

Terms of Reference (ToR) – External Final Evaluation

‘Naseej. Connecting voices and action

to end violence against women and girls in the MENA region’

Reference number: HUM/2018/400-606

A. BACKGROUND

1. THE PROJECT

[Naseej – Connecting Voices and Action to End Violence Against Women and Girls in the MENA Region](#) is a 4 years EU-funded regional project led by Oxfam with the overall aim of contributing to a more gender-equitable societies in Iraq, Yemen, and the Occupied Palestinian Territory (OPT) in which women and girls live free from violence across all spheres of life.

The project tackles Sexual and Gender Based Violence (SGBV) in conflict and occupation affected areas, by channeling financial support to women rights and civil society organizations (WROs and CSOs) to prevent and respond to SGBV. This is done in parallel with technical and capacity building support to strengthen the capacities in these organizations to support of their work.

Within the framework of the project, 20 Women Rights Organizations and Civil Society Organizations are receiving financial support and participating in capacity-strengthening activities to reinforce their capacities to support SGBV survivors, promote change in social norms fostering gender inequality and lead advocacy activities to influence policy making on gender-based violence.

Moreover, a regional comparative research and country-focused researches have been produced to further understand the prevalence of SGBV in conflict, the coping mechanisms used by those undergoing violence and the role of local women leadership in leading the response against this phenomenon.

The Project targets the 3 fragile and conflict-affected countries of Yemen, Iraq, and the Occupied Palestinian Territory (OPT – West Bank, in particular, Area C, East Jerusalem, Gaza Strip).

The action is co-funded by European Union.

The project period is 48 months (four years) starting from March 2019 until end-February 2023.

1.1 OVERALL OBJECTIVE/ IMPACT:

The project’s Overall objective/Impact is to contribute to more gender-equitable societies in Iraq, Yemen, and the Occupied Palestinian Territory (OPT) in which women and girls live free from violence across all spheres of life.

1.2 SPECIFIC OBJECTIVE/OUTCOME:

The Specific objective of the project is to support women's rights civil society organisations (WROs) in the target countries to effectively prevent and respond to sexual and gender-based violence (SGBV) during conflict.

1.3 INTERMEDIARY OUTCOMES and OUTPUTS:

The project formulated three **intermediary outcomes** which contribute to reach overall and specific objectives:

<p>Intermediary outcome n. 1: Partner WROs show improved organizational capacity to function more independently and effectively to deliver prevention, response, and advocacy programmes/initiatives on ending SGBV</p>	<p>Output 1.1 23 partner WROs have been supported to be more effective and independent in their work on SGBV</p> <p>Output 1.2 WROs in the target countries have been supported to effectively provide services to respond to sexual and gender-based violence in conflict settings</p>
<p>Intermediary outcome n. 2: SGBV is less socially acceptable in targeted communities, including among men and boys</p>	<p>Output 2.1 Men, boys, women and girls will have increased awareness of their roles in preventing SGBV and supporting survivors</p>
<p>Intermediary outcome n. 3: Oxfam and WRO partners more effectively influence national and international policy and decision makers on SGBV policy and legislation and international humanitarian law (IHL) obligations</p>	<p>Output 3.1 The global knowledge base on SGBV in conflict will be strengthened to inform current and future interventions and advocacy</p> <p>Output 3.2 WRO alliances and/or networks at national and regional level will be supported and strengthened</p>

The underlying assumption to the project's theory of change, objectives and iOcs is that changes must take place at multiple levels (personal, community, systemic and organisational). It further assumes that working on multiple areas at the same time (services and reporting; social norms; and policy change) will be more effective and efficient and will produce a greater impact in the longer-term.

A grant scheme is being established across the three countries and the grantees (20 WROs and/or CSOs) are being selected to provide **three main activity streams**:

1. strengthening support and referral services and reporting system for women and girls SGBV survivors;
2. transforming the social norms that perpetuate SGBV;
3. strengthening development and implementation of national SGBV legislation.

1.4 TARGET GROUPS AND EXPECTED FINAL BENEFICIARIES:

The project expected to reach up to 23 WROs in Iraq, Yemen, OPT (majority of which small and medium size); 1,800 men and boys; Est. up to 150 social leaders, influencers, policy and decision makers
 Final beneficiaries: Est. 50,000 women and girls in Iraq, Yemen, and OPT vulnerable to SGBV and/or survivors of SGBV.

(Refer Annex 1: Naseej project's updated Logical Framework for details)

2. PROJECT IMPLEMENTATION

Since the start of Naseej project, the risks of SGBV have particularly increased in the MENA region in the continuity of the COVID19 pandemic, adding to the general high prevalence observed despite the lack of data. Against this background, in the three target countries, the project has been both a platform for increased support to survivors in times of heightened needs, as well as a soundboard for enhanced advocacy against SGBV.

