

## Om-Habibeh Foundation

### Terms of reference (TOR)

#### **Scope of Work for Outsourcing Endline Establishment Study**

#### **BACKGROUND TO THE PROJECT TO BE EVALUATED /REVIEWED:**

Om Habiba Foundation (OHF) is an Egyptian non-profit organization that supports the economic, social, and cultural development of local communities in Aswan Governorate and depends on the development of local capacities in various fields to drive youth employment initiatives, education, sustainable agriculture, health care, and income increase. OHF current priorities are the economic empowerment of young men and women, including persons with disabilities, raising the efficiency of government executive agencies in several areas in order to achieve institutional excellence, and focusing on grant projects of entrepreneurs' start-ups for young men and women with disabilities and families of persons with disabilities.

Current OHF priorities include incorporating gender equality, addressing and mitigating climate change, and promoting early childhood development in institutions that are more vibrant and sustainable. OHF in partnership with GIZ has been implementing a project entitled "Enhancing the community participation of youth and girls, including persons with disabilities (PWD), for better rehabilitation". OHF, based on its previous experience in cooperation with civil society organizations, the Directorate of Youth and Sports, the Directorate of Social Solidarity, and the National Council for Women in Aswan, has worked through partnerships with 4 associations within the districts and villages of Aswan Governorate, provided that each association has a center consisting of a number of 50 young women and young men (50% girls) (25% persons with disabilities) whose goal is to build youth capacities in leadership and creativity, in order to be able to understand the local context of their local communities and then design youth initiatives that take into account gender and enhance the participation of girls and persons with special needs.

The project aims to

- ✓ Enhancing community participation of young women and men, including those with disabilities from the age group 16 to 29, to implement community initiatives that meet the needs of marginalized groups in the targeted communities in Aswan Governorate.

This is to be achieved through:

- Building the capacities of government and civil leaders in the area of integrating the target groups in society and ensuring their participation.
- Building the capacities of young women, men, and persons with disabilities in the areas of work and leadership skills.
- Facilitating the access of young women, men, and persons with disabilities to the services provided to them in the community.
- Raising awareness of families of persons with disabilities to promote the

inclusion and participation of their family members in the local community.

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**SCOPE OF EVALUATION:** The evaluation is expected to evaluate the overall impact of the project on different key beneficiaries, PWD, youth, local CSOs, and governmental bodies.

**ISSUES TO BE ADDRESSED AND EVALUATION QUESTIONS:** The evaluation will look at all activities implemented since the beginning of the project. Specific questions to be addressed are the following:

***A. Relevance of the project***

- Are the activities and outputs of the programme consistent with the overall goal and objectives of the project?

***B. Effectiveness of the project***

- To what extent were the objectives achieved?
- What were the major factors influencing the achievement or non-achievement of the objectives?

***C. Efficiency of the project***

- Were the activities cost-efficient?
- Were objectives achieved on time?
- Was the project implemented in the most efficient way compared to alternatives? This includes overall project organization and processes.

***D. Effects and impact of the project***

- What has happened as a result of the programme or project?
- What real difference has the activity made to the beneficiaries?
- How many people have been affected?

***E. Sustainability of the project***

- To what extent will the benefits of the project continue after donor funding ceases?
- What are the major factors influencing the achievement or non-achievement of sustainability of the project?
- Was there a clearly defined exit strategy and to what extent did it contribute to sustainability?

### ***F. Partnerships and coordination***

- Who were the partners involved in the design and implementation of the project (OHF, local government, partner CSOs, etc)?
- What value did the different partners add?
- How coherent was the project/programme with the development agendas of the different institutions involved and how did this affect the project/programme (positively and negatively);
- What were the key factors contributing to building good partnerships?

### ***H. Gender and Human Rights***

- To what extent did the project take the PWD dimension into account?
- Did the project consider a rights-based approach?

### **I. Recommendations**

Provide proposed improvements, changes, and actions to remedy problems in performance or to capitalize on strengths. Recommendations are based on the findings and conclusion; there should be a clear indication of:

- To whom is the recommendation directed (OHF, partner institutions, CSOs.etc.)
- ensure sustainability.

