

## **The Jordanian Hashemite Fund for Human Development**

### **Social Promotion Foundation**

#### **Terms of Reference (TOR) – for the final project evaluation**

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## **1. Introduction: General information:**

Fundación Promoción Social de la Cultura and its partner The Jordanian Hashemite Fund for Human Development (hereinafter, JOHUD), would like to contract the external evaluation of the project "Women and young people in Jordan resilient to poverty and multidimensional crisis promote an economic recovery free of violence" co-financed by the Spanish Agency for International Development Cooperation (hereinafter, AECID)

### **1.1 Purpose**

The purpose of these terms of reference (TOR) is to provide a framework that allows the planning and definition of the scope and requirements for the preparation of the Final Evaluation, serving as a guide for it. When evaluating a project funded by Spanish Cooperation, the basic reasons for carrying out the evaluation are:

- Comply with current regulations on subsidies: Law 38/2003, General Subsidies (consolidated text updated to 2024), its Regulations approved by RD 887/2006, and Order AUC/286/2022, which regulates the bases of subsidies in international cooperation.
- Be budgeted for in the formulation of the project in question and be considered relevant by the ECO of Jordan.
- To open learning processes that allow useful conclusions to be drawn for the improvement of methodologies.
- Study the management of the intervention through the systematic and in-depth analysis of the objectives and expected and achieved results.
- Consolidate the information channels between the local partners, the Social Promotion Foundation and the AECID, promoting participation and transparency of the intervention.

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

- Assess, after the period of implementation that has elapsed, the relevance of the intervention and its objectives in relation to the problems and vulnerabilities identified in the Project within the framework of the sectoral strategies in terms of gender equality, economic empowerment and social protection of Spanish Cooperation.
- Assess the design and execution of the intervention. The coherence between the expected results and the achievement of the objectives, as well as their achievement in the period evaluated, reorienting them if necessary.
- To assess the activities carried out, their contribution to the achievement of results and the optimization of the resources used to carry them out.
- Analyse the foreseeable impact of the intervention at this time.
- Establish a qualitative and quantitative measurement of the indicators with respect to the different market studies carried out and the indicators built in the Project's planning matrix.

- It also considers the need to be able to assess the extent to which the intervention is getting closer to the general objective of development aid: the fight against poverty and in particular to the achievement of the United Nations Sustainable Development Goals with which the Project is interrelated (SDGs 1, 5, 8 and 16). in Jordan.

As for the **usefulness** of this evaluation, it is expected to obtain recommendations regarding key elements of the intervention of all organizations regarding both its design and planning and its management and execution. Thus, some of the specific areas from which lessons learned, and recommendations could be drawn could be:

- 1) Analysis of Fundación Promoción Social and JOHUD as holders of responsibilities with respect to the actions linked to the Project and their relationship with the target group and other actors involved, assessing their strengths and weaknesses, as well as possible opportunities for improvement.
- 2) Analyze how these entities have positioned themselves and added value in response to both national development needs and others not considered at the time of their formulation.
- 3) Identify successful courses of action and opportunities, including those for improvement.
- 4) Identify challenges faced with respect to the timing of formulation.
- 5) To evaluate the strengths, weaknesses, and capacities of the intervention in relation to the opportunities for cooperation in the geographical area of action.
- 6) Offer guidance for the definition of strategies for the medium and long term.

That is why the evaluation must provide credible, useful and practical information, as well as constructive and forward-looking recommendations to strengthen the work of the Social Promotion Foundation, JOHUD and international cooperation in this area.

Evaluation is also an instrument of knowledge management and accountability. The main recipients of its final report will be the technical and managerial staff of both partner institutions, the Sectoral Offices of the Government of Jordan and Spanish Cooperation.

## **2. Background and description of the project**

Socioeconomic context:

Jordan is going through a period of moderate growth and controlled inflation, but an unemployment rate that exceeds 22% among young people and women, which limits the social and economic inclusion of this sector of the population. The country is going through a politically turbulent period that responds largely to the growing instability in the Middle East. High unemployment rates and the high cost of living generate a sense of permanent uncertainty. The governorates of Mafraq, Irbid and Karak, where the project has been implemented, are perfectly experiencing Jordan's structural challenges: high unemployment, demographic pressure for refugees, rural-urban gaps and difficulties in accessing decent employment and basic services.

