



## **Terms of Reference**

### ***Baseline for the project***

***Support and reinforcement of the capacities of the Associations established by the Syrian communities in Lebanon with activities related to childhood and adolescence***

**Co-financed by AFD**

**Lebanon**

**Type of Contract:** Consultancy

**Country:** Lebanon

**Consulting days:** 35 days

**Application Deadline:** 23/03/2019

## Content

1.	Asmae's Background .....	3
2.	Project Description .....	4
3.	Description of the Baseline.....	5
3.1.	<i>Purpose and objectives of the baseline study</i> .....	5
3.2.	<i>Expected results of the baseline study</i> .....	5
3.3.	<i>Methodology and process</i> .....	5
3.4.	<i>Evaluation phases and deliverables</i> .....	6
3.5.	<i>Timeframe</i> .....	6
3.6.	<i>Property of the report and confidentiality</i> .....	6
3.7.	<i>Payment</i> .....	7
4.	Required qualifications and procedures .....	7
4.1.	<i>Qualification of consultant</i> .....	7
4.2.	<i>How to apply</i> .....	7

## **I. Asmae's Background**

Asmae-Association Soeur Emmanuelle ("Asmae") is a French international NGO and registered charity, specialising in child development. Independent, secular and apolitical, it is open to all. Founded in 1980 by Sister Emmanuelle, based on her experience with rag pickers in the slums of Cairo, Asmae continues its actions in line with the values and methods inherited from its founder: listening and proximity, pragmatism, taking account of differences, professionalism and reciprocity. Asmae's actions aims to support vulnerable children and their families through personalised and continuing support for local actors working in the fields of education and child protection.

Asmae has been operating in Lebanon through local partners since 1986. Asmae is currently working with five Lebanese NGOs, operating in and around Beirut with some activities carried out in other parts of Lebanon as well.

For this project particularly Asmae has two main partners directly implementing the project's activities:

- **Basmeh & Zeitooneh ("B&Z")**

B&Z emerged from an initiative of a Syrian volunteer group working in Lebanon in 2012 in response to the Syrian crisis and the influx of Syrian refugees into Lebanon. Though at first focused on assistance for these populations, B&Z rapidly developed a strategy encompassing all vulnerable communities in Lebanon (Palestinian and Syrian refugees, Lebanese communities), offering various services through nine community centres, spread across Lebanon and Turkey. B&Z programs include diverse activities in the sectors of education, child protection, women's empowerment, health, psycho-social support, job training, and emergency assistance. The Shatila Centre, founded in 2013, offers informal educational activities and psycho-social support for 600 children from refugee communities and hosts living in the Shatila Camp and the surrounding area.

- **Jafra Foundation for Relief and Youth Development (Jafra)**

Primarily focusing on adolescents and development of their skills and leadership abilities, the Jafra Foundation began work in 2003 inside the Palestinian Camp of Yarmouk in Syria, where it opened a youth development centre. With the outbreak of the Syrian conflict in 2011, the founders shifted the emphasis of their objectives in order to prioritize the needs of internally displaced Palestinians in Syria and Palestinian refugees in the region and in Europe (Greece, Belgium, Sweden). Jafra's programs include food security, emergency assistance, access to water, sanitation and hygiene, as well as child protection. Jafra manages their activities in Syria from its office in Beirut. Thus, it is quite natural for Jafra to develop activities inside Lebanon. The partnership with Asmae will allow Jafra to start activities in Lebanon and establish a program designed for child protection and education. Jafra wishes to start its operations in Lebanon in Burj El-Barajneh camp, welcoming at least 37,000 persons, including 60% of children, a majority of Palestinian as well as Syrian and Palestinian from Syria refugees and most vulnerable Lebanese families. As an important number of Palestinians from Syria lived in Yarmouk camp and its surrounding in Syria, Jafra has already developed relationships and cultivated a positive environment within this community there.

## 2. Project Description

### **Project location:**

Country: Lebanon

Town, region: Shatila and Burj El-Barajneh camps (southern Beirut)

### **Project Calendar:**

Project duration: 36 months

Start date: September 2018

Expected end date: August 2021

The **overall objective** of the project is to improve access and provision of educational and protection services to vulnerable Syrian, Palestinian and Lebanese children and adolescents in the Shatila and Burj El-Barajneh refugee camps, while maximising the impact of operations implemented by two partner associations through the strengthening of their operational, organisational and institutional capabilities.

