



**TECHNICAL REQUIREMENTS – TERMS OF REFERENCE – FOR
FINAL EXTERNAL EVALUATION OF THE PROJECT AECID
2019/PRYC/000308**

“Women promoting democracy and women's rights in Ajloun, Irbid, Mafraq
and Jerash”

**ENTITY: FUNDACIÓN ALIANZA POR LOS DERECHOS, LA IGUALDAD Y LA SOLIDARIDAD
INTERNACIONAL**

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1. INTRODUCTION

Fundación Alianza por los Derechos, la Igualdad y la Solidaridad (Alianza) is a non-confessional, progressive and independent non-governmental development organisation (NGDO) founded in 1986. Alianza has a presence in more than 20 countries in Latin America, the Middle East and Africa.

Alianza por la Solidaridad is the recipient of a grant from the Spanish Agency for International Development Cooperation (AECID) for the implementation of the Project: "Women promoting democracy and women's rights in Ajloun, Irbid, Mafraq and Jerash".

Under the Resolution made on 28th September 2018 by the Presidency of the Spanish Agency for International Cooperation, by which the regulations for monitoring and justification of subsidised projects and development cooperation programs conducted by non-governmental development organisations were approved, as specified in paragraph VI.4. Assessments: Alianza is required to conduct and submit to AECID an external final assessment of the project, given that the project funding is above 350.000 Euro. The current terms of reference are adjusted to the template provided by AECID and in accordance with the general terms of reference established in the Program signed within the evaluation and monitoring Plan.

1.1. Purpose of assessment:

The purpose is to assess the project AECID 2019/PRYC/000308, belonging to the 2019 call, which began on February 1st 2020 and the expected end date is July 30th 2022.

The intervention to be evaluated has the general objective to "Contribute to the recognition and exercise of women's rights in Jordan". As a specific objective, it states that "Organised women and institutions promote equality and non-violence in Mafraq, Irbid, Ajloun and Jerash".

The project counts with multiple activities broken down into 3 actions (one for each result expected), stated in the logical framework of the agreement. All actions are developed in Jordan, within the governorates specified, together with a local organization (Al Hayat Center for Civil Society Development – RASED).

The purpose of this evaluation is to assess the implementation of the above-mentioned project in all its duration (final evaluation), from February 2020 to July 2022.

1.2. Justification and rationale for assessment

Alianza por la Solidaridad is committed to carrying out actions that facilitate learning and feedback on the programmatic lines it develops. The aim for this evaluation is, on the one hand, accountability towards the donor, the communities and other stakeholders. On the other hand, it is expected that this exercise will bring knowledge and lessons learnt in the areas of women's public and political participation, empowerment and role in peacebuilding, with the aim of building on this experience to design and improve future actions in this sense.

Following the assessment process, the aim is to promote a culture of quality improvement that includes the planning, implementation, measurability and impact of the interventions carried out by Alianza and its partners. The focus on the external evaluation allows the contribution of an external perspective that can contribute with new elements that until now have not been taken into account.

1.3. General objectives of the assessment

The main objective of this assessment is to establish recommendations and draw lessons learnt in order to improve the quality and impact of future interventions, paying special attention to the degree of achievement of the expected results, implementation, coordination, quality, relevance, impact of the collective processes carried out together with the design, implementation and monitoring of the intervention as a whole.

In relation to the strategic reasons for the assessment, the aim is to incorporate lessons learnt in the decision-making process and develop capabilities within the team, in a way that ongoing interventions and future actions are strengthened and improved progressively.

Furthermore, through accountability to the funding agency, the aim is to foster a culture of transparency and increase the coherence of the intervention in relation to the context of the areas of intervention and to the experience of Alianza and its partners.

1.4. Type of assessment

An external mid-term evaluation is configured to, from a systemic perspective, evaluate the structure of the intervention, the processes promoted, as well as the preliminary results achieved. Both quantitative and qualitative methodology will be combined to collect information on the 3 actions carried out in the Alianza por la Solidaridad Agreement by AECID and with code 18-CO1-1179.

Although the evaluation is configured as external to guarantee objectivity and impartiality, it will include the participation of technical personnel from Alianza por la Solidaridad as well as local partners who know the main cultural and organizational elements and are familiar with the object of evaluation and its context. Thus, guaranteeing a greater adaptation of the evaluation process to the reality to be evaluated, as is committed in the Master Plan of Spanish Cooperation, so that the monitoring and evaluation system of the intervention is strengthened while respecting the principles of impartiality and independence.