The project gives continuity to a previous phase carried out between 2022 and 2023 and is nourished by the learnings from this one.

Target group:

The target group of the intervention is distributed between:

160 women: 60 rural TD women (19-35 years old) from Irbid and Mafraq participating in the previous phase and 100 new women from Karak between 18 and 40 years old, all at risk of social and economic exclusion, including survivors of GBV, young people and people with functional diversity.

The indirect beneficiary population is broken down into:

Staff of the 3 Community Development Centers (CDC) including the Employability Centers. 7 members per center, total 21.

CDC Youth and Women's Committees (volunteer staff): at least 8 in each, total 24.

JNCW. 2 focal points.

Private sector (RT) actors, which include small companies where DTs carry out internships and contract or generate commercial links with other DTs, business organizations, etc. 48 people.

Local JOHUD staff strengthening their gender capacities. 15 people.

Relatives of the TDs. 5 members per family, including husband and children (not counting the TD itself), 800 people.

#### Partner entities:

**JOHUD** is one of the largest and oldest NGOs in Jordan dedicated to the promotion of rights. Its work focuses on promoting sustainable human development and improving the quality of life of people at the individual and community levels, in particular, those in situations of greater poverty and vulnerability. Since its creation in 1977, it has promoted the construction of an extensive support network, consolidating its presence at the local level thanks to the implementation of a community empowerment approach. It has a national reach (60 locations), being at the forefront of development efforts in many remote communities with high poverty rates, which gives it a deep knowledge of the population and sectoral sectors for which it works. At the management level, it works in alliance with OT and TR. Its development network of 52 Community Development Centers (CDCs) stands out, from which it works with community organizations, societies and local councils, with a focus on impoverished rural areas. They participate in municipal development plans and are a reflection of the local environment, whose administration and staff come from the communities themselves. The CDC is a community advocacy hub that will play a key role in the implementation of this project, as activities will take place in Mafraq, Karak and Irbid and integrate the work of the TDs into the Women's Committees. These are made up of volunteer personnel who will receive training from JOHUD for their participation in the activities, thus making a combined effort to strengthen TR and TD in the face of sustainability. Ensure that you overcome the gaps in access for volunteers and TDs to attend activities by facilitating transportation for it. It is noteworthy that his experience of working with both community-based associations and TD leads him to know first-hand the challenges in terms of logistics and work-life balance, so the activities are designed to overcome these barriers.

**FUNDACIÓN PROMOCIÓN SOCIAL** is a private, non-profit institution that works for human development. Its actions focus on people and the need to achieve better and more dignified conditions of life, work, freedom and social participation for all.

Established in 1987, its mission is to ensure that all people can live in accordance with their human dignity, being the protagonists of their lives and the driving force of their own development. It has been working in the Middle East region since the beginning of its activity in International Cooperation, having a presence and activity in Jordan, Lebanon, Palestine and Egypt. The first cooperation project in Jordan was launched in 1994, aimed at training women and generating employment. From this first intervention, Social Promotion has managed 18 Development Cooperation projects that have had the support and funding of the AECID, Generalitat Valenciana, Reina Sofía Foundation, Pontifical Council Cor Unum and Fondazione Terzo Pilastro. Added to this experience is the work carried out uninterruptedly between 2012 and 2025 in the context of Humanitarian Action, with 17 projects aimed at the Syrian refugee population and joint care, including the Jordanian population in vulnerable situations. The total value of the funds managed in the 35 projects amounts to €12,742,407.29.

## **2.1 Objective, results and activities of the project.**

### Basic project data (execution dates and economic scope)

Project code: AECID 2023/PRYC/000266

Title: *Women and young people in Jordan resilient in the face of poverty and multidimensional crises promote an economic recovery free of violence.*

Country: Jordan, Governorates of Irbid, Mafraq and Karak.

