



Terms of Reference (ToR) for the ILO and UNICEF Joint Midterm Independent
Project Evaluation of
“Towards an inclusive national social protection system and accelerating
decent job opportunities for Syrians and vulnerable Jordanians” in Jordan

I. Key Facts	
DC Symbol:	JOR/20/01/EUR
Country:	Jordan
Project titles:	“Towards an inclusive national social protection system and accelerating decent job opportunities for Syrians and vulnerable Jordanians”
Duration:	36 months – (2020 – 2023)
Start Date:	October 2020
End Date:	September 2023
ILO Administrative unit:	Regional Office for the Arab States (ROAS)
ILO Technical Backstopping Unit:	DWT-Beirut; NC-Amman;
Collaborating ILO Units:	SKILLS; SOCPRO; EMPLOYMENT; RO-Arab States;
Evaluation requirements:	Independent Midterm Evaluation
Donor:	European Commission, DG for Neighborhood and Enlargement Negotiations
Budget:	15,730,337 USD
Evaluation Manager	Hiba Al Rifai and Aladdin AlQubati

II. Background

Jordan's geographical location made it the third country in the Region in terms of hosting Syria refugee influx since 2011. As per the official data, in 2021, Jordan hosted around 672,952 Syrian refugees registered under the UNHCR's mandate. However, the total number of Syrians is estimated at around 1.3 million, when taking the unregistered Syrian refugees into account¹. That same year, Jordan's population was estimated at approximately 11.06 million, with registered Syrian refugees comprising a 6.1 percent share of Jordan's entire population. This rate is even higher when considering unregistered refugees, with Syrian's comprising an approximate 11.8 percent of the country's population, taking a major toll on the country's economy, infrastructure, and social landscape.

1. According to Jordan's Department of Statistics, in 2010, prior to the Syrian conflict, Jordan had a labour market participation rate of 63.5 percent among men and 14.7 percent among women. Unemployment rates stood at 12.5 percent of the Jordanian labour force, with a higher average for females and youth, at 21.7 percent and 28.1 percent respectively.
2. Based on recent data, in 2019 15.7 percent of Jordanians were living below the national poverty line, compared to 14.4 percent in 2010, as the pressure of the Syria crisis, and deteriorating economic conditions translated into increased poverty.
3. Over the past decades, Jordan has progressed in developing its social protection system. At present, the different social protection programmes implemented can be categorised as social assistance, social insurance, labour market interventions, the fiscal subsidy system and food security/nutrition programmes. Several amendments of the Social Security Law over the past decade helped to expand coverage. Social security is obligatory for all working entities, and in 2014, Jordan was the first country in the Middle East to ratify the Social Security (Minimum Standards) Convention, 1952 (No. 102) (ILO, 2020b).
4. In 2019, the Jordanian Government embarked on a process of developing a new National Social Protection Strategy – NSPS (2019-2025) under the leadership of the Ministry of Planning & International Cooperation (MoPIC) and the Ministry of Social Development (MoSD) with technical support from UNICEF at that time. The strategy represents a recent effort towards the formulation of a comprehensive national policy for social protection, providing an overarching framework for the sector to maximize synergies and ensure effective integrated approaches by considering the following areas of the SP system: social assistance, social services, social insurance, and labour market policies.
5. The NSPS aimed at a decent life for all Jordanians and is organized around three pillars:

Pillar 1; Opportunities – decent work and social security, focuses on opportunities for families to be economically self-reliant through the labour market.

Pillar 2; Empowerment – social services, focuses on the empowerment of the population through affordable education and health care as well as social services that support people with special needs.

Pillar 3: Dignity – social assistance, focuses on targeted social assistance for the poor to maintain dignity. