

Terms of Reference

Consultancy Services for Project Evaluation "Let's Not Only Count Women. Let's Make Women Count"

Introduction

Women's Affairs Center (WAC) was established in August 1991 by a group of activist professional women to promote women's rights and gender equality within the Palestinian society via empowering and enhancing women's abilities in a range of non-traditional skills to address the problems and respond to the needs of women under the difficult political, socio-economic, cultural and legal context in the Gaza Strip.

Women's Affairs Center signed an agreement with Kvinna till Kvinna Foundation to implement "Let's Not Only Count Women. Let's Make Women Count" project from May 1st, 2017 to April 30th, 2020. The project is undertaken with total budget of 1894,196 SEK.

The project aims at advancing young women's participation and influence in formal and informal political agenda setting and decision making in the Gaza Strip by training (100) young women leaders with age 22-32 years; focusing on rights based political participation and peace building; raising awareness of parents and family members on the importance of young women's participation in political formal and informal decision making; developing a common rights based feminist agenda and vision for the future (charter) in cooperation with the Palestinian Center for Peace and Democracy (PCPD); and organizing 'shadow' opportunities for the trained young women leaders (selected from the 100 young women leaders) at partner organization's premises to shadow well established Palestinian women leaders and role models in their daily work. The project also aims at raising awareness of representatives of political parties, trade unions, municipalities, norms setters (religious leaders, community leaders), journalists and young women on the importance of young women's participation on the basis of their own rights based agenda in formal and informal political agenda setting and decision making processes, women's rights, gender equality; conducting creative media campaigns; as well as preparing and publishing a manual for engaging young women in political decision making to guide women's rights organizations in amending their bylaws and strategies to include young and marginalized women in decision making bodies and processes. Also, WAC supports young women in establishing general assemblies in each municipality to facilitate outreach to voters.

The expected results to fulfill the project objectives include:

1. Young women, particularly the most marginalized, in the Gaza Strip (rights holders) increasingly exercise collective agency and become change agents working to mobilize women's participation on the basis of their own rights based agenda in formal and informal political and decision making processes / forums to promote women's rights and gender equality.
2. Women rights organizations and their allies have the capacity to implement effective strategies that engage and mobilize marginalized young women, within their own organizations and in civic and political actions including the creation of their own rights based agenda / platform for action.
3. Local and national duty bearers increasingly take action to advance women's status and participation on the basis of their own rights based agenda.

Evaluation objective & Expected results:

The evaluation functions as an assessment tool to provide feedback on project implementation. It is funded by KTK. It aims to undertake an in-depth analysis of the project to gain a better understanding of what constitutes a successful project, which, in turn, will help devise future projects strategies. Evaluations also assist stakeholders to determine whether projects have been implemented according to the project document and whether the intended project outcomes have been achieved. Besides, the evaluation will ensure accountability for the donor and communities by reflecting the voices, opinions and experiences of the beneficiaries and stakeholders involved in this project. Moreover, the evaluation will assess project performance and progress against the review criteria: relevance, effectiveness, efficiency, sustainability and impact.

The evaluation results will be collected from different stakeholders involved across the different components/ activities of the project. WAC and KTK will potentially use the recommendations for future programming needs.

The main expected results of the assignment will be as follows:

- 1- Evaluate the performance of the project through an assessment of project's outcomes and achievements, taking into account the context, the proposal and the monitoring and evaluation framework of the project.
- 2- Based on the lessons learned, key conclusions, and the progress achieved, provide practical recommendations for programmatic future follow-up actions.

Evaluation Questions:

Based on the above scope – the evaluation should provide evidence and analysis on the following questions:

1. Relevance:

- To what extent was the project, as designed and implemented, suited to context and needs at the beneficiary, local, and national levels?
- How the cooperation with PCPD strengthened the social structure / social cohesion in Palestine?

Related sub questions:

- Were the objectives of the project in line with the needs and priorities of democratic development, given the context?
- What evidence of sustainable changes at outcome level (intended and unintended) is available from internal (project) monitoring processes and external and independent validation exercises carried out by the evaluation team?
- Were risks appropriately identified by the projects? How appropriate are/were the strategies developed to deal with the identified risks?
- Should another project strategy have been adopted rather than the one implemented to better reflect those needs, priorities, and context? Why?

2. Effectiveness:

- To what extent was the project, as implemented, able to achieve objectives and goals?

Related sub questions:

- To what extent have the project's objectives been achieved?
- To what extent was the project implemented as envisaged by the project document? If not, why not?
- Were the project activities adequate to make progress towards the project objectives?
- What has the project achieved so far? Has it failed to meet the outputs identified in the project document? If yes, why?

3. Efficiency

- To what extent was there a reasonable relationship between expended resources and project impacts?

Related sub questions:

- Was there a reasonable relationship between project inputs and project outputs?
- Did institutional arrangements promote cost-effectiveness and accountability?
- Was the budget designed, and then implemented, in a way that enabled the project to meet its objectives?

4. Impact

To what extent have project processes and procedures supported the role of civil society in contributing to the engagement of young female leaders in the political participation and shadow opportunities in WROs and municipalities?