It aims to strengthen the capacity of the two Lebanese associations initiated by refugees' communities in Lebanon to meet the needs of the most vulnerable children and adolescents in terms of education and child protection, including psychosocial support services.

### **Specific objectives:**

1. Develop relevant, quality education services for vulnerable children and adolescents who are not enrolled in the formal system.
2. Develop child protection services that meet the needs of children and youths of both gender.
3. Strengthen the organizational and institutional capacities of partner organizations.

The project adopts a series of diverse yet coherent **activities** that include:

#### 1- **Activities related to education component:**

- Recruitment of teachers at Burj El Barajneh centre
- Operational needs assessment (education)
- Strengthening of operational capacities (Education)
- Follow-up visits and support during implementation
- Identification and registration of children and adolescents (education)
- Implementation and monitoring of courses and training
- Final exam and presentation of certificates of achievement

#### 2- **Activities related to child protection component:**

- Recruitment of CP staff at Burj El Barajneh centre and recruit (1 psychologist + 1 social worker) in Shatila
- Operational needs assessment (Child Protection)
- Strengthening of operational capacities (Child Protection)
- Follow-up visits and support during implementation
- Identification of child and adolescent beneficiaries (child protection)
- Implementation of PSS Activities:
  - ✓ Provision of DEAL curriculum - Jafra
  - ✓ Conducting Open Days
  - ✓ Mainstreaming PSS activities within the education activities - B&Z"
- Conducting Awareness Raising Sessions for children
- Conducting Awareness Raising Sessions for Care Givers
- Conducting Awareness Raising Sessions for Key Actors
- Referral for children in needs for specific support

#### 3- **Activities related to organisational capacity building component:**

- The implementation of an organisational capacities assessment for each partner
- Support during implementation of the recommendations
- Making progress assessment.

### **Project impact and activities indicators:**

- 2 partner associations see their capacities strengthened;
- 53 staff members (technical and support) of the partners are trained;
- 1 organizational capacity assessment is organized for each partner with 75% of the recommendations listed as priority implemented;
- 900 girls and boys have access to appropriate high quality educational services;
- 1990 girls and boys have access to protection services that meet their needs;
- 1200 parents and 135 key players have been informed about the rights of the child.

These indicators will be reported by gender, nationality and age group. Beneficiary children and adolescents will include a minimum of 50% of girls.

## **3. Description of the Baseline**

### **3.1. Purpose and objectives of the baseline study**

The purpose of carrying out a baseline study is to provide baseline data for the planned project goal and outcomes indicators. It will identify a starting point from which changes and impact can be measured over time i.e. it will reflect the situation of the target population in relation to the objectives of the project prior to Asmae's intervention. It also could adjust the targets to be achieved if necessary, based on the findings. In general the baseline will establish an overall assessment of the project at its start.

### **3.2. Expected results of the baseline study**

The baseline study is expected to provide data allowing Asmae to measure the impact of the project during mid-term and final evaluation. It includes, but is not limited to, the following data:

- Current access to education services compared to the total population / needs;
- Current access to protection services compared to the total population / needs;
- Level of knowledge of the community regarding child rights and child protection;
- Current parenting practices of parents and caregivers;
- Children satisfaction level in Shatila center;
- Level of children well-being level who are participating compared to the ones not participating in the activities;
- Level of knowledge and current practices of partners' staff in terms of protection and education (in coordination with Asmae's Technical Advisors).

Insights regarding gender issues would be greatly appreciated.

### **3.3. Methodology and process**

The baseline study must provide evidence based information that is credible, reliable and useful.

Establishing the baseline figures for the goal & outcome indicators will rely on primary data collection through surveys, FGDs and key informant interviews with relevant stakeholders, partners, target beneficiaries and with community representatives if needed; in addition to reviewing global action plan documents and secondary data.

The consultant is expected to perform the following tasks:

- Participate in a kick-off meeting with Asmae and the two project's partners.
- Review the project proposal document, implementation plan, monitoring and evaluation plan, technical capacity assessment and the needed documents as mapped out in the Project Management Tool and the technical advisors' documents (technical advisor follow-up tool, observation grid and other assessment and follow-up tools).
- Coordinate continuously with partners.
- Develop quantitative and qualitative data collection tools that measure the set indicators including the preparation of questionnaires and key informant interviews questions.
- Share the detailed plan including the tools with Asmae team to get feedback & approval.