Local partners: The Jordanian Hashemite Fund for Human Development (JOHUD).

AECID subsidy: 700,000 euros.

Other funds executed: 68,845.64 euros.

Execution period: From 10/03/2024 to 30/06/2026.

The intervention seeks to continue strengthening the economic and social empowerment of women and young people, guaranteeing access to resources that allow them to overcome situations of vulnerability and poverty, as well as prevent and face possible situations of violence. This population group faces both short-term gaps—such as limited capacities and skills to acquire greater professional competencies—and structural gaps, including restricted access to financing. These limitations negatively impact the entire value chain of enterprises and reduce the economic autonomy of women and young people, as well as their ability to make decisions about the use of their income.

The proposal adopts results-based management for development as a methodological reference, based on the good practices of the previous project, combining social protection and strengthening of personal skills with specific training for employment and self-employment. In this new phase, the approach is reinforced by incorporating components of literacy and financial inclusion, both basic and advanced.

To this end, three components have been designed based on three very specific results: the first focuses on strengthening the capacities and skills of rights holders (TDs), including awareness of rights (labour and women's rights).

The second introduces as an innovative element inclusive access (incorporating specific measures for women and people with functional diversity) to secure financial resources. This result incorporates an element aimed at the sustainability of the microfinance tool itself, analyzing the causes that hinder access to financing and creating a systematized registry and a specific directory to support entrepreneurs in the country. The aim has been to broaden the scope of these results by taking into account the different gender needs under an intersectionality approach (age groups and people with functional diversity). Although JOHUD has the experience and capabilities to be able to incorporate it in a transversal way, in the identification phase the need to strengthen the entry point of the target group with the organization through the focal persons of the CDC and their capacity to identify cases of abuse and sexual violence was detected, since in most communities they are the only socially accepted reference to which women can access. That is why result 3 has been aimed at generating human capacities (training) and technical capacities (methodology and a manual that leaves knowledge installed at the institutional level) that allows the establishment of an adequate detection and referral system. Several products/outputs were obtained: specific training programs, microcredits and an audiovisual guide on them, start-up or improvement of businesses and a manual on GBV. This contributed to an increase in household income, an improvement in TD in decision-making, an increase in their capacity to manage unforeseen events, and the incorporation of women and people with functional diversity into the productive role in their communities. The expected final impact was aimed at improving resilience both at the individual and household levels and tangible improvements in people related to their well-being and self-esteem.

From the outset, the project aimed to achieve three outcomes, each with a corresponding set of indicators and activities described below:

<b>General Objective:</b> Women and youth in Jordan increase their resilience in the face of poverty and multidimensional crises.	
<b>Specific objective of the project:</b> Improved access to the right to inclusive and free employment of GBV for TDs of Irbid, Mafraq and Karak.	
Results	Indicators
<b>Specific objective:</b> To improve access to the right to inclusive employment free of gender-based violence for migrant workers in Irbid, Mafraq and Karak	<p>I.O.V.1. At least 60 women and 60 young people (% disability) report improving their access to the market in month 24.</p> <p>I.O.V.2. At least 30 people with disabilities are accessing secure financial resources for the first time to start or expand their businesses.</p> <p>I.O.V.3. Implemented a methodology with an intersectionality approach that appropriately refers cases.</p>

<p><b>RESULT 1:</b> Increased TD capacities and skills oriented towards employment and sustainable entrepreneurship.</p>	<p>I.O.V.1: 90% of women participants in the project report increasing their knowledge about a safe work environment</p> <p>I.O.V.2: At least 140 TDs (60% women) acquire business-oriented financial training at the end of the project</p> <p>I.O.V.3: Created two spaces that enable links between job seekers and employers</p>
<p><b>OUTCOME 2:</b> Promoted inclusive TD access to secure financial resources.</p>	<p>I.O.V.1: At least 90% of project participants (60% women) say they have improved their ability to manage their business by the end of the project.</p> <p>I.O.V.2: At least 90% of the expected rate of return on the microcredits granted was reached in month 24.</p>
<p><b>RESULT 3:</b> Technical and human capacities in RT generated for specialized multidisciplinary response (VDG).</p>	<p>I.O.V.1: JOHUD staff (15) feel better prepared to detect cases of gender-based violence in month 18.</p> <p>I.O.V.2: Number of cases of gender-based violence/sexual abuse detected and referred by JOHUD in month 18.</p> <p>I.O.V.3: At least 70% of DTs increase their knowledge of gender rights by the end of the project.</p>

