions implemented within the framework of the project have had a negative impact on the environment of the intervention area.

- **Respect for cultural diversity.**

Identify how the project took into account the habits, customs and traditions of the rights-holders.

Some questions that can be considered:

- Have the project actions and intervention dynamics been adapted to the usual practices of the target groups (schedules, displacement, protection from Covid-19)?

III. METHODOLOGY AND PHASES

The methodological techniques to be used for the collection of primary information to carry out the evaluation will be, at least: desk study, individual and/or group interviews. Optionally, surveys may also be considered.



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The methodology to be used must consider the human rights and gender approach and must be participatory, including the target population and other relevant actors in its phases.

The outputs resulting from the evaluation should be:

- Preliminary report resulting from the desk study.
- Report of activities resulting from the field work.
- Draft Evaluation Report.
- Final Evaluation Report.
- Communication and dissemination plan of the evaluation and the results of the project.

The phases and deadlines foreseen for the development of the Evaluation will have a duration of between 10 and 12 weeks (2.5 - 3 months).

The calendar contained in the Technical Proposal must include at least the following phases and level of detail:

EVALUATION PHASES	Month 1	Month 2	Month 3
Desk Study (Preliminary Report)			
Field Work (Field Memory)			
Preparation of the Draft Final Evaluation Report			
Preparation of the Final Report of Evaluation			
Dissemination of the evaluation results			

Phase I: Desk study (Preliminary Report): In this phase, the following will be carried out: a) Validation of the final methodology proposed by the evaluation team, together with the design of information gathering tools; b) Definition of the final work plan for the evaluation; c) Exhaustive analysis of the Project's available documentation (formulation, diagnoses, surveys, monitoring reports, materials produced, training programmes).



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Phase II: Field work (Field Memory): This phase will include: a) Preliminary meeting with the technical field team in Hebron; b) Visits, meetings and interviews with evaluation subjects in the 5 target communities in Hebron governorate.

Phase III: Preparation of the draft of the final evaluation report and return of preliminary results: It will consist of the elaboration of an initial draft with preliminary findings of the evaluation report; Feedback meeting (face-to-face or virtual modality) with representatives of MPDL, HWC and discussion of first impressions.

Phase IV. Preparation of the final evaluation report: This phase will comprise: a) Submission of the Final Report (first version) to MPDL and HWC; b) Adjustment of the Final Report following receipt of comments on the first version; c) Approval of the Final Report.

Phase V. Dissemination of the evaluation results: This phase will involve the return of the information obtained throughout the Assessment process to duty bearers, HWC and MPDL. Depending on the current health status of the COVID-19 pandemic, this feedback could be conducted virtually.

IV. DOCUMENTS THAT THE BENEFICIARY ENTITY PUTS AT THE DISPOSAL OF THE NATURAL OR LEGAL PERSON

The evaluation includes an analysis of existing documentation related to the project, in some cases documentation provided by MPDL and/or HWC and in other cases documentation of interest collected by the evaluation team itself.

The evaluation team will have access to the following sources of information:

- Initial formulation of the intervention.
- Planning matrix of the intervention to be evaluated.
- Resolutions of modifications made.
- Intermediate Monitoring Report prepared by the beneficiary entity.
- Final technical report prepared by the beneficiary entity, if available.
- Regulations relating to the country in which the intervention is carried out and which are relevant to the evaluation.
- Studies on the sector in the area/country of intervention, including other related evaluations both of a previous phase and of similar interventions in the area.
- Other documentation considered relevant to the Evaluation. Please specify which:
 - Sources of Verification described in the Matrix.
 - PACODE 2015-2018



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V. STRUCTURE AND PRESENTATION OF THE REPORT

The Final Evaluation Report should contain the following structure:

