



EGYPT - AECID

Vulnerable women from 5 governorates of Upper Egypt economically and socially empowered assume leadership positions in public spaces”

Project Code: 2021/PRYC/722

Terms of Reference

Final External Evaluation

INDEX

| | |
|---|-----------|
| 1. INTRODUCTION | 3 |
| 2. BACKGROUND OF THE INTERVENTION | 5 |
| 2.1. LOCAL PARTNER | 5 |
| 2.2. GENERAL OBJECTIVE | 6 |
| 2.3. SPECIFIC OBJECTIVE | 6 |
| 2.4. EXPECTED RESULTS. | 6 |
| 2.5. TARGET GROUPS AND LOCATION | 7 |
| 3. RELEVANT ACTORS IN THE EVALUATION | 8 |
| 4. LEVELS OF ANALYSIS (SCOPE OF THE EVALUATION) | 8 |
| 5. CRITERIA, KEY EVALUATION QUESTIONS AND LEVEL OF ANALYSIS FOR THE EVALUATION | 9 |
| 6. METHODOLOGY AND WORK PLAN: | 12 |
| 6.1. METHODOLOGY | 12 |
| 6.2. WORK PLAN: PHASES, DEADLINES AND OUTCOMES. | 12 |
| 6.3. DOCUMENTATION & SOURCES OF INFORMATION THE EVALUATION TEAM WILL HAVE ACCESS | 14 |
| 7. STRUCTURE AND PRESENTATION OF THE FINAL REPORT: | 14 |
| 8. EVALUATION TEAM: | 15 |
| 9. ASSESSMENT, AUTHORSHIP AND PUBLICATION PREMISES: | 16 |
| 10. TIMETABLE FOR THE EVALUATION: | 17 |
| 11. SUBMISSION OF OFFERS FOR THE EXTERNAL EVALUATION | 17 |
| 12. CRITERIA FOR THE CONSULTANT'S SELECTION | 18 |
| 13. GENERAL INSTRUCTIONS TO TENDER: | 18 |

1. INTRODUCTION

Fundación Promoción Social (FPS) is a private, non-profitable institution that has been working since 1987 to promote human, social and economic development in accordance with people's dignity. It establishes its goals in accordance with the diversity of the different countries it works and acknowledging the priorities and proposals of local organizations, always placing the individual at the core of its activities.

FPS is the recipient of a grant from the Spanish Agency for International Development Cooperation (AECID) for the implementation of the Project **"Vulnerable women from 5 governorates of Upper Egypt economically and socially empowered assume leadership positions in public spaces"** under the Resolution **made on 8th of November 2021** by the Presidency of the Spanish Agency for International Cooperation.

Fundación Mainel participates as a grouped NGO in the development of certain project activities and in the monitoring of activities through the various coordination instruments provided.

The project 2021/PRYC/722 is carried out by the Fundación Promoción Social (FPS) and the Association of Upper Egypt for Education and Development (AUEED), belonging to the 2021 call, which began on **15th February 2022, and the expected end date is 31st March 2024.**

The basic reasons for this final evaluation are:

- FPS is required to conduct and submit to AECID an external final evaluation of the project. 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.
- Be budgeted in the formulation of the agreement in question and be considered relevant by the OTC of Cairo.
- Open learning processes that allow useful conclusions to be drawn for the improvement of methodologies.
- Study the management of the intervention through systematic and in-depth analysis of the objectives and results expected and achieved.
- Consolidate information channels among local partners, the FPS and the AECID, encouraging participation and transparency of the intervention.

It also considers the need to be able to assess the extent to which the intervention is approaching the general objective of development aid: the fight against poverty and, in particular, the achievement of the United Nations Sustainable Development Goals with which it is interrelated the Project (ODS 4, 5, 8 & 10), in the Upper Egypt.

Another purpose of the evaluation focuses on the value of evaluation as a process of learning and knowledge management, as well as its contribution to accountability and transparency among all actors, including the target group, as the right holder and active subject that participates in the achievement of development results.

Terms of Reference for External Evaluation of Project AECID 2021/PRYC/722

In order to ensure the participation of the target group and ensure the adequacy of the actions taken and open processes of appropriation of the dynamics of change taken as an essential multiplying agent that enhances the viability of the agreement once the external aid ends.

In this perspective, the final evaluation should be approached from different perspectives in order to offer an analysis that integrates the interests and needs of each of the key actors of the intervention.