1.5. Use and expected outcomes of assessment

It is expected that the team responsible for the implementation of the evaluation will provide recommendations regarding the design, monitoring mechanisms, obtained results and to the extent possible, impacts too, together with an assessment on the level of attainment of the expected results.

Recommendations will be used by the management team and local stakeholders to improve the interventions that will continue in the area, so that quality, impact, relevance, effectiveness and efficiency of Alianza and its partners are improved.

To this end, the Evaluation Management Unit will disseminate the results of the evaluation among the actors involved in the intervention. They will also be used for future design and internal management processes.

2. BACKGROUND INFORMATION ON THE INTERVENTION

2.1 History of the intervention

Alianza por la Solidaridad has been working in the Middle East since 1993, both in Development and Humanitarian Action projects in the Occupied Palestinian Territory, Jordan and Lebanon. Specifically, in

Jordan, it has been working since 2012 in response to the Syrian crisis, prioritising the protection sector, specifically on Sexual and Reproductive Health (SRH) and prevention, protection and care for survivors of gender-based violence (GBV) in refugee host communities. The protracted (almost forgotten) crisis situation in Jordan, currently particularly linked to the Syrian war, creates a particular scenario in which humanitarian action and development go hand in hand in a very significant way. For this reason, Alianza por la Solidaridad has combined humanitarian and response actions with development actions, always with women as the main target group.

Alianza has always collaborated with Jordanian organisations with a strong feminist character and supported the work of civil society in its monitoring of the state, especially in the area of women's rights. Development experience of the organisation can be summarised in three action lines: 1. Articulation and empowerment of women to defend their rights: supporting the feminist leadership programme of the Jordanian Women Union (JWU) and the Mosawa network of the Arab Women Organisation of Jordan (AWO), a network of women's CBOs with a presence throughout the country. 2. Knowledge generation and advocacy and 3. awareness raising at the national level for the right to a life free of gender-based violence.

Alianza has extensive experience and expertise on women's rights activities and there is a high degree of knowledge about the environment and relation with the population, civil society organizations, other humanitarian actors and local public entities. The proposal has been built as a product of that and is framed in the approaches, objectives and lines of action envisaged in the strategy proposed by local partners for years to come.

Alianza por la Solidaridad's actions in Jordan have been financed by various donors, mostly centralised and decentralised Spanish cooperation, as well as other donors at the international level (EACEA, AICS, SANABEL...).

Alianza maintains stable local partners with whom it works in a sustained manner and deepening not only the relations and regular contacts through the office in the field, but a fluid communication and analysis of the changes caused by the humanitarian situation in Jordan. The design and construction of the proposal followed a comprehensive process of identifying and maturation.

2.2 Project AECID 2019/PRYC/000308

AECID project 2019/PRYC/000308 "Women promoting democracy and women's rights in Ajloun, Irbid, Mafraq and Jerash" is implemented in four Jordan governorates (Ajloun, Irbid, Mafraq and Jerash), jointly with partner Al Hayat Center for Civil Society Development – RASED.

The amount provided by AECID is 450.000 Euro for the whole intervention. The Project started on 1st February 2020 and finishes on the 30th July 2022.

The specific objective of the project is to enable organised women and institutions to promote equality and non-violence in Mafraq, Irbid, Ajloun and Jerash. The project will enable women belonging to grassroots organised civil society and women leaders already active in politics at different levels to strengthen their political participation and to promote gender equality and non-violence in the intervention areas, in partnership with public institutions.

To achieve this objective, the intervention raises three expected results:

- R1: Strengthened advocacy capacities of women's CBOs in Ajloun, Irbid, Mafraq and Jerash
- R2: Municipal public policies promoted based on women's demands and agendas
- R3: Women leaders have strengthened social cohesion and peaceful coexistence in 3 intervention areas

The programme is implemented jointly with Al Hayat Center for Civil Society Development (RASED).

The amount subsidized by AECID amounts to 450,000 Euros, which covers 100% of the intervention's budget.