Activities
Result 1
<p>A1. A1. Selection of the beneficiary population according to vulnerability criteria.</p> <p>A1. A2. Referrals to specialized social protection services outside the project scope.</p> <p>A1. A3. Assessing labour market demand for technical and soft skills through risk management.</p> <p>A1. A4. Group coaching for the development of personal skills.</p> <p>A1. A5. Soft skills workshops for professional development (based on the previous phase).</p> <p>A1. A6. Training in basic financial knowledge for sustainable business development.</p> <p>A1. A7. Workshops on labour rights and protection of women.</p> <p>A1. A8. Business coaching for selected women and young people who decide to start or continue their business.</p> <p>A1. A9. Two job fairs are held in Karak.</p> <p>A.1. A10 Advanced training in digital marketing</p>
Result 2
<p>R2. A1. Digitalization of the system and development of databases for microfinance management (JOHUD).</p> <p>R2. A2 Reception and examination of applications for microcredit for sustainable enterprises.</p> <p>R2. A3 Processing and disbursement of loans and signing of microcredit contracts.</p> <p>R2. A4 Accompaniment in the design of sustainable initiatives, mentoring and continuous support.</p> <p>R2. A5 Recording and analysis of the difficulties faced by women and young people in accessing finance.</p> <p>R2. A6 Annual Forum of Entrepreneurs in Jordan.</p> <p>R2. A7 Audiovisual guide on access to finance.</p> <p>R2. A8 Directory of organizations and institutions that support entrepreneurship.</p>
Result 3



- A3. A1. Training for KT in methods of detecting cases of violence and sexual abuse (minors, women, people with disabilities).
- A3. A2. Monitoring, advice and support to TR for the correct application of the methodology/training.
- A3. A3. Manual on the detection of sexual abuse and violence, including people with functional disabilities.
- A3.A4. Workshop to promote and strengthen the Gender and Human Rights Policy of JOHUD.

### **3. Scope and focus of the evaluation.**

The evaluation is expected to provide data on the performance, impact and sustainability of the project's interventions. The evaluation will assess the effectiveness of the implementation strategy and the results. This will include the modalities of implementation, the participation of the beneficiary population, reproduction, the sustainability of the project and the assessment of the project design. The evaluation must also take into account the alignment of the project with the strategic plans of the AECID, with the strategies and objectives of the current Master Plan, since the final evaluation report must account for the coherence of this alignment. Likewise, the degree of achievement of the project's results and activities, its replicability on a larger scale and the cross-cutting issues of gender and environmental integration will be assessed. It will also assess whether the project implementation strategy has been optimal and recommend areas for improvement and learning.

The conclusions and recommendations will contribute to a learning process that will allow the Fundación Promoción Social and JOHUD to draw lessons from their experience in order to improve the quality of the service provided to rights holders, to assess the extent to which the results of the project have been achieved, to determine the relevance, efficiency, effectiveness and sustainability of interventions/projects and document new knowledge and important topics for future research, actions, lobbying and influencing activities.

The evaluation will also help to assess the effectiveness of the accountability system of the responsibility holders and the mechanisms that were used during the project implementation period. FPS has planned to conduct a final evaluation as part of a culture of learning and compliance with donor standards.

A team of independent external evaluators will be engaged to assess performance and results against the mandate set out in the project design, and to identify the reasons for success or lack thereof, draw lessons and make recommendations for improving performance in future similar interventions. In addition, the results of the evaluation will be used for the socialization of the project. The evaluation will use the six evaluation criteria specific to humanitarian action of the Development Assistance Committee of the Organization for Economic Cooperation and Development (OECD-DAC) to guide the study.