- a) Executive Summary.
- b) Introduction: Background and objectives of the evaluation.
- c) Brief description of the object of the evaluation and its context.
- d) Methodological approach and techniques used in the evaluation: evaluation criteria and questions, methodology and techniques applied, and conditioning factors of the evaluation carried out.
- e) Analysis and interpretation of the information collected and evaluation results. The analysis of the information should respond to the evaluation criteria and questions. Special emphasis should be placed on the fulfilment of the planning matrix (objectives, results, activities, and indicators). **The planning matrix of the intervention should be explicitly included, indicating the values achieved by the indicators according to the evaluation and the sources of verification used in the evaluation.**
- f) Conclusions of the evaluation in relation to the evaluation criteria. The conclusions should be drawn from the analysis of the information collected and should be presented against the evaluation criteria.
- g) Evaluation recommendations. Indicate to whom the recommendations are addressed (AACID, MPDL, HWC, others).
- h) Actions undertaken for the dissemination of the evaluation.
- i) Annexes:
 - Terms of reference of the evaluation.
 - Technical and economic evaluation offer.
 - Methodological tools (survey/interview templates, etc.).
 - Detailed work plan (composition of teams, schedules, itineraries, visits, list of interviews conducted, meetings).
 - Evaluation summary sheet (following the format established by the OECD/DAC).
 - Bibliography.
 - Summary.
 - List of people interviewed, and meetings held.
 - Photographs.



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- Other elements that may facilitate the evaluation process.

The Final Evaluation Report will generally not exceed **50 pages**. One hard copy and one electronic copy will be submitted to MPDL for submission to the Agencia Andaluza de Cooperación Internacional para el Desarrollo (AACID). The report must be written in Spanish and/or English.

SAW. REQUIREMENTS AND CRITERIA FOR SELECTION OF THE NATURAL OR LEGAL PERSON

The natural or legal person must have:

- At least 2 years' experience in public policy evaluation, especially in the field of cooperation.
- Not having maintained an employment relationship with the entity receiving the grant or with its counterpart, at least during the two years prior to the proposed contracting for the evaluation, nor having been linked to the design, management, or implementation of the intervention to be evaluated.
- Training and experience in the application of gender analysis tools.
- Language skills in Arabic and English (these will be the working languages).

In addition, the following will be valued:

- Experience in the sector of action.
- Experience working in the country in which the intervention is being carried out.
- In the case of an evaluation team, it must be multidisciplinary.
- Knowledge of Spanish (level B2).

As far as possible, the inclusion of professionals from the country in which the intervention takes place or from the surrounding area will be promoted and gender balance will be taken into account.



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DEADLINE FOR THE SUBMISSION OF THE TECHNICAL PROPOSAL

The consultant and/or consultant team will have until **02 November 2021** to submit proposals. The start of the evaluation is **preferably scheduled at the latest on 15 December 2021**.

A maximum total time for the evaluation is set at 3 months (with a minimum time for phase II fieldwork of 2 weeks). The methodological proposal of the evaluation team shall specify the calendar for the implementation of the evaluation, including the evaluation communication and feedback plan.

This schedule may vary slightly in negotiation with the contracted evaluation team.

The method of payment will be as follows:

- 40% upon signature of the contract between the parties, following submission and approval of the work plan.
- 20% upon delivery of the draft of the final document.
- 40% upon delivery of the approved final document.

The technical-economic proposals shall be sent by e-mail to the following addresses, indicating in the subject line **“EVEX AACID18”**:

- palestina@mpdl.org; m.brihuega@mpdl.org.

The proposals must be accompanied by the following documents:

- First page indicating:
 - Name of the company or expert.
 - Title of the evaluation.
 - Contact details of the company or individual expert.
 - Type of evaluation (external).
- Detailed CV of the entity (if applicable).
- Detailed CV of the members of the company's evaluation team (if applicable).
- Detailed CV of the individual expert (if applicable).

- Technical proposal including at least:
 - Evaluation methodology.
 - Information gathering tools.
 - Work plan: Calendar and main activities.
 - Proposed evaluation matrix.
 - Budget breakdown.