Discrimination against women is a structural problem in Jordan that has been exacerbated by the massive influx of refugees from Syria. The neighbouring conflict has had an impact in the advanced of the democratic reform. However, there is an interesting political context to initiate transformative actions with the decentralisation and municipalities laws, which open a new political space on which to build public policies. In this context, the project intends that (SO) Organised women and institutions promote equality and non-violence in Mafraq, Irbid, Ajloun and Jerash through 3 lines of action:

R1: The first one focuses on strengthening the capacities of grassroots women-led CBOs to exercise and defend their political rights and advocate for them. information and work with men's groups on new masculinities to generate a favourable opinion for the changes that is included. To achieve greater reach, a network of knowledge multipliers will be established to disseminate information and work with groups of men in new masculinities to generate a favourable opinion of the changes that will be proposed. Accompaniment will be provided to achieve a participatory analysis of women's gaps in political life (violence in the exercise of their political rights and in their daily lives). In addition, technical support will be provided in the elaboration of concrete proposals to be presented to municipal councils or other public spheres.

R2: The second one focuses on creating a network between the organisations and women who hold political office or are candidates in elections. They receive training in political advocacy and support grassroots proposals. In addition, there will be an emphasis on the development of personal capacities to overcome the socio-cultural barriers that prevent women from participating and gaining access to certain decision-making spaces. Complementarily, information and awareness-raising campaigns will be carried out to generate more support for the proposals and spaces for consultation with the authorities to influence them; the project will select and support some of them.

R3: The third one is focused on promoting the role of women as agents of prevention, mitigation and conflict resolution. The project will train women to do so and support local action plans that promote social cohesion, peaceful coexistence and dispute resolution. It will coordinate with other organisations working on Women, Peace and Security and with the institutions driving the recently approved National Action Plan (JONAP) (JNCW). Therefore, the project contributes directly to one of the priority lines of Spanish cooperation for Jordan in the promotion of women's rights and gender equality.

The articulation of the project is multi-sectoral for the proposals of the CSOs will touch on various sectors (health, education, protection, economy) and is multi-area for it touches 4 regions with enormous vulnerabilities due to the influx of Syrian refugees and the existence of poverty niches among the Jordanian population. All of this will enable the generation of multiplier effects and greater social and territorial cohesion.

Right holders

180 women from Mafraq, Irbid, Ajloun and Jerash, linked to civil society networks and organisations. Organised women face many social, cultural and religious problems for their participation in community and municipal representative spaces, so they need to appropriate participation in these spaces as a right and have the necessary tools to be able to make quality, realistic proposals that are aligned with the resources present in their localities. 180 women from these communities have been trained on rights, gender-based violence, peer education skills, leadership,

advocacy, proposal design, among other topics. These women are the main target of Outcome/Result 1 of the project.

1.800 women from the communities, will be also reached through peer-to-peer sessions carried out by the 180 trained women on selected women's rights issues, putting in practices the techniques learned during the training.

45 women involved in politics or interested in doing so. These women face barriers to participation and to having their voices heard and positioned in local political institutions (municipal councils). In order to achieve this, they have been strengthened on a personal level and trained in advocacy skills at council level to ensure the success of their proposals. These have received training on leadership, including communication and stress management skills. The aim is that they are able to position politically the needs and proposals brought by active women (after and assessment made by the 180 trained women). This target group is the focus of Outcome/Result 2.

150 women community leaders will actively participate in reflection and awareness raising sessions on the implementation of JONAP and Resolution 1325 in Jordan. Specific support will be given to 100 women who will work on the development of action plans for peaceful coexistence in the three intervention areas. This is the aim of Outcome/Result 3.

It is important to mention that also **150 men** are targeted in the framework of Outcome/Result 3. The objective is to have men as allies in order to bring about a change in the perception of the roles of men and women in the community. These men will serve as role models for others in the community in areas such as: religious leadership, university, municipality, trade unions and other community areas, and will actively participate in the actions against gender violence as a basic element for other men to take on board their messages and change their attitude and sensitivity to this issue. They participated in trainings on women's rights and the new masculinities approach.

3. SCOPE OF THE ASSESSMENT AND STAKEHOLDERS INVOLVED

3.1 Defining the scope of the report

In the time frame, the evaluation will cover the whole project implementation, from beginning to end. It will then include all the expected outcomes and objectives and their related activities.

As mentioned above, the evaluation will cover both the structure of the agreement, the processes promoted as well as the results achieved.