To achieve these objectives, the assessment will focus on the following assessment questions.

#### **3.1 Questions for the assessment**

##### ***Relevance (access design and project approach);***

1. To what extent has the project achieved its overall objective?



2. What and how much progress has been made towards achieving the project results (including contributing factors and constraints)?
3. To what extent have the results (outputs, effects and impacts) been achieved?
4. Were the inputs and strategies used to achieve the results realistic, appropriate, and adequate?
5. Was the project relevant to the identified needs?
6. Have the indicators set at the beginning of the project in the baseline report been achieved?
7. To what extent has the project contributed to the achievement of the development objectives of the country in which it operates?
8. To what extent has the project contributed to the achievement of the AECID development policy expressed in the Jordan Country Association Framework for Spanish Cooperation?

***Effectiveness (whether activities, outputs and results have been achieved);***

1. Was the project effective in achieving the desired/expected results?
2. To what extent were the strategies and tools used in the implementation of the project effective?
3. To what extent has the project been effective in responding to the needs of participating right holders?
4. Have the expected results and objectives been achieved? What factors, internal or external, have influenced the achievement of the results?
5. Have all the planned activities been executed? Were they sufficient and necessary to achieve the expected results?
6. Has the project proven to be coherent and consistent?
7. Have all resources been used as intended?
8. How many people will benefit from the project?
9. What has been your participation in the project?
10. What is the gender impact of the project?
11. What is the impact of the project on sustainability?

***Efficiency (have the inputs – personnel, time, financial resources, equipment – been used in the best possible way to achieve the results?)***

1. Was the process of achieving results efficient? Specifically, did the actual or expected results (outputs and results) justify the costs incurred?
2. Were the resources used effectively?
3. What factors contributed to the efficiency of execution?

4. Did the project activities overlap and duplicate other similar interventions (funded nationally and/or by other donors)?
5. Are there more efficient ways and means to obtain more and better results (outputs and outcomes) with the available inputs?
6. Could a different approach have produced better results?
7. How efficient were the project's management and accountability structures?
8. How did the project's financial management processes and procedures affect the execution of the project?
9. What are the strengths, weaknesses, opportunities and threats of the project implementation process?

***Impact (the evaluation team will analyse the positive and negative changes produced by the project's interventions, directly or indirectly, intentional or not).***

1. Is there an improvement in the level of income and assets of vulnerable households in the target communities?
2. Has the capacity of the participating DTs been developed to progressively meet the needs of households in the target communities?
3. What positive changes are observed in the life of the target group as a result of the implementation of the project?
4. Did it reduce the response to future economic and social vulnerabilities?
5. What are the unintended positive and negative impacts of the project?
6. To what extent are interventions improving the condition of affected communities?
7. To what extent are communities satisfied with the response?
8. What gender-specific issues have been observed and addressed?
9. What lessons have been learned and what recommendations for the design of future projects?

### ***Sustainability***

1. To what extent are the benefits of the project likely to be sustained and expandable?
2. What is the likelihood of continuation and sustainability of the project's results and benefits in the future?
3. To what extent have the exit strategies and approaches to phasing out project support been effective, including contributing factors and constraints?
4. What are the key factors that will require attention to improve the sustainability prospects of the project's results and the project's replication potential?
5. What are the main lessons learned?

#### 6. What are the recommendations for similar support in the future?

The above questions should be intended as guidance questions only and the evaluation team is not limited to them. The evaluation team will have to refine and elaborate the questions.

#### 4. Evaluation methodology

The end-of-project evaluation will be carried out in accordance with the AECID evaluation principles and guidelines and with full respect for the donor organisation. This is an External Evaluation that includes qualitative and quantitative methods to assess the implementation and performance of the baseline project and to make recommendations for the next programming cycle, beneficiaries and government sector offices. It will need to combine assessment tools based on international standards and guidelines, which are the OECD Quality Standards for DAC Assessment.

The evaluation should always be oriented towards the end users of the evaluation. The results, recommendations, lessons learned, as well as the evaluation capacities improved during the evaluation processes, should be oriented towards the generation of guidelines and guidelines for action that result in practical and effective application to the people, groups, institutions, and other actors directly or indirectly involved in the intervention.