Criteria for the assessment of the quality of the proposal (ranking).

- a) Methodological proposal: Maximum 7 points out of the 10 of the global offer (it is necessary to reach a minimum of 3).
- b) Profile of the evaluation team: Maximum 2 points out of 10 out of the total number of points offered (a minimum of 2 must be reached).
- c) Budgetary breakdown: Maximum 1 point out of 10 out of the total number of points of the tender.

CRITERIA	EVALUATION METHOD
Methodological Proposal	<p>Coherence of the methodology with the purpose and scope of the evaluation. Methodological specificity: explanation of data collection and analysis methods, reliability of data collection, triangulation of data.</p> <p>Consideration of local contexts in the methodological definition. Analysis of evaluation criteria and indicators. Matching of proposed evaluation activities with available resources and objectives to be achieved. Approximation to the deadlines foreseen in the ToR. Flexibility of timing to accommodate unforeseen circumstances.</p> <p>Foreseeability of activities for communicating results. Days for the return of results.</p> <p>Inclusion of a work plan: calendar and main activities.</p> <p>Inclusion of a proposed evaluation matrix.</p>



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<p>Evaluation Team Profile</p>	<p>Degree on the work area to be developed.</p> <p>Level of performance of the professional activity appropriate to the needs of the ToR.</p> <p>Years of activity in the sector subject to evaluation.</p> <p>Experience in the geographic area that is the object of the evaluation.</p> <p>Experience of similar previous works.</p>
<p>Financial Offer</p>	<p>Breakdown of items by:</p> <ul style="list-style-type: none"> - Fees. - Per diem and travel costs. - Taxes. - Other expenses. <p>The financial offer must include all the expenses foreseen for the development of the evaluation.</p>

VII. PREMISES OF THE EVALUATION, AUTHORSHIP AND PUBLICATION AND SANCTIONING REGIME

The natural or legal person conducting the evaluation should respect human rights and be sensitive to considerations of gender, ethnicity, age, sexual orientation, language, cultural differences, customs, beliefs and religious practices of all actors involved in the evaluation process.

The integrity, independence, credibility, and transparency of the evaluation must be ensured. The natural or legal person in charge of carrying out the evaluation must work freely and without interference and access to all available information, under the premises of ethical and professional behaviour.

The anonymity and confidentiality of the persons involved in the evaluation must be guaranteed.

Although the external evaluation is carried out by the evaluation company, MPDL reserves the right to guide the field work in the event of problems arising in the course of the evaluation.

The present ToR do not exempt the signing of the contract with the evaluation team.



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Ownership of the Evaluation Reports shall correspond to the AACID, which may disseminate and disclose, in whole or in part, their contents.

The provision of the service ends with the acceptance of the Evaluation Report by the AACID. The Evaluation Report must comply with the quality standards for evaluations drawn up by the AACID, as set out in section IX. Failure to comply with these standards will give rise, in the first instance, to a request for rectification. If the deficiencies detected are not rectified, the report will be considered NOT ACCEPTED.

VIII. ESTIMATED BUDGET

The maximum budget for the development of the evaluation will be **7,500 €**. This must include all expenses related to the development of the evaluation: allowances, travel, salaries, taxes, and fees.

The technical proposal must contain a detailed financial proposal.

IX. QUALITY STANDARDS THAT THE EVALUATION REPORT MUST MEET

- Standard 1: Adequacy of the context analysis.
- Standard 2: Timeliness of the methodological approach and techniques used.
- Standard 3: Reliability of information sources.
- Standard 4: Adequacy of the examination of the evaluation questions and criteria.
- Standard 5: Validity of results and conclusions and usefulness of recommendations.
- Standard 6: Quality of participation in the evaluation by the entities involved and the target population.
- Standard 7: Credibility, ethics, and impartiality of the evaluation process.
- Standard 8: Adequacy of the evaluation communication plan.