### **METHODOLOGY:**

The evaluators will be tasked with proposing the details of the evaluation methodology; however, in general, mixed methods are expected to be utilized, namely both quantitative and qualitative to gather the needed information. This must be done through multiple sources, and the selection of methodology may include materials to be analyzed during the desk review phase, data collection. Additionally, a relevant plan has been required including the data collection tools that will be used and guidance on how data analysis will be conducted and recorded. Validation of results must be done through multiple sources, to ensure that all data is disaggregated by disability status, gender, age group, and other relevant categories.

**SAMPLE:** The sample characteristics will be described by the evaluators and approved by programme team; samples should be included:

- Partner CSOs (4 CSOs)
- 350 youth
- 4 Governmental entities.
- Community members/ populations of targeted communities

**REPORTING:** The reports and outputs produced in each phase of the evaluation study are specified as follows:

- Inception report
- Presentation of the field findings

- Draft final report
- Final report
- Presentation on the evaluation findings

**Final Report should:**

- Be composed of a maximum of 20 pages in Word document format with tables/graphs, where appropriate, will be submitted within 10 working days after the completion of the mission, incorporating comments made on the draft submitted to the OHF.
- Contain an executive summary (mandatory)
- Be analytical in nature (both quantitative and qualitative)
- Be structured around issues and related findings/lessons learned.
- Include conclusions.
- Include recommendations and lessons learned.

Each deliverable is subjected to specific approval. The evaluation team can move to the next phase only after receiving a written statement of acceptance from OHF, the reporting schedule will be included in the contract.

**QUALITY ASSURANCE MECHANISM:** The evaluation team will be responsible for implementing a quality assurance of evaluation; the proposal must specify the quality assurance process, methodology, and tools for designing testing and validation.

#### **ROLE AND RESPONSIBILITIES OF OHF**

OHF will provide the following:

- Provide feedback on data collection instruments/templates (i.e. questionnaires/checklists) in a timely manner to the partner.
- Participate in the training of team leaders, data collection supervisors, and enumerators on the basics of M&E, the monitoring approach, and tools to be used in the current context.
- Approve and provide feedback on the sampling methodology well in advance to allow for timely preparation of the data collection plans.
- Set criteria for performance evaluation and provide feedback as deemed necessary for all partners' deliverables.
- OHF reserves the right and will conduct its own monitoring checks on a portion of the monitoring activities conducted by the external partner. If checks do not meet quality standards regarding the integrity of data or findings, OHF will reserve its right to request a repetition of work or the option of declining payment (being reimbursed for any initial payment).
- The Service Provider and all related personnel/members of the monitoring team will not be accompanied by OHF staff members. However, the Service Provider

and all related personnel need to subscribe to respecting the core values of OHF of diversity and inclusion, integrity, and commitment.

- It is an absolute requirement of OHF and a condition of this agreement that no person or body who/which carries out work on OHF's behalf pursuant to this agreement is or has been or becomes in any way involved in or associated with the abuse or exploitation of vulnerable groups as described in the global safeguarding manual of OHF that will be provided for the successful candidate.
- The Service Provider carries the sole responsibility for all related personnel and needs to ensure that appropriate systems and procedures are in place to deal with any complaints and other human resources issues that may emerge.
- All reports, databases, best practice documents, and other related information are the sole property of OHF and may not be distributed.

**WORK PLAN:**

<b>Evaluation phase:</b>	<b>Tasks</b>	<b>Outcomes</b>	<b># of working Days</b>	<b>Remarks</b>
<b>1- Inception phase</b>	Review and approve consultant proposal	The final version of the consultancy proposal/offer		
1.1- Signing the contract	Prepare the consultancy contract	The consultancy contract had been signed		Contract signed before starting the evaluation process
1.2- Kick-off meeting	Conduct the kick-off meeting with the selected consultant	Approve the evaluation process outline	1 day	Kick-off meeting conducted the first week of signing contract
1.3- Desk study	- Review background documents. - Planning for implementation: evaluation questions, methodology, work plan	- Evaluation Team Familiarization with the Enhance community participation project - Draft evaluation plan	2 days	All needed reports and documents will be delivered to the consultant by the OHF team
1.4- Inception report	- Desk study results/findings - Implementation plan with a time frame - Designing, Testing, and	The inception report submitted and approved by the OHF team. -Evaluation tools approved -Data collection	2 days	Inception report delivered and approved by OHF team before starting evaluation process. - Specification composition of data collection teams (incl.