3.2 Documents and sources of information to which the assessment team will have access.

TABLE: Documentation Matrix

Documentation and information regarding the design of the intervention	<ul style="list-style-type: none"> - Project documents approved by the donor - Communications between the ONGD and AECID in relation to the agreement.
Information regarding the process and tracing of the intervention	<ul style="list-style-type: none"> - Technical intermediate reports - Quarterly reports on monitoring the agreement
Methodological information	<ul style="list-style-type: none"> - AECID templates for monitoring reports and instructions. - Templates and tools of Alianza por la Solidaridad Monitoring System
Institutional information	<ul style="list-style-type: none"> - Alianza strategic plan 2020-2026 - Master Plan for Spanish Cooperation 2020-2024 - AECID MAP with Jordan

3.3 Participation: stakeholders involved in the intervention to be assessed and in the assessment itself

- Local Partner Organisations: Executive directors and managers running the intervention, as well as key local staff involved in the implementation of the intervention in managerial, executive, technical and administrative roles.

- Rights holders: Focus groups of beneficiaries will be selected according to criteria of relevance and representativeness.

- Alianza por la Solidaridad: Technical and administrative staff in Amman office and Madrid office involved in the action, including Women Right's Programme Manager and Projects Coordinator for Jordan.

- Spanish Agency for International Cooperation and Development (AECID): AECID Technical Cooperation Office in Amman.

- Other interested parties:

- Representatives of Jordan Ministry of Political and Parliamentary Affairs.
- Representatives of Jordan Ministry of Planning and International Cooperation.

Management Unit

The Management Unit will be comprised of personnel of Alianza in Jordan and Spain, together with local partners. They will be responsible for:

- Promoting and leading the design of the assessment, drawing up and developing the ToR
- Selecting the assessment team

- Supervising the evaluation process to ensure it is carried out according to plan.
- Coordinating and monitoring the quality of the process
- Facilitating field work activities of the assessment team and verifying compliance with the plan
- Disseminating the results of the assessment, at least to the stakeholders

Monitoring Committee:

It will be made up of the Management Unit, and the Jordan OTC will also be invited to participate in this Committee. The monitoring committee has the following functions:

- Approve the evaluation planning documents
- Validate the products that are obtained
- Provide the evaluation team with access to all relevant information and key informants
- Supervise the quality of the evaluation process

In practice, this Committee will be made up of the team conducting the intervention of both Alianza por la Solidaridad and the partners (Management Unit) plus the persons designated by the OTC. For this reason, the committee and the unit will be the same operating group and the people of the OTC will be included for the approval and validation of the different documents that are generated and to contribute to guaranteeing the quality of the entire process.

Committee for monitoring the Agreement:

It is the regular channel for monitoring the Agreement. Formed by members of AECID and Alianza. Regarding the evaluation, this commission will meet during the design process, if necessary, and on a mandatory basis at the time of discussion of the final report.

4. QUESTIONS AND LEVELS OF ANALYSIS FOR THE ASSESSMENT.

In accordance with the way in which stakeholders participate and the adaptation to specific information needs, the following key questions have been selected:

CRITERIA	INFORMATION NEEDS	KEY QUESTIONS
RELEVANCE	The relevance assessment consists of an evaluation of the suitability of the results and the objectives of the intervention in relation to the context in which it is conducted.	<ul style="list-style-type: none"> - Does the intervention address the priorities and needs of the rights holders targeted by the project? - To what extent does the project respond to the needs and interests of local organisations? - To what extent is the intervention adjusted and has responded to the prioritized needs in the areas of intervention in relation to existing strategic documents in the country?
EFFECTIVENESS	The effectiveness assessment aims to measure and evaluate the extent to which the objectives originally established are being met. That is to say, it aims to assess the intervention in terms of its orientation towards results.	<ul style="list-style-type: none"> - Is the design of the intervention correctly oriented and effective towards foreseen results and outcome indicators? Do the established indicators allow an adequate measurement of results and defined objectives, from a theory of change? - Have the needs and demand of women been included in actual initiatives or public policies? Have these been implemented? - To what extent men trained have changed their perception of gender roles and women's rights? To what extent the methodology and tools used have been effective? Why/Why not? - Have the activities carried out generated a stronger awareness of women on their political participation rights? - Have the target women increased their advocacy and proposal capacities? - Are the key messages reaching the general public? Are these reaching local institutions? - Have women (TG3) acquired technical knowledge in mediation and peaceful conflict resolution? Has this been put in practice in their communities? - Alianza and its partners are contributing effectively to promote the women's right agenda in Jordan?
EFFICIENCY	Efficiency analysis refers to the study and assessment of the results achieved in comparison with the resources employed.	<ul style="list-style-type: none"> - Is the transformation of resources into results being carried out efficiently? Are there any alternatives for achieving results using fewer resources? - Are the human and material resources sufficient for achieving the projected results and objectives? - Are the capacities of Alianza and partners sufficient to achieve the expected results and objectives? - Are the human and material resources invested in training sufficient to generate knowledge in the target communities?
ALIGNMENT	The alignment assessment should reflect the degree of compliance with the development strategies, management systems and procedures established in the	<ul style="list-style-type: none"> - Are the proposed objectives and results in line with the Strategic Development Plans of Jordan? - Is the Project in line with international and, above all, national instruments for prevention of GBV and public participation of women? - Do the objectives and strategies of the project align with MOPPA priorities?