- Conduct needed procedure in coordination with the Program Officer, to get appointments based on the timeframe.
- Assign trained data collectors to conduct the surveys if needed.
- Follow up and support data collectors during survey data collection in the field.
- Ensure that collected data is valid and of acceptable quality.
- Conduct key informant interviews with the presence of a note taker during the interviews.
- Perform quantitative and qualitative data analysis.
- Share and validate results of the baseline with Asmae staff.
- Draft the baseline report and submit to Asmae for feedback and approval.
- Prepare the final baseline report in view of the feedback on the draft report.
- Report weekly progress to Asmae team, or weekly meeting (based on the need and availability).
- Share the results with Asmae and partners during the quarterly steering committee meeting if possible, or in a separate meeting if required.

Additionally, the consultant commits to respect the child protection policy, code of conduct and security measures of Asmae.

### 3.4. Evaluation phases and deliverables

#### Evaluation phases

Phase	Deliverable	Duration
One: Inception Phase	<ul style="list-style-type: none"> <li>○ Detailed plan and timeframe</li> </ul>	8 days
Two: Interim report & Presentation	<ul style="list-style-type: none"> <li>○ Draft Report</li> <li>○ Presentation of the findings</li> </ul>	20 days
Three: Final Report	<ul style="list-style-type: none"> <li>○ Final report</li> <li>○ Annexes</li> </ul>	7 days

#### Deliverables

Having considered any observations made by the steering committee, and requests for additional information and changes made by Asmae, the final report will be presented to Asmae.

It will be 40 pages maximum in length (excluding annexes) and will include:

- A cover page
- An executive summary (maximum 2 to 3 pages)
- The baseline study purpose
- The methodology used for the baseline study (including constraints and limitations on the evaluation conducted)
- The findings and analysis
- A conclusion
- Annexes: Draft and final questionnaires for FGDs, KII, etc., developed tools for quantitative and qualitative data; report/notes of meetings with staff and community, analytical frameworks for both qualitative and quantitative data analysis.

### 3.5. Timeframe

- Consultant is supposed to share the plan including the detailed timeframe base on the plan
- Asmae expects to receive the draft report after 35 days of the agreement.

### 3.6. Property of the report and confidentiality

The baseline study report is the property of Asmae.

The consultant is subject to a confidentiality obligation concerning all the information and documents which may be brought to his or her attention in the exercise of his or her duty. S/he must protect the information collected and must not use it to gain any profit whatsoever.

### **3.7. Payment**

The payment will be settled as followed:

- 15% at the approval of the detailed plan and timeframe
- 50% at the approval of the interim report, and
- 35% at the approval of the final report

This schedule is negotiable and consultants are invited to make alternative propositions in their financial offer. The final agreed upon payment schedule will be included in the service contract signed.

## **4. Required qualifications and procedures**

### **4.1. Qualification of consultant**

- Advanced degree in relevant field (e.g. Social Sciences, international development, project management)
- A minimum of 3 years' relevant experience undertaking baseline and/or evaluation is required
- Good understanding of child protection and Education in the Lebanese context
- Deep knowledge about Capacity Building approaches and CSOs work in Lebanon
- Good analytical, critical thinking, facilitation and writing skills
- Proven knowledge and experience in applying participatory research methods and tools
- Experience conducting baselines/evaluations that have provided a participatory and meaningful experience for children
- Get the official authorisation to work in Lebanon

Language requirement:

- Excellent Arabic and English writing and communication skills are required.

### **4.2. How to apply**

The applicant should submit the below documents to the email: [adminfiofficer.lebanon@asmae.fr](mailto:adminfiofficer.lebanon@asmae.fr) (copy: [projectofficer.lebanon@asmae.fr](mailto:projectofficer.lebanon@asmae.fr)) by March 23<sup>rd</sup>, 2019.

A technical proposal (maximum 5 pages) with:

- Cover letter
- An explanatory note with the proposed methodology and a primary plan
- List of the most relevant previous consulting projects completed, including a description of the projects and contact details for references
- Baseline Team structure, roles and responsibilities and time allocation if applicable

The following items should be included as attachments (not included in the page limit):

- Curriculum Vitae (background and experiences)
- General work plan
- At least 2 samples reports from previous consultancy projects (all samples will be kept confidential) or links to websites where reports can be retrieved

A financial proposal with detailed costs (daily fees, number of worked days, transportation costs, etc.) and all inclusive, in a separated document.

Applications sent after the deadline and/or incomplete applications will not be considered.

Selected candidates will be contacted for initial meeting.