The project implementation started in March 2019 and it progressed in line with the pre-agreed plans despite operational challenges and delays. COVID19 was one of the major challenges faced by the project, in addition to the hurdles created by the worsening of security situation in the three target countries in general. Common challenges include challenges in gaining permission for interventions, and restricted freedom of movement.

During the Year 1, the entire management and governance structure at regional and country level was set up, the bases for collaboration and connections among partners and country teams established. During the Year 2, despite the outbreak of the COVID-19 pandemic, which increased the challenges to access remote and more at-risk areas in the three target countries but also impeded to realise certain activities, as general assessment all the parties got a good understanding of the project, including its regional multifaceted and multidimensional strategy, and its theory of change. The connections between the multiple levels of intervention (personal, community, systemic and organisational) are well understood and activities, at regional and country levels, are in place to achieve expected results.

Despite these challenges and after COVID19 restrictions had been eased, in Years 3 and 4, the Naseej teams and partners succeeded to proceed with the implementation and reached most of the expected targets. 20 WROs/CSOs were supported to mobilise the public in prevention of SGBV, to provide response services to survivors, and to advocate for policy change. Public awareness raising activities were conducted reaching at the end of Year 3 over 12,000 people off-line and almost 550,000 on-line, with special attention paid to engaging men in the dialogue on ending SGBV. Knowledge on SGBV was produced, shared and capitalized aiming to build good practices in prevention and response, and to strengthen advocacy capacity on the matter. The project enabled the partner WROs individually and together to effectively act and advocate against SGBV.

During the project implementation, the following studies were conducted and are available to be shared with selected consultancy firm for final evaluation for desk review: one regional comparative research on SGBV in conflict settings, 2 in-country researches on GBV focused on Yemen and OPT, 3 Baseline studies, a Midterm Review Report, a Learning Paper on Sub-granting Mechanism (if the findings available by the time of this assignment) and End-line data (the availability of information through the survey).

Oxfam, as a lead applicant to the donor, is the ultimate responsible for the implementation of the whole project (technical and administrative tasks) and its monitoring.

Gender Development Research and Studies Center (GDRSC), as co-applicant, is responsible for IOC 3 in Yemen and participate actively to fulfil the other results as well.

B. EXTERNAL FINAL EVALUATION

The Naseej project now it's in final stages and approaching the closure and phasing out by February 2023. Considering the importance to assess whether the action has been successful in achieving its expected results, there is a need to undertake a comprehensive final external evaluation to analyse the project's performance. The final external evaluation (henceforth evaluation) is intended to assess whether the targets and outcomes have been achieved within the project timeframe and to get useful learnings from the implementation of the project. For this purpose, Oxfam is looking for a consultative firm or a research centre (henceforth provider) with relevant experience and expert skill in conducting the evaluation.

1. PURPOSE and SCOPE

The consultancy consists of **two different tasks**: the first will be analyzing the data/information provided by the project end-line assessment, and the second to conduct a final evaluation of the project.

1.1 Project End-Line analysis:

1.1.1 The end-line needs to enable the measurement of the program performance indicators, based on a solid scientific methodology that ensures the sound representativeness, reliability and credibility of data collected. To this purpose, the end-line apply the same methodology utilized during the baseline to measure the below mentioned indicators.

1.1.2 Naseej teams at each country level will conduct the data collection activities in the selected intervention areas to find the end-line values of outcome level indicators, which will be compared later against the baseline survey values which were already done at the beginning of the project.

1.1.3 The provider is not responsible to conduct the end-line survey data collection in the field. Rather, the provider is responsible to analyze the end-line data, and write the report, which will be integrated with other information/data to be collected through other qualitative tools, such as FGDs, KIIs and desk review.

1.1.4 The provider will undertake the following activities:

- Analyze and document the results of the end-line survey against all indicators and prepare a draft end-line study report for comments by Oxfam.
- Prepare final end-line study report.

1.2 Project Final Evaluation:

1.2.1 The final external evaluation has the purpose to assess the quality of the project design, planning, delivery, management and monitoring and its contribution to its specific objectives and outputs; review and asses the implementation methodology, sequence and interrelationship of implemented activities; provide an analysis of the project's result achievements and generate lessons learnt; and provide practical recommendations for implementation for improving further programming; identify internal and external factors that have been affecting the Project negatively/positively and how Oxfam or partners have managed.

1.2.2 Evaluation aims at assessing the a) relevance, b) coherence, c), effectiveness, d) efficiency e) sustainability and (e) impact (in the qualitative manner) of the project against its overall objective and the main outcome, consistently with OECD-DAC evaluation criteria.