	intervention country, especially in terms of women's rights.	<ul style="list-style-type: none"> - Are trainings and plans resulted from R3 in line with the JONAP and the 1325 UN Resolution?
CONSISTENCY	<p>This evaluation is conducted on two levels. One is internal, assessing the articulation of the objectives of the intervention using the instruments proposed to achieve them, and their adequacy in relation to the problems. The other is external, and analyses the compatibility of the intervention with other strategies and programmes with which there may be synergies or complementarity.</p>	<ul style="list-style-type: none"> - Has the intervention taken into account different needs of women, in particular with regards to training, capacity building and awareness raising activities and in relation to promoting political rights? - Are the materials used in training and awareness raising sessions incorporating gender approach and human rights based approach coherent with the whole intervention strategy? - Are the training strategies and the strategies used in awareness-raising sessions, including materials, methodology, staff skills, etc. facilitating the acquisition and application of knowledge by participants? - Are members of the staff and consultants, especially those working with the communities, good models for women's rights and new masculinities approach? - Are the different aspects and strategies included in the intervention complementary and mutually strengthening? - Does the project establish mechanisms for coordination and articulation with other key stakeholders, decision-makers and interventions nationally and internationally?
APPROPRIATION	<p>This aspect assesses the extent to which partner organisations and rights holders exercise effective leadership with regard to the intervention and its strategies</p>	<ul style="list-style-type: none"> - To what extent have the local partners participated in the design, management, monitoring and evaluation of the intervention? - Are the local partners and women proposing actions to reorient activities if some activities are not generating the expected results? - Are the actions of the project helping women's organizations and civil society organizations have more capacity to carry out advocacy and dialogue with public actors? - The women participating in activities and trainings, do they feel more empowered and motivated for political participation? Are they able to create strong messages for advocacy?
PARTICIPATION	<p>The analysis of the participation focuses on the determination of the agents that have been involved in the various stages of the intervention, assessing their involvement in the decision making process.</p>	<ul style="list-style-type: none"> - Have the participatory processes with stakeholders been appropriate and efficient? - Have the decisions made through the participatory process been implemented during the Project implementation? - What are the main barriers and the main benefits of the participatory process implemented with stakeholders of the project? - Do the campaigns promoted allow participation and articulation with other actors and position the subject of the agreement among the citizens? -
COVERAGE	<p>The coverage assessment focuses on the analysis of the beneficiary groups and on the assessment of their suitability for the beneficiaries, and looks at the causal factors of the possible biases towards</p>	<ul style="list-style-type: none"> - Are there barriers that impede the access of the rights-holders that comprise the target population included in the plan? Are there mechanisms to overcome these barriers? - Have mechanisms been designed to improve right holders' access to project services? - How is the coverage of most vulnerable groups included in the Project?

	certain groups or barriers that impede their access.	
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EVALUATION CRITERIA

The table below details the assessment criteria established for the evaluation:

TABLE: Assessment criteria

CRITERIA	PRIORITY
RELEVANCE	2
EFFECTIVENESS	2
EFFICIENCY	2
ALIGNMENT	1
CONSISTENCY	1
APPROPRIATION	2
PARTICIPATION	2
COVERAGE	1

Prioritisation from 1 (max.) to 3 (min.)