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.

The **general goals** of the evaluation are:

- To assess, after the execution period, the relevance of the intervention and its objectives with regard to the problems identified in the proposal
- To assess cooperation design and the implementation of the assistance: consistency between the expected results and the achievement of the objectives, as well as its scope in the evaluated period, redirecting them where necessary
- To assess activities, their contribution to the achievement of results, and the optimization of the resources used to carry them out
- To analyze at this time of the impact expected by the end of the intervention, with the strategy developed with the dynamics of the intervention
- To establish a double-check measurement of qualitative and quantitative indicators to be compared with those previously set in the Baseline that was undertaken during the first months of the intervention

Regarding the usefulness of this evaluation, is expected to obtain recommendations in regard to elements key for the intervention of the implementing organizations –FPS, Mainel Foundation and AUEED regarding both their design and planning and management and execution.

So, some of the specific areas from which recommendations could be drawn could be:

- 1) Analyze both FPS and its local partner AUEED and Right Holders, the development of the project, assessing their strengths and weaknesses, as well as possible reorientation to maximize its impact
- 2) Analyze how NGOs have positioned themselves and have added value in response to national development needs as well as others not considered at the time of its formulation
- 3) Identify successful lines of action and the opportunities that might emerge
- 4) Assess the strengths, weaknesses and capabilities of the intervention in relation to the opportunities for cooperation in the Upper Egypt
- 5) Provide guidance for the definition of strategies for the medium and long term

2. BACKGROUND OF THE INTERVENTION

Under the premise that ending all forms of discrimination against women and girls is a human right with a powerful multiplier effect in the different areas of sustainable development, the project aims to generate income opportunities for women who endow them with economic autonomy, and provide them with sufficient professional and social skills to catapult their participation in decision-making spaces.

Under R1, The project focuses to empower 110 women and girls from local communities in Menya and Assiut to learn tailoring as a technical skills to generate income; access production tools and internship opportunity. The empowerment of the said women is to be achieved by the development of safe spaces at local tailoring workshops and parallel schools where the activities will take place.

Under R2, The project focuses on supporting for 40 young people, with a main focus on women, to start their own microenterprises in the field of handcrafts. This includes both access to credit and non-financial services: training and technical support in entrepreneurship, financial management and technical skills for the development of products and / or services of the value chain in the tourism sector.

Under R3, The project focuses on developing the leadership skills of the most promising beneficiaries the current project and the previous project 2019/296 to improve their life skills; awareness of gender rights; and civic education/engagement so to become role models in their communities by holding awareness raising events with children in local communities while also developing their business capacity and projects by receiving a special support package.

The theory of change we rely on, is the reduction of the economic vulnerability of groups in poverty, providing them with the safe spaces - tools - training and credit - that allow them to generate resources through decent work.

Date of beginning of the Project: February 15th 2022

Expected date of end of the Project: March 31st 2024 (after 4 months and a half of extension)

Expected duration of implementation of the Project: 25 months and 15 days

2.1. Local partner

The Project is being executed by FPS and its local partner, AUEED.

AUEED is an Egyptian NGO of public utility established in 1940, re-registered with the Central Administration of Societies in the Ministry of Social Solidarity under No. 576 of 2009. AUEED has been involved in the development of Upper Egypt for 80 years. It is considered one of the first NGOs that started working in Egypt. AUEED's mission is to empower local communities, especially the poor in Upper Egypt, through quality education and development programs. We work for a society that pursues social responsibility by promoting teamwork, volunteering, justice, and partnership with society. We strive throughout 80 years of human and community development in Upper Egypt, to

preserve the authenticity and national identity. AUEED's Microfinance Program has been active since 2001. It has a vision that recognizes that the poor - especially the economically active - have the right to receive continuous quality financial and non-financial services at an appropriate cost, which contributes to empowering community members and improving their income, alleviating poverty, and maintaining the financial stability and economic security of low-income families in Upper Egypt. AUEED has a long experience in managing microcredit projects since 2001 with a total portfolio of 25,000,000 EGP (1.3 million Euros) in Upper Egypt. And it relies on a wide infrastructure of Field Offices linked to the microcredit program (8), which have specialized personnel and tools developed in successful experiences, as well as the knowledge necessary to expand their services among the Rights Holders who live in conditions of poverty and vulnerability in the governorates of Assiut, Sohag, Qena and Luxor. AUEED also manages a number of local workshops linked to handcrafts. 3 local tailoring workshops are an integral part of this project in the communities of Abu korkas; Bayadeya and Beni Abdel. AUEED also operated informal or parallel schools; 6 parallel schools (Girls Center at Menya and El-Zarabi, El-Nekheila, El-Ghanayem, El-Quosseya y Bani Mahmmadiat en Assuit) are an integral part of this project.