1.2.3 The evaluation purpose is focused on both accountability and learning.

1.2.4 The guiding questions listed below are the basis (but not limited to) for the evaluation. The applicant for this assignment should submit further (sub-)questions as part of the application documents that

needs to be developed further at the inception phase:

1.2.4.1 Relevance: the final evaluation should assess to what extent the project objectives and design respond to beneficiaries' and partner institution's needs, priorities and policies, and its adaptability to the change in context and circumstances. Other questions to consider are: was the project design appropriate to the specific contexts of each location (OPT, Yemen and IRAQ)? To what extent are the objectives of the project still valid? Has anything changed to affect its relevance? To what extent the project was adapted to the evolving context and changes (political, socioeconomic, COVID 19 situation in three countries)? To what extent are the objectives of the project corresponding to the targeted population's expectations, and to women's need in particular? Is there any important intervention that was missed?

1.2.4.2 Coherence: the final evaluation should assess the compatibility of the project with other interventions, sector or institution. Questions to be considered under the coherence are: to what extent other interventions support or undermine the project, and vice versa? Which synergies and interlinkages between the project and other interventions are carried out by other institutions? Is this project coherent regarding the local context in each country? How consistent is the project with the relevant international norms and standards?

1.2.4.3 Effectiveness: the final evaluation should use the end-line results and assess to what extent did the project achieved its objectives and results, including any differential results across groups. Other questions to be considered are: To what extent were the objectives of the project achieved? What were the major factors influencing the achievement (or non-achievement) of objectives (these include external, internal constraints and challenges)? Describe the management processes adopted by project partners and their appropriateness in supporting delivery; What were the management/operational challenges met by subgrantees during the project implementation? How effective were the strategies and tools used in the implementation of the project? What are the main non-planned achievements within the project?

1.2.4.4 Efficiency: the final evaluation should assess to what extent has the project delivered results in an economic and timely way. Questions to be considered under the efficiency are: did the intervention method achieve the expected results within the allocated financial, logistical, human and technical resources? Were activities cost-efficient? Could a different approach have produced better results? What was the level of relationships, coordination and communication between subgrantees, subgrantees with target groups, project actors and key stakeholders?

1.2.4.5 Sustainability: the final evaluation should gauge to what extent are the benefits of the program likely to continue after donors funding has been withdrawn. Other questions to be considered are: to what extent are the benefits of the projects likely to be sustained after the completion of this project? What is the likelihood of continuation and sustainability of project outcomes and benefits after completion of the project? How effective were the exit strategies, and approaches to phase out assistance provided by the project including contributing factors and constraints? Describe key factors that will require attention in order to improve prospects of sustainability of Project outcomes and the potential for replication of the approach; describe the main lessons that have emerged; what are the recommendations for similar support in future, proposed future interventions based on the evaluation findings?

1.2.4.6 Impact (potential): the final evacuation should measure the changes resulting from the project. This includes direct and indirect, intended and non-intended, positive and negative changes. Questions to consider are: what has happened as a result of the project? What real difference have the project made for the target groups? What would have happened in the absence of the

intervention? What role did the project have in bringing about these changes? How and why did the changes happen? Which other factors contributed to bringing about these changes?

1.2.5 The Naseej project has clearly defined overall objective, outcome, intermediate outcomes and outputs as stated in the log frame with indicators, as reported in Annex 1.

2. OBJECTIVES

2.1 Identify assess and document the evidence for the achievement of expected and unexpected results of the project towards the intended outcomes following the results chain in the targeted areas.

2.2 Assess the relevance, coherence, effectiveness, efficiency, sustainability, potential impact of the project related to contribution to partnerships, accountability, value for money from the perspectives of different stakeholders, capacity to generate mid-term impact and development processes that continue after the project duration. This can include the appropriateness and relevance of the beneficiary selection.

2.3 Identify key learnings, good practices, areas to be strengthened and provide recommendations to create a more solid basis for evidence-based approach to prevent and respond to GBV in conflict settings. Therefore, the evaluation has to determine the reason why certain changes occurred or not, synthesize what worked and not work and why, draw lessons, derive good practices and pointers for learning.

2.4 Identify potential risks which can impact on the project due to socio-economic, political and other factors.

2.5 Assess whether the management and governance structure of the project was fully functional to reach the project's objectives.

2.6 Assess the existing strategies for sustaining the project and recommend measures for strengthening the same. This can be linked with the governance structure, decision making process, project implementation modality, steering committees etc.

2.7 Identify external environment challenges and opportunities that had impacted on the project progress.

2.8 Make recommendation of any knowledge product which can be prepared arising from the evaluation findings.

The evaluation findings and recommendations will be used as a basis for well-grounded strategic reflection by Oxfam for future support and involvement with similar initiatives.

3. GEOGRAPHICAL AREA

3.1 The project is implemented in three target countries:

- Yemen (Aden, Taiz, Laj),
- Iraq (Governorates of Diyala and Anbar),
- the Occupied Palestinian Territories (West Bank/Area C, East Jerusalem, Gaza Strip)

3.2 The provider can propose to perform field-visits, but these would need to be confirmed with Oxfam considering the in-countries security situations and restrictions applied to specific target areas. Field-visits could have the purpose of collecting data from partners, stakeholders and beneficiaries in the targeted locations. In addition, data should be collected at national level as appropriate.