5. METHODOLOGY AND WORK PLAN

5.1 Methodology

The methodological rigor of the assessment design will be evaluated, allowing it to:

- Ensure the application of quantitative and qualitative techniques, taking into account the validity and reliability associated with social research;
- Provide a methodological emphasis able to validate the four levels of evaluative analysis: I) findings, II) interpretative analysis based on the data, facts and information found, III) conclusive verdicts (conclusions) and IV) recommendations;
- Offer a standard interpretation, taking into account the dimensions of the intervention (design, structure, resources, processes and outcomes), and which interprets the causes and contributing factors.

Exceptionally, and taking into account the challenges of covering all the key questions agreed with partner organizations and Alianza, the assessment team, in agreement with the Management Unit, may prioritize issues that, without undermining the usefulness of the assessment and its main interests, allow the subsequent analysis to be carried out with the necessary methodological rigor and interpretative support of the findings.

5.2 Work plan: phases, deadlines and outcomes.

The assessment will comprise the following phases:

1. **Design and desk review:** During this phase it will be necessary to examine all the documentation and gain a detailed understanding of the intervention, as well as holding preparatory meetings with those in charge of running the project, so that the assessment team will be well prepared to deal with the following issues:
 - Establishing the specific objective of the assessment and the evaluative context in which it operates, including the sources and conditions of access to information, and identify key informants.
 - Operationalizing the key questions through indicators and propose appropriate techniques for the collection of information.
 - Refining the methodological instruments and data collection tools, and their feasibility in terms of collecting and processing data.

At the end of this phase, **the assessment team will prepare a methodological proposal that will include, at least**, the following elements:

- a) Objectives and scope of the assessment
- b) An assessment matrix comprising
 - I) evaluation criteria and relevant questions
 - II) indicators that operationalize these questions,
 - III) proposed techniques and information gathering tools for each case.
- c) Identification of key informants
- d) Methodology planned for data analysis

This final design will then be approved by the Management Unit as the final step in the desk study phase.

Additionally, the assessment team will present a **communications plan** that will include the return of contributions made by field work participants and the conclusions and recommendations that will facilitate their appropriation by the various stakeholders. Furthermore, the plan will be approved by the Management Unit.

During this period, the agenda for field work will also be agreed. The itinerary for field work, the key informers and the work schedule will be agreed in collaboration with the Assessment Monitoring Committee.

2. **Fieldwork:** Whilst field work is being carried out, the required quality control information, both quantitative and qualitative, will be produced in order to meet the information needs detailed in section 4 "Questions and assessment levels" and 5 "Assessment Criteria," using the tools previously designed.

Field work will be carried out in the different areas where intervention activities are conducted and also in local partner management, planning and administration units, as these centralised units are a key element of field work.

Once the field work stage has been completed in the country, preliminary feedback meeting should be scheduled with the stakeholders involved and linked to the intervention, including the authorities and partner institutions concerned.

At this stage, in addition to the work carried out in the various intervention countries, it is essential to rely on the participation of key personnel at Alianza por la Solidaridad headquarters in Madrid, as well as others who may be considered relevant (the Program Monitoring Unit in Madrid, for example).

Logistical support will be provided by Alianza in Spain and Jordan, as well as by various local partners, through the Management Unit, to implement the agenda of meetings, workshops, interviews and data collection and processing.

3. Preparation of the report: The report should be drafted in accordance with the recommendations set forth in section 7 of this document. A final draft will be drawn up to be reviewed and discussed by all parties until a definitive report is produced. This discussion will take place at a feedback workshop. Once the final report has been produced, it will be submitted to AECID and to the various stakeholders involved in the intervention.

The results of the assessment should be presented in a way that differentiates facts from interpretations and conjectures. Conclusions (factual findings regarding the criteria and factors evaluated), lessons learned (cause-effect relationships between activities undertaken and the outcomes obtained) and recommendations (suggestions to improve the cause-effect relationship and design logic of the intervention, information systems that should be implemented, etc.) will be presented to the Management Unit.