2.2. General Objective

Promoted the economic and social empowerment of vulnerable women in Upper Egypt.

Description: Women's economic empowerment is essential to achieve gender equality and the realization of women's rights. Economic achievements that impact their well-being and that of their communities are a key vector for their active presence in decision-making spaces.

2.3. Specific Objective

Vulnerable women from 5 governorates trained and with resources to access public life.

Description: The economic empowerment of women, through equitable access to training, financing and productive resources, contributes to protecting their access to rights and their active participation in public life, favoring inclusive economic growth.

2.4. Expected Results.

Through the implementation of the mentioned project, the following results are expected:

R1. Installed professional skills that improve the socioeconomic opportunities of women.

Capacity building for women, youth and adolescents in vulnerable situations and access to productive resources in economic sectors with local market demand is aimed at their economic and social empowerment.

R2. RHs increase their revenue generation opportunities with business initiatives.

Equity in access to resources contributes to the full realization of women's social, political and economic rights: 75% of the TDs who will see their capacities strengthened for the creation/growth of their entrepreneurship will be women.

R3. Young entrepreneurs empowered for leadership create business and social promotion networks.

While raising awareness among students in AUEED schools on gender rights and leadership, female TDs strengthen their economic and social leadership through the creation of networks of young entrepreneurs.

For more information about the logical framework and matrix with indicators and activities, see Annex I.

2.5. Target Groups and Location

Rights Holders (RH): 534 vulnerable people, from the governorates of Menya, Assiut, Sohag, Qena and Luxor, with a primary focus on women and youth.

- A) 30 vulnerable rural women from Menya: villages of Beni Abed, Abu Korkas and Bayadeya. They will receive training in tailoring and entrepreneurship, and/or help with internships at a local tailoring workshop. Women from 19 to 50 years old, from families of 4-6 people (prioritizing families with 2 dependents), the majority live in poverty with monthly family income between 1200-2000 EGP (65-110 Euros). Priority will be given to unemployed and job-seeking RHs; with basic skills (reading, writing and calculating); willing to commit to a 30-day training program.
- B) 80 adolescents and young people from 13 to 21 years of age will receive professional training in tailoring and non-financial support to start a business project or access internships in a workshop in their area. The following will be selected from those attending AUEED non-formal (parallel) schools in Menya and Assuit: Dayrout communities; El-Zarabi; El-Gahanayem (2 schools); Bani Mahmmadiat (2 schools); El-Nekheila (in Assiut) and the Center for Girls (in Menya).
- C) 40 new young entrepreneurs (75% women) will receive financial and non-financial support to start and/or scale a business project. They will be between 19 and 50 years old; from Assiut, Sohag, Qena and Luxor. Families of 4-6 people, with monthly family income between 2000-5000 EGP (110-270 Euros), poverty level and medium-low (new poor). Priority will be given to those with a secondary education, looking for economic opportunities, have a project idea or one started up less than 1 year before the publication of the opportunity, willing to develop their skills and take on a loan.
- D) 400 girls and boys (268 girls and boys from parallel schools + 132 girls and boys from formal schools) will receive awareness on gender rights and civic education from women entrepreneurs who will participate as speakers and role models. The student body of the parallel schools of AUEED (268) are located in Menya and Assuit: communities of **Dayrout; El-Zarabi; El-Gahanayem (2 schools); Bani Mahmmadiat (2 schools); El-Nekheila (in Assiut) and the Center for Girls (in Menya)**. 132 girls and boys from one of the 17 formal schools of AUEED with a civic and gender education program for 4th, 5th, and 6th graders.
- E) 8 talented and socially committed female entrepreneurs will receive support to scale their businesses and become community leaders and role models for young people and teenagers.

3. RELEVANT ACTORS IN THE EVALUATION

The **Management Unit** will be comprised of FPS staff in Egypt and Spain, together with the AUEED team. Mainel Foundation will participate in the evaluation only for the relevant activities under its direct implementation. The entities will be responsible for:

- Promoting and leading the design of the evaluation, drawing up and developing the ToR.
- Selecting the evaluation 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

A **Monitoring Committee** will be created for the evaluation. It will be made up of the Management Unit, and the Egyptian 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

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.