3.3 The project has a stakeholder's map (see Annex 2) from which some stakeholders in the country level need to be selected and consulted. The evaluation proposal must describe how to collect data from beneficiaries and local stakeholders, if field mission won't be possible due to security or other restrictions

(i.e. COVID 19).

4. EVALUATION APPROACH AND METHODOLOGY

To select the provider to conduct the evaluation, Oxfam expects to receive clear technical and financial proposals clarifying the following:

4.1.1. Approach:

4.1.1.1. Evaluation will employ both qualitative and quantitative methods for data collection supported by an extensive review of secondary information which are relevant to the project.

4.1.1.2. Multiple methodologies and techniques for primary and secondary quantitative and qualitative data should be used, including surveys, interviews and document reviews. All the mentioned research tools must be gender sensitive. Per each data-collection methodology, the provider must develop specific questionnaire/ guidelines that will be made available as annexes in the final report. The information so gathered will be triangulated to obtain a more accurate picture.

4.1.1.3. The data collected should show segregation of beneficiaries by gender and age. The proposal also should illustrate the methodology of collecting field data from partners, stakeholders and beneficiaries.

4.1.1.4. The evaluation has to be carried out in all three target countries where the project is implemented as described under the section 3 Geographical Areas. Evaluation also should adopt a context-specific approach in order to better capture and delineate the specificities of the targeted geographic areas and

4.1.1.5. Outline Oxfam's focus on gender and inclusion with a specific focus on what this means in the context of this evaluation's focus. In line with Oxfam's values and organizational ambition, the evaluation has to prioritize a focus on gender and inclusion.

4.1.2. Methodology:

4.1.2.1. Review project documents (including the project proposal, Log Frame, M & E Plan and other materials elaborated by project teams and partners and plan the evaluation) and carry out preliminary interviews with the relevant staff. Review the existing M & E tools, reports and databases to identify the availability and gaps of the information.

4.1.2.2. Develop detailed Inception Report along with End-line Analysis Report and Final External Evaluation Proposals, questionnaires and methodologies. The inception report will provide details regarding the final end-line analysis and evaluation methodology, approaches and tools, questions, timeframe, sampling methodology and calculations, and implementation plan before the start of the work. The inception report will be reviewed and approved by Oxfam team before the commencement of the study. Oxfam reserves the right to ask the consultant for modifications and adjustments as it sees fit. In the event the consultant fails to fully submit all relevant parts of the inception report or if the inception report in its entirety does not meet Oxfam's quality standards, Oxfam reserves the right to terminate consultancy contract at the inception phase.

4.1.2.3. Upon approval of the Evaluation proposal / Inception report, collect data at field level as per schedule, interpret and analyse. Pay extra attention to data related to disability, children and GBV while collecting data and reporting on findings.

4.1.2.4. Review the information available in the project and progress reports (Quarterly and Annual) generated by project staff and triangulate them with the evaluation findings.

4.1.2.5. Assess the relevance, coherence, efficiency, effectiveness, sustainability of the project (by using indicators) as to whether it is consistent to the intended outcomes. Use Baseline and End-line data,

information against the indicators, and perspectives provided by stakeholders through survey/HHS/ KIs /FGDs as a basis for the Evaluation team's assessment.

4.1.2.6. Identify the reasons for eventual and unexpected delays.

4.1.2.7. Capture the evidence for the project's achievements in the form of case studies too. A minimum of 9 case studies are expected (at least 3 for each target country and at least 1 for each activity stream).

4.1.3. Sampling Methodology and Sample Size:

4.1.3.1. The intended total number of the final beneficiaries of this project is 51.800. The prospective provider is expected to propose a methodology including method of sampling, sampling frame and sample size for the Evaluation in the proposal.

5. RESPONSIBILITIES OF THE PROVIDER

5.1 The provider is required to;

5.1.1 Take the responsibility for the evaluation and appoint a person as the contact point with Oxfam for all the liaison and coordination,

5.1.2 Compose the Evaluation team that is capable to deliver the output of required quality in time and mention the team composition in the proposal,

5.1.3 Make necessary appointments for the KIs, mobilize participants for FGDs and visit the households (HH) for data collection. Oxfam will provide necessary authorizations through letters to use the organization names by the provider. All communication and coordination in the field for collecting data should be the provider's responsibility.