Work plan:

The timeframe for the different phases will be roughly as follows:

TABLE: Assessment timeframe by week

PHASE	ACTIVITIES	PRODUCTS	WEEKS								
			1	2	3	4	5	6	7	8	
II. Design and desk review	Document review	An initial working document detailing the objectives, scope and description of the review methodology, data collection tools, methods of analysis, key agencies and informants (Including interview scripts), review questions and work plan with the schedule of activities and outcomes									
	Development of methodological tools										
	Preparation of field work										
	Preparation of the schedule and logistics plan in coordination with Alianza office and the offices of the partners.	Field work schedule/agenda									
III. Fieldwork	Information gathering	Preliminary results report.									
	Preliminary results reporting										
IV. Report	Drafting of preliminary report										

5. Assessment findings, in relation to the established assessment criteria
6. Recommendations arising from the assessment, and which are oriented toward improving the intervention under assessment through specific indications to improve the design, management processes and impacts of the intervention activities.
7. The lessons learned, which are detailed in the general conclusions, show good practice and can be extrapolated and serve as feedback for the actions of the Program
8. Appendices: to include the ToR, proposed methodology, the data collection tools applied duly completed and ordered, the database used with all information organized and updated, the work plan and mission statement (detailed breakdown of all work undertaken), among other elements that may facilitate the assessment process and the CAP summary sheet.

All documentation produced by the assessment team will be written in English, except for the final report, which will also be **submitted in Spanish**. The extra costs that translation into Spanish may entail will be covered by the evaluation team.

The draft report will be discussed by assessment team, until a final report is produced.

7. THE ASSESSMENT TEAM: REQUESTED CRITERIA

Minimum number of evaluation team members: 2, a consultant who will be in charge of coordinating the team, and a consultant team member.

Assessment team coordinator

- Master's or doctoral degree, preferably in Social Sciences.
- 10 years of experience in design, implementation and assessment of development and humanitarian action interventions, with at least 5 years' experience in gender-specific interventions.
- Experience in monitoring and evaluations and in results-based management.
- Experience and knowledge of gender issues, gender-based violence and political rights interventions.
- A good knowledge of socio-political policies and the situation in Jordan, as well as the specific conditions affecting women with special attention to political participation.
- Proven experience as an assessment team leader, with team leadership skills and the ability to work as part of a team of other expert evaluators.
- Ability to produce well-written reports that demonstrate excellent analytical and communication skills.
- Ability to work with the organization and with other stakeholders to ensure the delivery of a high quality production a timely manner.
- Experience in capacity building is essential.
- Excellent command of English.
- A good command of Spanish is desirable.
- A good command of Arabic is desirable.

The Assessment Team Coordinator will be responsible for coordinating the assessment as a whole, the assessment team, the work plan and the presentation of the revised intermediate products.

Team member

- Bachelor's degree with at least 3-5 years of experience in gender researches.
- 1 or 2 years' experience in development action programs assessment using participatory tools
- Extensive experience in monitoring and assessment of development/humanitarian action, gender projects and economic rights projects.

- Experience and knowledge of gender issues, and in particular, prevention of gender-based violence and political rights.
- Experience in facilitating workshops on assessment findings.
- A good knowledge of socio-political policies and the situation in Jordan, as well as the specific conditions affecting women and girls.
- Knowledge of methodologies employed for qualitative and quantitative data collection.
- Ability to work as part of a team
- Good level of spoken and written English
- Fluent Arabic.
- A good command of Spanish is desirable.

Examples of the distribution of tasks among members of the assessment team:

Team Coordinator	Team Member
Complete the design of the assessment and the questions based on feedback from the reference group	Assist the Coordinator in the review and collation of the Initial Report.
Present the initial draft report to the reference group and include their remarks in the review	In accordance with the initially approved document, assist in coordinating data collection, including focus group discussions with the different categories of respondents
Manage the coordination and implementation of data collection activities: desk review, focus group discussions and surveys	Assist in the data collection process: field interviews and discussion groups; Help in the implementation and monitoring of the survey questionnaire
Carry out data analysis, consolidation of the final report and the layout of the report	Analyse the data and prepare the draft report
Present the draft of the final report to the reference group and submit the final version	Co-present the final report and the remarks regarding the document.

It would be desirable for the assessment team to be balanced in terms of the gender of its members.

Previous knowledge of the intervention countries of the Program would be a plus.

The recruitment process of the assessment team will be carried out by the Assessment Management Unit.