	<p>piloting of data collection tools.</p> <ul style="list-style-type: none"> <li>- data collection plan with evaluation matrix</li> </ul>	<p>plan</p>		<p>number of enumerators, team leaders indicating their capacities, qualifications and outstanding training requirements), travel and logistics arrangements, detailed timeline of work and data transmission protocols.</p>
<b>2- Field phase</b>	<ul style="list-style-type: none"> <li>-enumerators training on the data collection tools</li> <li>- collecting data</li> </ul>	Data had been collected from different segments of the project	5 days	<ul style="list-style-type: none"> <li>- The consultant will conduct training within the week of approving the inception report.</li> <li>- OHF will facilitate fieldwork phase and provide the needed support for collecting data.</li> </ul>
	<ul style="list-style-type: none"> <li>- Data entry</li> <li>- Data analysis</li> </ul>	Draft evaluation findings.	2 days	Data entry will be In parallel with fieldwork.
<b>3- Reporting phase</b>	- first draft report	Draft report delivered to OHF team for reviewing and comments		OHF will reply to draft report within 5 working days of receiving the draft report
	Presentation of findings to the OHF team		2 days	Hold meetings with project key stakeholders to present preliminary findings and recommendations to collect feedback, give suggestions and get feedback
	Final report	Final report delivered to project team for reviewing and comments	2 days	Report should: Contain an executive summary (mandatory) Be analytical in nature (both quantitative and qualitative) Be structured around issues and related
		Final report approved by OHF team		

				findings/lessons learned. Include conclusions. Include recommendations and lessons learned
<b>4- findings Presentation</b>	Presentation of findings to the OHF team	Presentation of findings	1 day	Hold a meeting with project key stakeholders to present findings and recommendations.
<b>TOTAL WORKING DAYS OF ASSIGNMENT</b>			<b>17 DAYS</b>	

**\*Please note all documents must be in English and Arabic versions.**

**The Consultant Selection Criteria**

Overall Response	Completeness of response	5
	Overall concord between Request for proposal requirements, meetings with the	5
Company and Key Personnel (Range and depth of experience with similar projects)	Civil Society Organizations experience	5
	People with disabilities experience	5
	Relevant work experience in upper Egypt (i.e.	5
Proposed Project Methodology and Approach	Evaluation methodology clearly described	10
	Understanding of approach and information	10
	Sampling methodology	10
	Time frame	5
	Efficiency of resource deployment	10
<b>Subtotal Technical</b>		<b>70</b>
financial Proposal	Clearly defined budget lines with the breakdown of human resources, logistics,	10
	Realistic costing of budget items as per the market	10
	Justification of costing with support of realistic and evidence-based assumptions	10
<b>Subtotal Financial</b>		<b>30</b>
<b>Total</b>	<b>Technical + Financial Criteria</b>	<b>100</b>

**Payments:**

- Deliverables will be used as the basis for invoice processing and payment. The Consultant will be held responsible for all the deliverables.
- Payments will be made within 15 days upon the approval of the corresponding deliverables.
- If the deliverables are not produced and delivered by the consultant to the satisfaction of the OHF team, no payment will be made till the consultant updates and modifies the deliverables based on OHF requirements.

**Required qualifications:**

The consultant should demonstrate the following qualifications has experience in:

- 1- Studies and research.
- 2- Work in upper Egypt.
- 3- previous work with project Persons with disability
- 4- previous work with CSOs.

**SAFEGUARDING POLICY**

OHF has policies and systems in place to prevent sexual abuse, neglect, exploitation, harassment bullying, and sexual harassment. It is also to safeguard children, adults, our teams, consultants, volunteers, partners, beneficiaries, and all stakeholders. OHF will ensure a workplace culture built on respect, tolerance, diversity, and inclusion.

**GENDER EQUALITY**

OHF is committed to supporting gender equality in all of its programmes and internal operations by eliminating sex discrimination, harassment, and sexual harassment and promoting equality for women and men in all hiring process starting from open call for a position, interview process, selection process, salary, benefits...etc

**Contact Information:**

Any questions concerning this assignment should be directed to:  
[procurement@omhabibeh.org](mailto:procurement@omhabibeh.org)