5.1.4 Manage all the logistics of field survey in coordination with Oxfam's contact person.

5.1.5 Train and deploy an adequate number of enumerators (who are qualified to gather data) for the field survey and supervise their work (both progress and the quality),

5.1.6 Ensure that all his / her personnel employed are following the Code of Conduct and the policies of Oxfam and a declaration to this effect is signed by them,

5.1.7 Present and discuss the preliminary and final findings of the evaluation with Oxfam and donor,

5.1.8 Submit the deliverables (mentioned under item 7 below) on / in time, and

5.1.9 Maintain the confidentiality of all information gathered. (Prior to undertaking, the provider will have to declare that the information gathered would not be used for a purpose other than for those stipulated in the ToR).

Note: The Oxfam officials will carry out random audits on data collection with or without the presence of evaluators / enumerators to ensure data quality and policy compliance.

6. RESPONSIBILITIES OF OXFAM

As the organization commissioning the Evaluation, Oxfam will;

6.1.1 Provide all the relevant documentation for the evaluation's purposes.

6.1.2 Hold the responsibility for the provision of feedback / comments for inception report, questionnaires, draft report and presentations as per the agreed time frame,

6.1.3 Provide the templates for reporting and financial settlements,
ToR for Final External Evaluation of Naseej Project

- 6.1.4 Keep the relevant stakeholders (who are to be interviewed by provider) informed about the evaluation, include European Union,
- 6.1.5 Make necessary arrangements for meetings and presentation whenever required,
- 6.1.6 Review the timeline of evaluation and make necessary amendments in consultation with provider, and
- 6.1.7 Pay as per the agreed schedule upon the completion of minimum requirements.

7. DELIVERABLES

The provider is liable for following deliverables;

7.1 An inception report (both for end-line analysis and evaluation), including the provider's understanding of the assignment, method of work, brief written description of the sampling strategy and associated tools and any other detail such as questionnaires, FGD and KIIs checklist and a field survey plan, is required. (This needs to be agreed with Oxfam prior to the start of field survey). Inception report also should include: the detailed plan on how each and every indicator will be measured; and the end-line and final evaluation reports design. Further, if any data or information gaps are identified, the strategies also to be proposed how that information will be collected.

7.2 An end-line report containing an analysis of data collected through the end-line surveys in the three target countries. As stated above, the provider is not responsible to conduct the end-line survey data collection.

7.3 Final evaluation report (max 30 pages, without annexes) with executive summary and log frame with final values for all the indicators. This needs to be submitted according to the following procedures: the provider will prepare a draft report and share with Oxfam followed by a presentation of preliminary findings on a prior agreed date. Oxfam will feedback on draft report and the provider then have to finalize the report. Report should be comprehensive with benchmarks of all indicators set in log frame and other crosscutting issues and minimum 9 (at least 3 for each target country and at least 1 for each activity stream) case studies. The provider needs to submit the electronic copy of the final evaluation report. Language of the final report should be English. In addition to that, the provider needs to provide also a translated version of the final report into Arabic.

7.4 Regular progress reports submitted to Oxfam during the consultancy period, detailing 1) activities / tasks completed to date, 2) any challenges faced, 3) any adjustments made in response to the challenges, 4) any deviations from the timeline and explanations for the deviations, and 5) additional human resources and/or logistical support needed.

7.5 It could be requested to attend a face to face or virtual meeting to present the findings of the evaluation with all the Consortium's partners, stakeholders and European Union representatives.

7.6 Fully "cleaned-up" dataset in Excel, if applicable

7.7 Transcripts of qualitative data (typed in word/excel forms)

7.8 All collected data (i.e. raw data) in any form from hard or soft copies (surveys, transcriptions, audio recordings...etc.) should all be handed over with the draft report. Oxfam Italy reserves full ownership and claim over all intellectual property produced from this study.

7.9 A draft final evaluation and end-line report according to an agreed outline to be submitted to Oxfam for review.

7.10 The time frame for the assignment is 3 months starting from the date of signing the contract (tentatively February 2023) until the submission of final report (no later than May 2023).

8. COMPETENCY OF PROVIDER

8.1 The provider should possess extensive experience (minimum 10 years) and in-depth technical knowledge on relevant sectors and conducting evaluations, surveys researches etc. The proposed team shall comprise personnel with extensive experience (at least seven years) in the related field.

8.2 The provider should also have:

8.2.1 Expertise in project cycle management and extensive knowledge of monitoring, evaluation, accountability and learning systems and data collection methods.

8.2.2 Proven record in the development and implementation of robust end-line and final evaluation in the Sexual and Gender based violence sector, preferably in the targeted countries.

8.2.3 Good knowledge and extensive practice applying participatory approaches, qualitative and quantitative methods to monitoring and evaluation.

8.2.4 Experience of integrating gender dynamics within participatory data collection and analysis.

8.2.5 Previous experience in working with INGOs' procedures, approaches and operations.

8.2.6 Acknowledged similar consultancies with recognized organizations.

8.2.7 Experience and knowledge of the targeted area.

8.2.8 Ability to propose efficient and effective team composition in three targeted countries taking into consideration the social, cultural, environmental, and political/security issues.

8.2.9 Demonstrated analytical and writing skills.

8.2.10 Ability to communicate fluently in English and Arabic and write reports in English.

8.2.11 Ability to work with a diverse team and under pressure to produce agreed deliverables in a timely manner.

8.2.12 Commitment to and understanding of Oxfam values and principles.

8.2.13 The provider must be collaborative, willing to share thoughts, ideas, and make constructive criticism.

9. EVALUATION OF PROPOSALS AND SELECTION PROCESS

9.1 The potential and interested local and international firms are required to submit a comprehensive proposal describing / articulating the work requirements outlined in this ToR. The language proficiency of the proposed personnel, especially of the field enumerators (i.e. Arabic) are important to indicate in the proposal.

9.2 All proposals will be evaluated based on an internally agreed criteria as follows and considered during the proposal assessment process.

(The weight for each criterion given in percentages)

- Specific experience of the provider (8%)
- Proposed team / personnel which includes composition of team such as principal investigator, statistician, relevant sectoral/ technical specialities including gender and GBV prevention and protection, Women

Empowerment and their educational qualification and experiences in relevant field. (40%)

- Methodology and work plan which includes approach/ evaluation design, sampling methodology, data collection methodology, data analysis, work plan etc. (24%)
- Quality of presentation of proposal. (8%)

9.3 The 80% of weight will be given to technical proposal and 20% of weight will be given to financial proposal. The applicant should score minimum of 40% in the technical evaluation to be eligible for financial evaluation.

9.4 The proposal and the budget (in Euro) should be prepared using the format provided, in English.

(Refer Annex 3: Proposal and Budget format, for details)

10. TERMS AND CONDITIONS

10.1 The provider will sign the service contract with Oxfam Italy, as Lead of the Consortium.

10.2 Payment will be on submission of Tax Invoice on delivery against milestones.

10.3 All incidentals, equipment and materials, accommodation and travel required for the assignment are to be procured by the provider except where otherwise indicated in the consultancy agreement.

10.4 The provider should follow the Oxfam's Branding policies and ensure Oxfam and donor logos are presented as per the guidelines.

10.5 The provider and his / her team in the assignment must abide by Oxfam child protection policy, code of conduct, sexual harassment policy and Oxfam's other relevant policies.

10.6 All requirements in respect of insurance including professional indemnity, worker's compensation, public liability, superannuation and taxation, where applicable will at all times remain the responsibility of the provider.

11. SCHEDULE OF PAYMENTS

- 30% of total value of consultancy will be paid upon the signing of agreement.
- 70% of final payment will be paid after the acceptance of final report.

12. SUBMISSION PROCESS

12.1 Interested candidates (individuals or companies) should send the comprehensive proposal describing / articulating the work requirements outlined in this ToR.

12.2 The proposal should include 2 (two) documents: a) Technical Proposal and b) Financial proposal, in Euro (refer Annex 3: Proposal and Budget format, for details). Each document should be enclosed in separate file indicating the subject.

12.3 The abovementioned documents must be sent via email to carla.pratesi@oxfam.it and lorenzo.paoli@oxfam.it with the email subject: Proposal for the Final External Evaluation of Naseej

12.4 Deadline for the receipt of proposals by Oxfam: **February 17th 2023 at 6 pm Rome (Italy) time.**

13. INDICATIVE TIMETABLE

The assignment is expected to be completed over as per the indicative timeframe below. Applicants are kindly requested to indicate in their offers the actually required number of days broken down by deliverable/ activity versus cost, in addition to the team size involved.

	Date	Time
1. Sharing the Terms of Reference with the Evaluator	January 27th 2023	-
2. Deadline for submission of the proposal for Naseej final external evaluation	February 17th 2023	6.00 pm Rome time
3. Contract signature	February 28th 2023	-
4. Implementation of the evaluation process	From March to April 2023	
4.1 Draft inception report, with detailed work plan and data collection tools.	March 15th, 2023	
4.2 Preliminary findings of the Evaluation	April 2023	
5. Ending of Naseej final external evaluation and delivery of the output final versions	May 2023	-

Annexes:

