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| **Final External Evaluation Service for the project**  **“Economic Participation, Housing and Social Infrastructure for IDPs and Host Communities”** |

**Timeline of evaluation**: May-June 2022

**Language:** English

1. **Context and background to the project**

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| Since February 2019, the Danish Refugee Council (DRC) implements in its quality of Executing Agency one multifaceted project to address the social and economic needs of internally displaced people (IDP) in compact IDP settlements in Georgia, in mixed communities with a high concentration of IDPs and in underserved rural areas which accommodate close to 50% of the total registered IDP population of the country. The purpose of the project which runs till September 2022 is to improve the housing situation, the social conditions and support employment and employability of IDPs. This is overall to contribute to the integration and socio-economic participation of Internally Displaced Persons in Georgia. The project is funded by the German Bank KfW (Kreditanstalt für Wiederaufbau) and implemented by DRC as an Executing Agency, in close cooperation with the Government of Georgia as the recipient entity.  **Component 1: Social and educational integration of IDPs**   * Support to Community based Services through IDP Empowerment and Participation.   Promotion of 24 small-scale infrastructure projects (CSPs) led by local IDP in/or close by newly build or privatized IDP settlements to answer immediate community-based needs for integration in the schooling and kindergarten context.   * Construction and/or rehabilitation of pre-school and cultural institutions and training.   Construction of 7 and renovation of 3 public KGs on public land to host in average 50-100 preschool aged IDP and non-IDP children per site, including capacity-building of staff in partnership with qualified local service provider Association “Atinati” and rehabilitation of 1 House of Culture in Khoni.  **Component 2: Economic integration and livelihood**   * Business Development Grants to support IDP inclusion. Installation of a business support scheme including the provision of 133 business grants to operational and registered MSMEs to promote new jobs for IDPs. * Support the social and economic integration of unemployed youth. Specifically, in addition to its business support scheme the work placement scheme for IDPs in Georgia was organized. Overall, 205 IDP disadvantaged youth have been engaged in the work placement scheme. Work placement scheme consists of diverse modalities: Classical WP scheme is offering 10 months of on-the-job requalification with the payment of a monthly stipend to tutees (145 youth), while in non-classical scheme, in parallel stipend is paid to tutors as well (for 60 youth). The goals, objectives, process, and the results of WP component are tracked in Learners Logbook. * Delivery of needs based tailored masterclasses as a technical assistance to 21 targeted entrepreneurs/MSMEs, covering diverse directions such as quilting, handicraft, web-page development, computer services, advance confectionary courses.   **Component 3: Shelter for Durable Housing Solutions**   * Construction of up to 150 individual housing units of variable sizes for the benefit of vulnerable IDPs on privately owned land plots including 31 housing units in Marneuli; the selection of the beneficiaries for this component will be carried out in accordance with “The Rules and Regulations on provision of durable housing for IDPs” endorsed by the Decree N30 of the Minister of IDPs, labor, Health, and Social Affairs of Georgia. |

1. **Objectives of the Evaluation**

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| The objective of the final external evaluation aims to focus on Component 2, specifically will cover, Business Development Grants of 4 clusters (Georgia- Wide call; Social Enterprise (SE), tailored master classes; Khoni; Crafts) and Work Placement directions (Learners Logbook, tutors of SMEs, youth employees).  The final evaluation will cover the project’s aspects related to relevance, efficiency, effectiveness of set outcomes and sustainability and COVID impact on the achievement of project objectives. |

1. **Intended use of the Evaluation findings and recommendations**

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| The final external evaluation findings will be used to document project achievements and contribution to the business and skills development and IDP economic participation, and integration in Georgia and generate lessons learned in this particular sector for future projects. |

1. **Scope of the evaluation**

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| * The scope of the evaluation will be as follows   + Component 2 – Livelihood and Economic Integration - of the project in terms of timeframe will be covered.   + Thematic areas, in particular: * Grant schemes and technical assistance for MSMEs – Output 2.2. * Work Placement – Output 2.3.   + Geographical areas * Throughout Georgia (specifically the target regions under this component of the project) * The evaluation will be carried out remotely due to C-19 pandemic worldwide. |

1. **Key evaluation questions**

Key directions that have to be addressed while final external evaluation is the following:

1. EFFICIENCY- Have the resources been used efficiently to meet the project outputs and outcomes?
2. RELEVANCE - Were the project objectives relevant for the local context (the actual environment where the project operates), and needs of the target population?
3. EFFECTIVENESS - Did the project achieve its planned objectives and outcomes and targets upon completion? What were the main constraints, problems, and areas in need of further attention?
4. SUSTAINABILITY - Will the project outcomes as well as products created in the frames of the project be sustained after the end of the project? To what extent?
5. COVID - IMPACT - What was the impact of the COVID pandemic on the achievement of the project’s set objectives? What challenges and problems were identified due to COVID restrictions?
6. **Evaluation deliverables**

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| * Inception Report / Response to ToR * Draft Report * Final Report |

1. **Methodology**

The selected evaluator (s) shall review the existing documents created in the frames of the project such as project proposal, budget, LFA, progress reports, thematic publications, and other related documents. All respective resources that might contribute to fulfilment of final external evaluation will be shared with selected evaluator.