4. LEVELS OF ANALYSIS (SCOPE OF THE EVALUATION)

The Final Evaluation will consist of an evaluation of the design, the process and the results of the project in execution.

The Final Evaluation shall examine the project cycle, evaluating, among other things, its impact on the promotion of gender equality, environmental sustainability and cultural diversity and its consistency with the sectoral strategies in Egypt.

A quantitative measurement of the indicators of achievement will be to measure results taking as starting point the study of baseline of the partners depending on the context and the intervention framework.

The evaluation will assess the quality and consistency of the design, alignment and adaptation to the context of the country's development, the internal harmonization, coherence of the instruments used with the priority geographical areas.

From the analysis, the evaluation team will identify the main strengths and weaknesses of intervention and will offer recommendations that serve to improve future actions, aimed

mainly at the strategic design, operational management, the instruments used and the results obtained, in each of the evaluated actions.

The questions may be prioritized by the evaluation team meet the interests of the parties and the evaluation conditions, the most important being those relating to outcomes and objectives achieved as well as the process of implementation and management.

With regard to **the scope** of the present evaluation, this will include all the components of the project executed in Upper Egypt. The study will include three main **areas of analysis referred exclusively to the period evaluated**:

a. Design of the intervention: The design of the Project as a whole will be evaluated, considering the coherence and relevance of its objectives and the actions that comprise it.

b. Management of the intervention: It will analyze the institutional structure-planning, coordination among actors (including other relevant stakeholders as MoA, PWA, local committees, etc.), management, adaptation of human and technical resources, effective participation of the different actors, etc.

c. Evaluation of results: It will be evaluated to what extent the actions have achieved their results and objectives, as well as their contribution to the fulfillment of the objectives of the Spanish Cooperation. It will also be useful to determine the relative importance of forecasting the impacts, expressing them in terms of breadth and sustainability, the effects on the physical or socioeconomic environment, and the degree of involvement of national, local and community institutions where the impacts are located. Useful conclusions and recommendations should be included in the eventual new projects. This area will be a priority within the evaluation.

Indicators designed in the formulation of the project will be used for the evaluation. If necessary, the evaluation team might need to design other new indicators that measure the progress.

5. CRITERIA, KEY EVALUATION QUESTIONS AND LEVEL OF ANALYSIS FOR THE EVALUATION

This evaluation will consider the following criteria –relevance, effectiveness, efficiency, viability and impact– when assessing the degree of compliance.

Taking into account these criteria, and their interrelation, identified information needs that have to be covered throughout the analysis, and defined some of the key evaluation questions, to which the evaluation team has to respond. The evaluator will complement them with others as it deems necessary.

Terms of Reference for External Evaluation of Project AECID 2021/PRYC/722

| CRITERIA | INFORMATION NEEDS | KEY QUESTIONS |
|----------------------|--|---|
| RELEVANCE | Based upon the importance of the intervention to the context, issues and priorities identified by the beneficiaries, Government and donor community. Analysis will consider alignment criteria in relation to public policies developed in the country and harmonization with other donors and NGOs that are operating in the area | <ul style="list-style-type: none"> • Is there a correspondence of the priorities established by the rights holders with the objectives of the project? • Are the lines of the project consistent with the guidelines set out in the sectoral strategy papers involving them and strategy papers in the country that correspond? • Are the principles of the NGO action consistent with public policies that have an impact on the country? • Has there been consultation and coordination with the competent public authorities throughout the identification, formulation and implementation of the project? • Does it support the objectives of the strategy of intervention with other policies and programs implemented? • Were the risk mitigation and contingency measures implemented by relevant projects appropriate and effective, and were mitigation actions adapted to address any changes in the risks to project delivery? |
| 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"> • Are planned activities going on and are all necessary and sufficient for the achievement of results? • Has the intervention reached the specific goal? • The expected results have being achieved? • Which internal and external factors influenced to the extent of results? • How many are and how the beneficiaries have been selected? • What has been its participation in the implementation of the project? • Are there any groups of people affected by the project? • Has something been done to minimize any negative effects? • What gender impact had the project? • Is there any specific activity oriented towards the promotion of gender equality? |