Annex 1: Naseej project's Logical Framework

	Results chain	Indicators	Baseline (incl. reference year)	Targets (2022)	Sources and means of verification	Assumptions
Overall objective: Impact	To contribute to more gender-equitable societies in Iraq, Yemen, and the Occupied Palestinian Territory (OPT) in which women and girls live free from violence across all spheres of life	Reduced prevalence of girls and women who have experienced physical or sexual violence in the last 12 months % of women and girls who report improved safety and security from SGBV	22% (Iraq), 30% (Yemen), 49% (OPT) 33% (2021) 13% (Iraq), 52% (Yemen), 45% (OPT) 36% (2021)	10% decrease 70%	- SGVB Research report - UN/specialized institutional reports - Partners databases and reports - Baseline and End line reports	Government institutions are able to minimally function Conflict is not intensified
Specific objective(s): Outcome(s)	Oc. To support women's rights civil society organisations (WROs) in the target countries to effectively prevent and respond to sexual and gender-based violence (SGBV) during conflict	% improvement in women and girls perception on WROs' capacity to address SGBV Increase in the level of satisfaction on quality of SGBV services of WROs among women and girls SGBV survivors Increase in the level of satisfaction on accessibility of SGBV services of WROs among women and girls SGBV survivors	45% (Iraq), 55% (Yemen), 60% (OPT) 53% (2021) 0 2018 0 2018	30% increase 30% 30%	- Baseline - End line - Final Evaluation - Focus Group Discussions (FGDs) - Media reports - Partner reports and services satisfaction questionnaires - Baseline - Endline - Partner reports and services satisfaction questionnaires - Baseline - Endline	Communities are willing and receptive to work on SGBV/VAWG Women and girls in conflict affected regions are able to reach out to WROs for assistance WROs are able to recruit and retain staff who are skilled in providing support to SGBV survivors

iOc1. Partner WROs show improved organizational capacity to function more independently and effectively to deliver prevention, response, and advocacy programmes/initiatives on ending SGBV	% of targeted WROs who display improved thematic and organisational capacities to deliver effective SGBV services	0 2018	80%	-Pre-post tests -Organizational assessment/evaluation -Key Informant Interviews (KIIs) -Final Evaluation	Other actors are engaged and interested in participating in networks/alliance to prevent SGBV
	% of targeted WROs who report improved capacity to provide appropriate and timely SGBV services	0 2018	80%	-Pre-post tests -Organizational assessment/evaluation -Key Informant Interviews (KIIs) -Final Evaluation	WRO staff will not face access restrictions in attending regional exchanges
	% of targeted WROs who report suitability of capacity building activities provided by the project	0 2018	80%	-Pre-post tests -Organizational assessment/evaluation -Key Informant Interviews (KIIs) -Final Evaluation	
iOc2. SGBV is less socially acceptable in targeted communities, including among men and boys	% of targeted community members who support the existence and work of SGBV services (disaggregated by sex and age)	77% (Iraq), 72% (Yemen), 67% (OPT) 72% (2021)	80%	-Baseline -Midline Evaluation -Final Evaluation -FGDs -Key Informant Interviews (KIIs)	
	Increase in the number of people among the targeted population who believe that VAWG cannot be justified (disaggregated by sex and age)	12% (Iraq), 19% (Yemen), 44% (OPT) 21% (2021)	30%	-Baseline -Midline Evaluation -Final Evaluation -FGDs -Key Informant Interviews (KIIs)	

	iOc3. Oxfam and WRO partners more effectively influence national and international policy and decision makers on SGBV policy and legislation and international humanitarian law (IHL) obligations	Number of references to and mentions of knowledge products generated by the programme in regional/national policy documents, response plans and strategies % of targeted WROs who display enhances skills in influencing decision/policy-makers on SGBV	0 2018 0 2018	3 70%	-Regional/national reports -Social media -Organizational assessment/evaluation -KIIs -Final Evaluation -Minutes of meetings -National reports	
Outputs	Op. 1.1. 23 partner women's rights civil society organisations (WROs) have been supported to be more effective and independent in their work on SGBV	# of WROs that received organizational capacity building on gaps determined during organizational assessment # of regional exchanges held to share experiences, learnings, resources and approaches on preventing and responding to SGBV	0 2018 0 2018	23 (Yemen 4, Iraq 9, OPT 10) 4	-WRO capacity assessments form -WRO capacity assessments -Capacity building progress reports -Regional exchange reports -Attendance lists -Pictures -Minutes of meetings records	Men and boys will be available and willing to participate in project activities Social leaders will be willing to participate in campaigns and advocacy Other service providers exist to fill gaps in SGBV service provision through referrals
	Op. 1.2. WROs in the target countries have been supported to effectively provide services to respond to sexual and genderbased violence (SGBV) in conflict settings	# of national SGBV referral systems improved or created # of national SGBV reporting mechanisms improved or created % of targeted women and girls who are survivors of SGBV receiving or referred to appropriate services	0 2018 0 2018 0 2018	4 (Yemen 1, Iraq 1, OPT 2) 5 (Yemen 1, Iraq 1, OPT 3) 80%	-Referral lists of service providers -Referral SOPs -Minutes of meeting -Reporting SOPs -Minutes of meeting -Beneficiary lists -Referral reports - End line report	
	Op 2.1. (related to iOc 2): Men, boys, women and girls will have increased	# of men and boys engaged in conversation and awareness raising sessions on SGBV,	0 2018	1,800 (Yemen 400, Iraq 800, OPT 600)	-Attendance lists -Signed agreements to help prevent SGBV	