Related sub questions:

- To what extent has the realization of project objectives and project outcomes had an impact on the specific problem the project designed to address?
- Has the project resulted in long-term impacts on the lives of the targeted group? Were these impacts positive or negatives?
- What are the organizational lesson learned and what is their impact on the social accountability?
- To what extent has the project caused changes and effects, positive and negative, foreseen and unforeseen, on the political participation of young female leaders?
- Is the project likely to have a catalytic effect? How? Why? Examples?

5. Sustainability

- To what extent has the project, as designed and implemented, created what is likely to be a continuing impetus towards promoting the engagement of young female leaders in the political participation and shadow opportunities in WROs and municipalities?

Related sub questions:

- To what extent has the project established processes and systems that are likely to support continued impact?
- How has the project included the young participants in the PMEL cycle and decision making?
- Are the involved parties willing and able to continue the project activities on their own (where applicable)?
- Has the project created a sense of agency for its target group to initiate other activities within their communities? How?

6. Added value

- To what extent was WAC able to take advantage of its unique position and comparative advantage to achieve results that could not have been achieved had support come from other donors?
- What is the added value of the cooperation and networking with WB organization as PCPD?
- Recommendation:
 - Did project design and implementing modalities exploit comparative advantage in the form of an explicit mandate to focus on young women's participation and influence is advanced in formal and informal political agenda setting and decision making in the Gaza Strip
 - To what extent is it feasible to adopt this approach as mainstream and what conditions and resources would be necessary to replicate or scale up these new approaches?

Evaluation Methodology:

The evaluator proposes to adopt the following methodologies in order to analyze the project's impact, relevance, effectiveness, efficiency and, sustainability, as follows:

- A desk review of relevant project materials, including the project document, manual for engaging young women in political decision making, charter final reports, campaign materials and analyses, and documents prepared by WAC and other actors on the prevalence and causes to advance young women's participation and influence in formal and informal political agenda setting and decision making in the Gaza Strip.
- Outcome mapping in cooperation with implementing partners – with the purpose of identifying planned and unplanned outcomes and results, and how results have been achieved.
- Participatory methods can also be used to collect quantitative information on specific changes and with the purpose of assessing how well and how useful qualitative results, related to common rights based feminist agenda and vision for the future (charter), are to young women's attitudes, personalities, behaviours towards political participation in formal and informal political agenda setting and decision making, as well as to the awareness raising and social change of parents and family members, representatives of political parties, trade unions, municipalities, norms setters (religious leaders, community leaders), journalists and young women on the importance of young women's participation on the basis of their rights based agenda
- Focus group discussions with rights holders to assess their level of knowledge/awareness, skills, motivation, confidence/self-esteem, behaviour, sense of agency, and with WROs / CBOs to assess their willingness and capacity to include marginalised women in their consultations, volunteering, planning/ decision making, and implementation of interventions.
- Semi-structured interviews with duty bearers (Municipalities and WROs) to evaluate their attitudes and practices in promoting and realizing women's rights and equality.
- Data analysis of data base using excel sheet, data map, SPSS package or any other tool.
- Report drafting phase and validation of the report.

Deliverables

By end of the evaluation, an electronic report (Word document) in English will be developed including the following:

- Methodological framework for evaluation (English) including all tools produced
- Evaluation report (English) (Max. 35 pages plus annexes; font: Arial 11) that include the following main sections:
 - Table of contents
 - Abbreviations list
 - Executive summary (that can be used as a stand-alone document)
 - Brief on General context in Palestine at the design and implementation phase
 - Introduction that include the objectives of the evaluation, methodologies and techniques used and limitations of the evaluation, where relevant.
 - Presentation of the evaluation analysis and findings, covering the focus areas (Relevance; Effectiveness; Efficiency; Impact; Sustainability; Accountability and Participation) clearly showing response to the evaluation questions included in this TOR.
 - Conclusions and recommendations for improvement and future actions with a clear relationship between them.
 - Report annexes that include: The Terms of Reference of the evaluation; the techniques used for data collection; the program adhered to; the list of people met; list of document and bibliography and composition evaluation team.

Timeframe:

WAC will agree on a specific time frame with due dates for each deliverable with the evaluation consultant.

The evaluation time frame is 1.5 months

Task	Week					
	1 st	2 nd	3 rd	4 th	5 th	6 th
Selecting and contracting with consultant to carry out project evaluation / meeting with consultant and agreeing on the time plan.						
A desk review of relevant project materials, finalize data, design tools including survey/questionnaire, focus group leading-questions and Semi structured interviews.						

Collect data from all selected stakeholders and analysis of data base using excel sheet, data map, SPSS package or any other tool								
Draft report and feedback with comments.								
Final report and dissemination, Debrief/Presentation								

Consultancy Offers:

Consultancy offers should contain the following:

1. One copy of both Technical and Financial offers in separate and sealed envelopes.
2. Profile / CVs of the consultants with relevant experience in similar consultancies.
3. The prices in EURO.
4. The attached financial offer should be in EURO.

Closing Date and Delivery:

Closing date for receiving consultancy offers is **3rd of November 2019** Offers must be submitted by hand at WAC office.

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