8. ASSESSMENT, AUTHORSHIP AND PUBLICATION PREMISES

- **Anonymity and confidentiality.** - The assessment should respect the right of individuals to provide information with an assurance of anonymity and confidentiality. Furthermore, the assessment team should inform the people participating in the evaluation of the scope and limits of this principle of anonymity and confidentiality.
- **Responsibility.** - Any dispute or difference of opinion that may arise between team members, or between those in charge of the Program and team members, will be discussed and resolved within the Assessment Management Unit.
- **Integrity.** - The evaluators will be responsible for highlighting issues not specifically mentioned in the ToR, should this be necessary in order to obtain a more complete analysis of the intervention.
- **Independence.** - The assessment team should ensure the independence and objectivity of the information, statements and conclusions made regarding the intervention under assessment.
- **Incidents.** - In the event of problems arising during the execution of field work or at any other stage of the assessment, these should be reported immediately to the Assessment Management Unit,

depending on the nature of the incidents. Otherwise, the existence of such problems should under no circumstances be used to justify the failure to achieve the results required by SI in this Technical Specifications Document.

- **Validation of information.** - The assessment team will be responsible for ensuring the accuracy of the information gathered for the preparation of reports, and will ultimately be responsible for the information presented in the assessment report.
- **Submission of Reports.** - In the case of late delivery of reports or in the event that the quality of reports submitted is manifestly inferior to that agreed, the penalties set forth in the contract will be applied.
- **Copyright and disclosure.** - Copyright rests with the organisation that commissioned the assessment. However, AECID has the right to reproduce, distribute or publicly communicate the assessment report without the prior agreement of Alianza where this is necessary in order to adhere to the requirements of administrative procedures, and will only act with the prior permission of the organisation when disclosure is required for some other reason. The dissemination of the information collected and of the final report is the prerogative of Alianza and AECID. Alianza reserves the right to direct the assessment and/or decide on its various aspects.

9. DEADLINES FOR THE IMPLEMENTATION OF THE ASSESSMENT

The starting date of the assignment is expected to be on the 1st September. The fieldwork will be carried out following the stages of desk review and methodological preparation. The deadlines for the completion of the evaluation will be agreed by the assessment team and the Assessment Management Unit in accordance with the technical proposal submitted by the team. In any case, the wording of the final assessment report, its presentation and approval by the Assessment Management Unit should be completed **before 15th December 2022**.

10. ASSESMENT BUDGET

The total estimate for the required assessment cannot exceed **9,500 €** (including VAT and any other applicable taxes), itemised as follows:

Items	%	Euros
Contract Signature	20%	1,900 €
Completion of desk review phase and approval by the Management Unit of the documentation submitted	40%	3,800 €
Approval of the final assessment report by the Management Unit	40%	3,800 €
TOTAL (including VAT)	100%	9,500 €

11. SUBMISSION OF TECHNICAL PROPOSALS AND ASSESSMENT CRITERIA

Submission of tenders should be made by email to the addresses listed below, indicating on the cover page the title and code of the corresponding Program.

The content of the tender should include at least the following sections:

- A)** Preliminary assessment matrix, representing the working hypothesis based on the summary of the Program and the assessment questions mentioned in this document (other can be suggested).

The matrix must include the following elements as a minimum:

- I) evaluation criteria and relevant questions
- II) indicators that operationalize these questions,
- III) proposed information collection techniques for each case.

B) Detailed schedule proposal with a breakdown of the work to be executed in all phases, including the proposed communication plan for conclusions and recommendations.

C) Breakdown budget as detailed below:

Design stage:

- Document review
- Adjustment and validation of assessment design, production of final evaluation matrix and proposed methodology
- Design and development of techniques for collecting information

Field work phase:

- Execution of field work
- Data interpretation
- Results preview and feedback

Report writing phase:

- Preliminary report and revision of conclusions and recommendations
- Regional feedback workshop
- Drafting and translation of final report

D) Curriculum vitae of the assessment team.

All proposals must be submitted in English.

Criteria for assessing tenders:

Tenders received will be assessed according to the following criteria and standards:

CRITERION 1: Technical quality of the proposal (maximum 5 points out of 10 for the proposal as a whole. Minimum of 3 points).

CRITERION 2: Professional profile, CVs of the assessment team (maximum 4 points out of 10 for the proposal as a whole).

CRITERION 3: Budget (maximum 1 point out of 10 for the proposal as a whole).

Place and deadline for submission of tenders:

Tenders should be submitted in English by email to: bmingo@aporsolidaridad.org, AND christina.shawaqfeh@actonaid.org indicating the reference "Final Assessment AECID 2019/PRYC/000308" plus the name of the team in the email subject.

The deadline for submission of tenders is 9th April 2022.