awareness of their roles in preventing SGBV and in supporting survivors	negative community perceptions and masculinities				-Quarterly progress reports -Pre and post awareness sessions questionnaires -Attendance lists -Partners reports -Quarterly progress reports -Pre and post awareness sessions questionnaires
	# of women and girls reached by awareness raising activities to increase support for survivors of SGBV	0 2018		43,000 (Yemen 6.000, Iraq 20.000, OPT 17.000)	
	# of identified social and political influencers in communities engaged in local and national dialogues and advocacy on preventing SGBV	0 2018		45 women and men (OPT 20 women and 20 men, Iraq 20 women and 20 men, Yemen 5 women and 5 men)	-Supporter lists -Media reports -Quarterly progress reports
Op. 3.1. The global knowledge base on SGBV in conflict will be strengthened to inform current and future interventions and advocacy	# of published products on SGBV to inform policy	0 2018		8: (6 country based and 2 regional)	-Research reports -Baseline report -Survivor testimonies -Partner publications -sub-grantee publications
	# of national, regional, global events where research has been disseminated to improve evidence-based knowledge on SGBV in conflict in MENA	0 2018		8, one at least for each published report	-National/Regional/global reports -Social media -Conference minutes/reports
Op. 3.2. WRO alliances and/or networks at national and regional level will be supported and strengthened	# of national/regional networks/alliances of WROs strengthened or created to influence on SGBV	0 2018		3 (At least one per country)	-Minutes of meetings -Alliance memberships lists -Alliance registration
	# of policies challenged by WROs targeted by the programme through advocacy and/or policy dialogue	0 2018		2 (Iraq 1 and OPT 1)	-Minutes of meeting records -Media records

Annex 2: List of the local partners and stakeholders

Country	Project Management Unit	Naseej's sub-grantees and other relevant stakeholders
Iraq	Oxfam in Iraq	<p>Sub-grantees:</p> <ul style="list-style-type: none"> - Baghdad Women Association - Foundation of United for Relief & Sustainable Development - The Iraqi institution for Development - Iraqi Organization for Women & Future - Bent Al-Rafedain Organization - Bustan Association for Children & Adults Protection & Education & Awareness of Mines & War Remnant Danger - Hawa's Organization for Relief and Development - Training and Development Widows Center - Al-Hub wa Al-Salam Iraqi Globally Organization <p>Other stakeholders:</p> <ul style="list-style-type: none"> - Competent Ministries and/or local authorities - European Union Delegations
OPTI	Oxfam in OPTI	<p>Sub-grantees:</p> <ul style="list-style-type: none"> - Witness Center for Citizen Rights and Community Development-Shahed - Bait Byout - Al-Ataa Charitable Society - SAWA - Center for Women's Legal Research, Counseling and Protection - Qader for Community Development - WCLAC - The Palestinian Association for Empowerment and Local Development – REFORM <p>Other stakeholders:</p> <ul style="list-style-type: none"> - Competent Ministries and/or local authorities - European Union Delegations
Yemen	Oxfam in Yemen GDRSC (Sanaa' University)	<p>Sub-grantees:</p> <ul style="list-style-type: none"> - Yemeni Women Union - Yemen Peace School Organization (YSOP) - Wojoood Foundation for Human Security <p>Other stakeholders:</p> <ul style="list-style-type: none"> - Competent Ministries and/or local authorities - European Union Delegations
Regional level	Oxfam Italy Oxfam GB (technical advisors) Oxfam Novib (affiliated entity) Oxfam Regional Platform in MENA	<p>Other stakeholders:</p> <ul style="list-style-type: none"> - Fe-male (Lebanese NGO) - European Union (DG INTPA) - Regional research Team

Annex 3: Proposal and Budget format

Proposal Format: sections listed below are compulsory. Any other information relevant to the ToR also can be included

01. Covering letter
02. Introduction
03. Background and understanding of the assignment
04. Proposed approach, methodology and techniques (including internal coordination process) – **max 3 pages**
05. Deriving and presenting conclusions & recommendations
06. Work plan
07. Team composition and CVs of professional members of the proposed team
08. Evidence of past experience
09. A profile of organization
10. Any other elements deemed useful.

Budget Format

Description	Unit Description	No. of Units	Unit Cost (Euro)	Total (Euro)
A) Professional Fees				
Sub Total - Professional Fees				0
1.				0
2.				0
3.				0
4.				0
B) Field Work				
Sub Total - Field Work				0
1.				0
2.				0
3.				0
4.				0
5.				0
C) Logistics & Local Administration				
Sub Total - Logistic Administration				0
1.				0
2.				0
3.				0
4.				0
5.				0
6.				0
7.				0
8.				0
Total (Inclusive of all taxes)				0