Terms of Reference for External Evaluation of Project AECID 2021/PRYC/722

| | | |
|--------------------------|---|--|
| <p>EFFICIENCY</p> | <p>Measurement and results in relation to the resources (financial, material and human) and the time employed by the intervention. It tries to show how resources are transformed into results.</p> | <ul style="list-style-type: none"> • There have been variations as regards the formulation? • Was the profile of the managers adequate to the intervention and its objectives? • Project monitoring mechanisms been used? • Are the material resources directly related to the achievement of results? • What are indirect investments for these achievements? • Would be fulfilled the times provided for in the formulation? • Any external or internal factors that have influenced the eventual delays? • How effective was the project approach to deliver Value for Money (covering effectiveness, efficiency, economy)? |
| <p>IMPACT</p> | <p>Display of negative, and positive global effects caused by the intervention. The elements of the matrix of planning study for this criterion will be the purpose and the general objective and their causal relationships.</p> | <ul style="list-style-type: none"> • Which expected the project long term effects have been achieved or it is foreseeable that they get? • How it has strengthened and is expected to be strengthened in the long term the local counterpart? • Has there been a change of attitude among the beneficiary population during the evaluated period? • Are the beneficiaries aware of the effects got or potentially attainable? |
| <p>VIABILITY</p> | <p>Probability of continuity of the development process beyond the time of action of the NGO, with the maintenance and management of the results obtained, and even with the launch of new complementary actions.</p> | <ul style="list-style-type: none"> • If the beneficiaries- Rights Holders- are the key actor in the economic solvency, would be able to cover the cost of services? • Will participate in contributing funds? • If the cost of the results have to be covered institutionally, are there funds to make this possible? • Which has been the degree of involvement and ownership by the authorities, partners and beneficiaries? (brief analysis of duty bearers, responsibilities and right holders) • Were individuals and institutions are aware of their responsibilities? • Have they developed or have the capabilities needed to ensure the flow of benefits? |

6. METHODOLOGY AND WORK PLAN:

6.1. Methodology

The methodological rigor of the evaluation design will be assessed, 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 AUEED and FPS, the assessment team, in agreement with the follow-up Committee, 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.

6.2. Work Plan: phases, deadlines and outcomes.

The evaluation will have three phases, apart from the preparatory activities, with a duration estimated based on the date of signature of the contract:

Phase I: Desk review of relevant documentation

Phase II: Field work

Phase III: Preparation and presentation of the Final report

Phase I: Desk review of relevant documentation (up to 2 weeks from the validation of the work program)¹: 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.

- Analysis of the documentation relating to the performance of the NGO in the country.
- Identification and examination of documentation relating to the context of national, regional and local actors.
- Identification of key actors at HQ level in Cairo (OTC/AECID representative, FPS Staff in Cairo, AUEED management and project management).
- Conduct interviews with key actors (tentatively: OTC project supervisor; FPS staff in Cairo; AUEED executive director; Manager of programmes' department; Monitoring and Evaluation (M&E) Unit manager; Project manager current and/or former; Finance and Admin manager; etc).
- Request and examination of any additional information if relevant.

¹ The documentation is mostly available only in Spanish language.

Terms of Reference for External Evaluation of Project AECID 2021/PRYC/722

- Design of the methodological tools for the collection, processing and analysis of information, that will ensure the reliability of the sources and accuracy of processing and analysis in the field.

Phase II: Field work (up to 2 weeks): Field work will be carried out in the different areas where intervention activities are conducted and in local partner management, planning and administration units, as these centralized units are a key element of field work. These areas comprise Menya; Luxor; Nagaa Hamaadi and Sohag area (Luxor and Nagaa Hammadi operations can be grouped into one operational area).

- Conduct interviews with key actors in the areas of Luxor; Luxor and Sohag governorates. Interviews with key actors, include mainly AUEED staff relevant to the project (Training and M&E officer; Marketing officer; microfinance programme manager; loan office managers; loan officers; etc) and project beneficiaries (as described in section 2.5 of this ToR)
- Request of any additional information to other organizations and actors if relevant
- Use of the methodological tools designed for the collection of information available
- Realization of several surveys to provide an overview of the performance of the NGOs within a certain temporal and geographical context
- Analysis of results and impacts obtained
- Drafting of a Preliminary Field Report which will include a report of the activities carried out in the field work

*Product of Phase II will be a **Preliminary Field Report***

Phase III: Preparation and presentation of the Final Report (estimated up to 4 weeks duration):

The evaluating team will proceed with the drafting of the Final Report which will integrate the assessment of different levels of analysis. The final evaluation will include the 3 above-mentioned levels of analysis integrated and interrelated.