The perspective of **cross-cutting approaches should be included**: Human rights, gender and environmental sustainability should be incorporated during the assessment. The transversality of these approaches should not only guide the evaluation in its methodology, but also represent in itself an object of evaluation in such a way that the final report will reflect an assessment of the quality with which gender and sustainability approaches have been incorporated in the design, implementation and monitoring of the evaluated project.

The evaluation team is expected to assess the quality of the project's impact logic and, if necessary, develop a realistic impact logic based on the interventions undertaken. The design of the methodology must be developed by the evaluation team taking into account the information described in these specifications to guarantee accuracy and rigour. The evaluation team should identify and describe a detailed methodology, data collection methods and sampling strategy and should include them in the technical proposal, which will be improved in consultation with JOHUD and FPS during the initial phase of the evaluation.

The evaluation team will inform JOHUD and FPS. Communication modalities, feedback mechanisms and contact with stakeholders will be discussed further during the initial phase. Quantitative and qualitative data will be collected through the following methods:

1. Desk study and review of all relevant project documentation, including the project proposal, project monitoring reports, and other documentation that may be required.
2. In-depth interviews to collect primary data from key stakeholders using a structured methodology.
3. Focus group discussions (DGFs) with project TDs and other stakeholders.
4. Interviews with relevant key informants.
5. Observations (field visits using a checklist).

#### 4.1 Documents and sources of information

We consider it essential that the evaluation team review the documentation detailed below, in addition to any other that the team may need as the process progresses:

Documents	Location
Project Formulation	FPS/JOHUD
Year 1 Report and Final Report	FPS/JOHUD
Internal bi-monthly reports	FPS/JOHUD
Previous Market Studies	FPS/JOHUD
Sources of verification	FPS/JOHUD
Requests for Incidents and Substantial Modifications to the AECID and approvals (When necessary)	
AECID guidelines on project implementation, AECID thematic guidelines	FPS
Jordan Country Association Framework	FPS

#### 5. Timelines for the implementation phases of the assessment and expected deliverables.

Adjustment of the methodological (technical) proposal: Once the evaluation team has been selected, and before the field implementation, the managing entity (together with the stakeholders), must meet with the team responsible for the evaluation to adjust and define the terms of the methodological proposal. It is time to clearly delimit the evaluation questions, incorporating the focuses of interest and the concerns of the different actors. It is also the time to contrast the collection tools, which the managing entity and the stakeholders must review, taking care that they are contextualized to the local characteristics of the intervention. Additionally, in this phase, the review and specification of the actors and sources of information to be consulted will be carried out, and the work schedule and delivery times of the agreed products will be agreed with the evaluation team.

The products to be delivered will be:

- The Evaluation Planning Matrix, which will include the evaluation criteria and questions.
- The final work plan: which will contain the programming of the evaluation stages and the delivery times of the expected products.

Fieldwork. Fieldwork is the phase of the evaluation in which the evaluation team collects information from key informants. The duration of this stage will depend on factors such as the number of informants, the breadth and geographical dispersion of the intervention, the estimated scope of the evaluation or the expected TDs interviewed, taking into account the external evaluation budget available. The evaluation team should identify and describe a detailed methodology, data collection methods, and qualitative and quantitative sampling strategy, which should be included in the technical proposal. **This phase must be completed before June 15, 2026.**

**The draft report prepared by the evaluation team will be submitted to JOHUD and FPS for review and comments before July 20.** Comments from JOHUD and FPS will be provided within 10 days of receiving the draft report. The report will be reviewed to ensure that the evaluation meets the required quality criteria.

**Final report will be submitted before August 30, 2026,** and will incorporate the comments from JOHUD and FPS. The final evaluation report must follow standardized content, both in the information it provides and, in its organization, and presentation. The following structure for the final report is provided as a guide.

