Terms of Reference for
Field trip-monitoring visit
SUPPORTING LIVELIHOODS OF CONFLICT-AFFECTED PEOPLE IN GAZA STRIP

Funded by
Swedish International Development Cooperation Agency (Sida)
and Islamic Relief – Sweden (IRSW)

Implemented by
“Islamic Relief Palestine”

2017
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1. **Trip Objectives**

   - To visit and monitor project funded by Sida during the year 2016 incl. visit to beneficiaries and check their employment situation.
   - To measure the project up to date success towards the outcome and results achieved from the project goal, purpose and outputs.
   - To get feedback views of staff, stakeholders and direct beneficiaries with regards to project and organizational performance.
   - To assess and evaluate the project performance based on IRW programming criteria listed below.

2. **Criteria**

   2.1 **Coverage**

      The extent to which project activities reached the specific target population and or to what extent the beneficiaries had access to our services; can involve examining ‘within-population’ differences in resources they receive or have access to.

   2.2 **Community involvement, ownership & sustainability**

      Involvement of beneficiaries in the planning, delivery, management and review of services

   2.3 **Coherence**

      Whether relief activities were carried out with an effective division of labor among the actors, maximizing the comparative advantage of each, avoiding gaps and overlaps, acknowledging the responsibilities of all involved; co-ordination of the response can be part of coherence

   2.4 **Human resources management**

      Assessing the recruitment procedures’ transparency and accountability, induction and training provision, staff turnover, satisfaction and staff utilization.

   2.5 **Financial management & procurement system**

      Did the financial management and procurement system cope with the demands of the project and maximizes the value of money?

   2.6 **Project management**

      See field trip reporting template

   2.7 **Coordination**

      Consider coordination of projects at different levels: Local NGOs, INGOs, CBOs, UN clusters, the local community, public institutions and other key stakeholders.
2.8 Cross Cutting issues

- Gender equity
- Women empowerment
- Impact on environment

3. Methodology

In order to achieve the project objectives, a participatory assessment approach that involves all stakeholders. So; consultant should consider both Do No Harm perspective and Result Based Management in conducting this monitoring visit, where the monitoring methodology should be discussed with Islamic Relief before work commencement. Thus; the visit/report will be integrated by following main activities:

- **Briefings/ preparation**
  - Reviewing of the project documents, Meeting with project management team, partners and stakeholders.
  - Review of other relevant documents from other institutions working in the same field and target areas.

- **Field activities**
  For data collection, 4 levels shall be used:
  
  - Indirect information: interviews with beneficiaries and local partners; interviews with project staff; meetings with any relevant stakeholder.
  - Conduct field visits and interview cross section of beneficiaries
  - Conduct meeting with other community actors that are not directly part of the project
  - Control screening system used by Islamic Relief Palestine

**Elaboration of the field trip report**

- A field trip report will be prepared by the consultant in accordance to IR Sweden field trip template
- The report will be subject to review and commenting by Islamic Relief before final acceptance.
4. **Duration**

The consultant shall complete the visit of the project within a maximum of 7 calendar days from the date of signing the contract and thereafter report within 10 days.

Duration of contract is 17 days.

5. **Expected Deliverables**

- Draft field trip report should be presented for comments before 2 days of contract end, including summary of findings and recommendations.
- Phone-meeting in order to share results, key findings, lessons learnt and recommendations with IR Swe/IR Pal/ consultant, before finalizing the report.

6. **Consultant Profile**

- The field trip shall comprise at least one international consultant (individual or firm).
- The consultant profile shall reflect the following competencies:
  - Expertise and field experience in the evaluation of humanitarian aid.
  - Good knowledge of humanitarian and development issues as well as good knowledge of the social, political and economic context in the Gaza Strip.
  - Strong analytical and synthesis capacity.
  - A thorough understanding of IR’s Quality Management Standards and Sphere Guidelines.
  - Independence from the parties involved.
  - Ability and readiness to work if necessary in high-risk areas
  - Talent for oral communication

6.1 **Consultants’ Key Tasks**

The key tasks that the consultants will do to ensure achieving the field trip objectives will be to:

- Study the proposed TOR and suggest significant amendments prior to commencement of work.
- Take on desk study of the relevant project documents that include the Proposals, Reports, Budgets, and Monitoring activities among other documentations.
Carry out a field visit through collecting relevant data on achievements related to the proposed objectively verified performance indicators.

Submit a Final Field trip Report in both soft and hard copies for IR Sweden and relevant projects’ parties.

7. **Budget and payment schedule**

The total costs of the evaluation should not exceed amount provided by budget that is SEK 23,000.

Payment will be done on the basis of the above mentioned requirements, 100% of the fees will be paid after validation of the final report by Islamic Relief Sweden.

8. **Proposal submission**

Consultant shall submit the financial proposal.

9. **Contents of the Proposal**

9.1 **Contents of Financial Proposal**

- The financial proposal shall show the price offer with all related costs to implement the evaluation assignment.
- Prices shall be in SEK.
- Islamic Relief projects are exempted from VAT, so the consultant shall provide zero VAT stamped invoice and source deduction certificate.