The Preliminary Field Report will come as an annex the Final Report.

Once the Final Report has been finalized, the evaluation team may participate in the activities of presentation of results.

In any case, the evaluation team will maintain its independence of judgement and might not agree with the conclusions of other people outside the intervention.

During the interviews, evaluators may choose, if they wish, by not being accompanied by persons other than the evaluation team.

It is recommended the use of the Evaluation Methodology of Spanish Cooperation (2001) and the revision of the Management Manual of Evaluations of Spanish Cooperation (2007), as well as the Guide for evaluation of Convenios, projects and actions of cooperation for development of AECID (2012) <http://www.aecid.es/Centro->

[Documentacion/Documentos/Informes%20y%20ogu%C3%ADas/Guia_y_TdR_evaluaciones_marzo_2012.pdf](#)

6.3. Documentation & sources of information the evaluation team will have access

The basic documentation which must give support to the assessment and that must be used by the evaluation team will be:

| Documents | Location |
|--|--------------------|
| Documentation and information regarding the design of the intervention (project document approved by the donor, communications between NGO and AECID, project budget) | FPS, Mainel, AUEED |
| Institutional Information (strategic plans of NGO, Master Plan for Spanish Cooperation, other relevant Spanish Cooperation strategies) | FPS, Mainel AECID |
| National Strategies and normative | AUEED |
| Information regarding the process and monitoring of the intervention (technical intermediate reports, sources of verification, tools for monitoring report, etc.) | FPS, AUEED |

7. STRUCTURE AND PRESENTATION OF THE FINAL REPORT:

The **final evaluation report**, in English language, should not exceed 40 pages (not including appendices), and will include an executive summary of a maximum of 5 pages. Furthermore, an assessment summary sheet should be submitted following the format established by the OECD Development Assistance Committee for their assessments inventory (the template will be provided by FPS).

After the submission of the report in electronic format and once the English version has been approved, the assessment team will provide 2 printed copies of the definitive version of the final report in Spanish (the cost of the translation must be included in the proposal budget) and three copies in English, together with the digital copy of the report.

Regarding the **Preliminary Field Report**, it should pick up a memory of activities (interviews, meetings, visits to projects, surveys or working groups with beneficiaries, etc.).

It is appropriate that the **Final Report** be structured according to the following scheme:

- 0) *Executive summary: 3-5 pages, including the main results and recommendations of the assessment*
- 1) *Introduction, outlining the purpose of the assessment, the questions and the principal results*

Terms of Reference for External Evaluation of Project AECID 2021/PRYC/722

- a) Background and objective of the evaluation
 - b) Methodology used in the evaluation
 - c) Conditioning factors and limitations of the study
 - d) Presentation of the evaluation team
- 2) Description of the intervention under assessment, which outlines its objectives and logical planning structure, highlighting in particular the expectations of compliance at the interim point in the execution of the intervention; brief history and background, organization and management; stakeholders and economic, social, political and institutional context in which the intervention is conducted.
 - 3) Methodology used in the evaluation: Methodology and applied techniques; conditions and limits of the study carried out.
 - 4) Analysis of information gathered, addressing the assessment questions and criteria established previously, organized in accordance with the comprehensive approach of the proposed assessment. Analysis of the different levels (design, process, outcomes).
 - 5) Results of the assessment, presenting the evidence disclosed in connection with the assessment questions and the interpretations put forth on this evidence.
 - 6) 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 Project
 - 7) 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
 - 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.

8. EVALUATION TEAM:

The Evaluation Team must be composed of a minimum of 1 expert with a high level of performance with the following requirements:

- a. Experience in cooperation for development and the techniques and methodologies of general evaluation
- b. Experience in the planning, programming, management and evaluation of development cooperation projects.
- c. Proficient knowledge of English
- d. Proven capabilities to assess the good knowledge of the Egyptian reality, especially of the Upper Egypt, and experience in the field of employment creation, economic development and gender equality.
- e. Excellent interviewing capacity and strong facilitation skills

f. Excellent and proven quantitative and qualitative research skills, and familiarity with different methodologies for evaluation

The evaluation company must provide the CV of the selected people to perform the evaluation and a work plan.