1. Executive summary. (Maximum 10 pages).
2. Introduction: presentation of the objective of the evaluation, the evaluation questions addressed and the main results obtained. (Max. 2 pages).
3. Description of the object of evaluation: A brief description of the project used as a case study must be included, referring to any relevant background and identifying the main actors involved, explaining the economic, social, political and institutional context in which the project is developed. (Maximum 3 pages).
4. Methodology used: explains the methodology and techniques used during the evaluation, as well as the conditioning factors and limits of the study carried out. (Max. 5 pages)
5. Analysis of the information collected, starting with the analysis of the documentation collected, the section must address the questions and evaluation criteria established in advance. All evidence found related to the established assessment questions must be submitted, along with interpretations of such tests. The inclusion of case studies or testimonies from direct participants in the project will be highly valued.
6. Conclusions: present the main conclusions drawn.
7. Lessons learned: obtained from the general conclusions, indicating the best practices that could be replicated.
8. Recommendations: based on the conclusions set out in the report, recommendations should be made with a view to improvement and possible future actions. It is important that these recommendations are concrete and feasible, indicating the actor or actors to whom they are specifically addressed.
9. Annexes: including the TOR, the methodology adopted, the information collection tools used, the work plan, the composition and description of the mission, the opinions expressed and the comments made by the different actors on the draft report, as well as any other information considered relevant.

As mentioned, deadline for submission of the final report to JOHUD and FPS will be **august 30 2026**. The minimum length of the report will be 30 pages and the maximum of 50 pages. The maximum length of the executive summary is 10 pages.

The final report must be submitted in Spanish and English. The evaluation teams are responsible for obtaining the relevant translations, the costs of which may be included in the evaluation budget

#### **6. Cost and payment schedule of the proposal.**

The **budget** available to carry out the external evaluation is **15.000 euros**. The evaluation team will draw up a detailed budget and work plan based on the details of the terms of reference. Fees will be paid upon completion of the following milestones:

1. 30% after contract signing
2. 30% after the submission of the draft report.
3. 40% after the approval of the final report.

The fees of the appraisal team will be subject to income tax in accordance with the legislation of the Jordanian Government.

NOTE: The contract price will be fixed regardless of the exchange rate.

#### **7. Experience and qualifications required**

The evaluation team must have the following knowledge and qualifications:

- 1- Demonstrable experience in the design and preparation of intermediate, final and/or impact evaluation reports of development projects.
- 2- A member of the evaluation team or the evaluator must certify specific training in gender, methodologies and application of social research techniques.
- 3- As far as possible, the inclusion of professionals from the country in which they intervene and gender balance are considered
- 4- Proficiency in English and the local language (Arabic) of the project area.

#### **8. Selection criteria**

The evaluation teams will be studied using the Quality and Cost approach (combined scoring method). The Methodological Proposal (technical proposal) will be evaluated, which will account for 70% of the total score, while the training and experience of the evaluation team will account for 20% of the total score. Additionally, an economic proposal must be provided to evaluate the cost of the intervention, which will account for 10% of the total score.

##### **a) Methodological proposal. (70 points)**

The methodological proposal must reflect the following minimum information:

1. A descriptive part, whose main objective is to justify the relevance of the evaluation proposal for the project and the context of intervention. This part must reflect information on the following aspects:

- The objectives and scope of the evaluation, which should reflect the expectations and concerns of stakeholders.
  - The general methodological approach, with justification of its relevance.
  - The incorporation of cross-cutting approaches in the evaluation process.
  - Stakeholder and population participation in the evaluation process.
  - A detailed description of the information collection instruments to be used, justifying their relevance to the context.
  - The methods of data analysis.
  - A list of the end users of the report, including an assessment of the use of the assessment results.
2. A list of the products to be delivered and their contents.
  3. A list of key informants, indicating their relevance to the assessment.
  4. A detailed timetable with the action plan.
  5. An evaluation planning matrix, reflecting:
    - The evaluation criteria.
    - The assessment questions for each criterion.
    - The sources of information for each question.
    - The tools and instruments for collecting information.
    - The key indicators to evaluate success in each criterion.

We will take into account the following criteria for selecting the highest quality technical proposal.