The final evaluation shall be conducted as performance evaluation using qualitative methods: document review (quarterly and annual donor reports, business and other application forms and commission meeting minutes), key informant interviews, focus group discussions, baseline-end line comparison and direct observations. Quantitative data collected during performance monitoring, baseline and end-line data collected by the evaluator and project team should be incorporated into the analysis.

The detailed methodology and approaches regarding evaluation implementation are the following:

As a first step, one Theory of Change and relevant hypothesis to guide the evaluation in answering the evaluation questions for the project components will be developed, that will help fill in the missing links between outputs, outcomes and impact potentially presented in one Results Matrix. It will help create a comprehensive description and illustration of how and why a desired change is expected to happen, which be tested during the evaluation process. The Theory of Change and the hypothesis will be shared with the project management for the approval.

As a next step, Primary and secondary data collection activities will be conducted to test the Theory of Change and the hypothesis, and a proper literature review of all the relevant documents, such as budget, reports, existing monitoring, and evaluation records (e.g., baseline, and end line data, monitoring reports etc.) will be carried out. Based on the literature review, information gaps (e.g., no data available or outdated data) will be identified and appropriate primary data collection tools developed.

The choice of primary data collection method will be determined by the online mode of evaluation. primary data collection tools will be developed such as questionnaires or survey forms for stakeholders and project beneficiaries with evaluation questions guiding the content of the tools. The questionnaires will be agreed with the DRC’s management.

Based on the evaluation tools, project team, beneficiaries and other relevant stakeholders involved in the project component will be interviewed. The interview results will help answer the questions about the project relevance, efficiency, effectiveness and COVID impact as well as help develop data collection tool targeting the project beneficiaries.

Structured interviews with project beneficiaries (at least 50% of grant recipients and apprentices) will be conducted for deeper understanding of the project’s influence. Afterwards, data analysis will be carried out to develop the draft and Final reports that will be shared with DRC for approval.

1. **Eligibility Criteria**

The successful consultant should have a minimum of the following qualifications and experience:

* Demonstrated experience in carrying out project final evaluation activities, such as organizing surveys and research, collecting data, etc.
* Demonstrated analytical and reporting skills
* Fluency in Georgian and English.

**9. Procedure for submission of quotation**

Interested candidates are requested to submit the following documents in response to these terms of reference:

* Curriculum Vitae including at least 2 references.
* Motivation Letter describing their relevant education and working experiences, knowledge and understanding of project final evaluation activities.
* Technical Proposal/methodology including the weekly timetable for suggested activities
* Filled and signed Request for Quotation Form (please see attached)
* Completed and signed DRC supplier profile registration form (please see attached).
* Signed Code of conduct (please see attached).

Deadline: The package must be submitted to the following email address: **rfq.geo.tbs@drc.ngo** by **24:00PM local time, May 6, 2022.** Please indicate the following assignment title in the subject line of the email **“Project External Evaluation Service”,** otherwise your application will not be considered.

Applications submitted after the deadline will not be considered for selection.

Additional questions are accepted before **May 3, 2021, 17:00 PM local time** on the following email address: **rfq.geo.tbs@drc.ngo** and will be responded to all applicants on **May 4, 2021.**

**Proposal Evaluation and Selection**

The evaluation is made on a technical and financial basis.

The proposed technical offer by bidders will be evaluated using the following criteria, and points will be allocated on a scale from 1 – 10 for each of the criteria stipulated below, whereas the weighting is as follows:

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| **Relevant Qualifications (60%)** | * Demonstrated experience in leading project final evaluation (40%) through delivered reports |
| * Demonstrated experience of analytical and reporting skills through delivered reports (20%) |
| **Proposed services (40%)** | * The proposed methodology is relevant to the DRC requirement (40%) |
| **Total** | **100%** |

All bidders must obtain an **average score of at least five** for the total technical scoring in order to proceed to the financial evaluation. The financial offer will then be weighed against the technical offer.

**Nota Bene:** The total cost of the financial offer should be mentioned in the DRC Bid Form (RFQ). The total price offered should be a lump sum price, including all costs relevant for the assignment.