As it is an external evaluation, in such a way that the evaluation team will accompany the staff of the NGO on the ground, but not let them interfere in the work of the advisors and guaranteeing its independence in the development of the work and the issuance of the Final Report.

9. ASSESSMENT, AUTHORSHIP AND PUBLICATION PREMISES:

The evaluation team must meet certain requirements, both professional and ethical, which include:

- **Anonymity and confidentiality:** The evaluation should respect the right of people to provide information ensuring their anonymity and confidentiality. Furthermore, the evaluation team should inform the people participating in the evaluation of the scope and limits of this principle of anonymity and confidentiality.

- **Responsibility:** Any disagreement or difference of opinion that may arise between the team members or between them and those responsible for the project, in relation to the conclusions and / or recommendations, should be mentioned in the report. Any statement must be supported by the team or record the disagreement about it.

- **Integrity:** Evaluators will be responsible for highlighting issues not specifically mentioned in the Terms of Reference, if necessary to obtain a more complete analysis of the intervention.

- **Independence:** The evaluation team must guarantee its independence from the evaluated intervention, not being linked to its management or to any element that composes it.

- **Incidents:** In the event of the appearance of problems during the implementation of the field work or in any other phase of the evaluation, these should be communicated immediately to the NGO. If this is not the case, the existence of such problems cannot be used to justify the non-achievement of the results established in these technical specifications.

- **Validation of the information:** It is the responsibility of the evaluation team to guarantee the veracity of the information gathered for the preparation of the reports and will ultimately be responsible for the information presented.

- **Evaluation Reports:** The dissemination of the information collected, and the Final Report is the prerogative of the signatories of the agreement to be evaluated, the AECID and the FPS.

Terms of Reference for External Evaluation of Project AECID 2021/PRYC/722

10. TIMETABLE FOR THE EVALUATION:

The Schedule will be as follows:

| | |
|---|-------------------|
| Submission of proposals | November 6, 2023 |
| Selection of evaluating company | November 13, 2023 |
| Presentation of the evaluating company to AECID | November 15, 2023 |

| | |
|--|---|
| Phase I Desk review of relevant documentation | Up to 3 weeks Deadline: April 30th 2024 |
| Phase II. Field work | Up to 4 weeks Deadline: May 30th 2024 |
| Phase III: Presentation of the draft Final Report | Up to 2 weeks Deadline: not later than June 15, 2024 |
| Discussion of the draft Final Report and elaboration of the Final Report | Deadline: not later than June 30, 2024 |
| Submission of the Final Report | Deadline: not later than July 15, 2024 |

11. SUBMISSION OF OFFERS FOR THE EXTERNAL EVALUATION

The tenders must be delivered before 23:59 of November 6, 2023 and will follow the subsequent scheme:

- Technical offer, with the necessary attachments, (CVs of the evaluating team, experience of the firm, Key considerations for this evaluation, proposed evaluation methodology, Timeline for implementation specifying dates etc.)
- Financial offer

All proposals must be submitted in English.

The tenders should be sent by email to Mr. Iván Aznar (FPS project manager) i.aznar@promocionsocial.org Mr. Giacomo Crescenzi (Fundación Promoción Social Chief of Mission in Egypt) - g.crescenzi@promocionsocial.org and AUEED institutional email address - auheed@auheed.net

12. CRITERIA FOR THE CONSULTANT'S SELECTION

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 3 points out of 10 for the proposal as a whole).

CRITERION 3: Budget (maximum 2 point out of 10 for the proposal as a whole).

13. GENERAL INSTRUCTIONS TO TENDER:

- The starting date of the assignment is expected to be in April 2024. The fieldwork will be carried out following the stages of desk review and methodological preparation and it is expected to be completed maximum by the end of May 2024. A final evaluation report is expected to be completed maximum by mid July 2024.
- The deadline for submission of tenders is at 23:59 of November 6, 2023. No late submits will be accepted.
- The price offer must comply with the standards and requirements set out in the price offer. The submitted offer is binding by a period of three months, until the signature of the contract.
- Tender must stamp all bid papers.
- Company Registration certificate (Commercial Record Extractor / Corporate Monitor).
- Company profile showing the company's capabilities.
- Delays: FPS could deduct a penalty of a 5% of the value of the contract if there is a relevant delay in the delivery of the final report.