- a) Quality of the technical proposal submitted (70% total score. 70 points).
  - Adequacy of the technical proposal to the ToR (40 points).
  - Adequacy of the methodology to the context of intervention (10 points).
  - Specification and adaptation of information collection tools (10 points).
  - Detail of the proposal for the presentation of the results information (10 points).

Once the Methodological Proposal has been accepted by the governing body with competences in the field of development cooperation - AECID - the promoting entity and the evaluation team may collaboratively adjust the final methodological proposal, so that the evaluation process and products respond to the expectations of all interested parties.

- b) Training and experience of the evaluation team (20% total score, 20 points).
  - Curriculum vitae of the people who make up the evaluation team (5 points).



- Experience in evaluation higher than that established as a requirement (5 points).
- Experience in development or evaluation of projects in the country (5 points).
- Experience in the development or evaluation of projects in gender, economic empowerment and social protection (5 points).

Proposals will be evaluated according to the criteria and scores mentioned above.

#### **9. Premises of the evaluation, authorship and publication.**

The following basic premises are necessary for ethical and professional behavior by the work team:

- **Anonymity and confidentiality:** The evaluation must respect the right of individuals to provide information anonymously and confidentially.
- **Accountability:** Any disagreements or differences of opinion that may arise between the members of the group or between them and those responsible for the intervention on the conclusions or recommendations should be mentioned in the report. Any statements made should be supported by the team and any disagreements should be reported.
- **Integrity:** The evaluation team is expected to address any issues that are not specifically mentioned in the TOR, if doing so contributes to a more comprehensive analysis of the interventions.
- **Independence:** The team must guarantee its independence from the interventions under evaluation, without having links with its management or with any of its components.
- **Data protection:** The evaluation team company undertakes to maintain the strictest professional secrecy and confidentiality with respect to the personal data to which it has access as a result of the evaluation carried out and to duly comply with the duty of custody of these required by Organic Law 15/99, of December 13, of Personal Data Protection. This requirement will be required of the evaluation team company throughout the term of the service contract and after its termination for any related reason. Likewise, the evaluation team expressly undertakes to adopt the necessary technical and organisational measures to guarantee the security of the personal data to which it has access and to prevent its alteration, loss, processing or unauthorised access, taking into account the state of technology, the nature of the data stored and the risks to which they are exposed. whether they come from human action or from the physical or natural environment, complying at all times with the provisions of the LOPD.
- **Verification of information:** The evaluation team is responsible for ensuring the accuracy of the information collected for the preparation of its reports and will ultimately be responsible for the information presented in the final report.
- **Incidents:** Any problems that arise during the fieldwork or in any other phase of the evaluation must be immediately reported to the NGDOs, which at their discretion will forward the relevant information to the funding agency. Otherwise, the existence of such problems may not be used to justify the failure to obtain the results established by the NGDOs in these TOR.
- **Copyright and dissemination.** It should be clear that all copyright lies with the contracting entities of the evaluation. The dissemination of the information collected, and the final report remains the prerogative of the NGDOs. However, the AECID reserves the right to reproduce, distribute or publicly communicate the assessment report without the need for prior agreement with these entities, when required for the correct development of the administrative procedures and will do so with their prior authorisation, when required by other reasons.

The contractor will be the owner of the products of the evaluation team, being able to freely reproduce and modify the materials. The evaluation team must maintain due confidentiality about the progress of the work it is developing, until its publication is authorized. AECID reserves the right to reproduce, distribute or publicly communicate the evaluation report without the need for prior agreement.

**10. How to apply: Deadline for sending CVs, references and work samples.**

Applications **must be submitted electronically to FPS** using the following email address: **a.seco@promocionsocial.org** and **g.talavan@promocionosocial.org** **February 12, 2026**. Interested evaluation teams and evaluation team companies must submit the following documents to carry out the commission/evaluation team and include the following:

- Methodological and financial proposal (in accordance with these TOR).
- Detailed CV and documentation (certificates, degrees, CV...) that proves compliance with the requirements. (according to these specifications).

For any inquiries regarding the listing, please contact **Alejandro Seco** via email **a.seco@promocionsocial.org**.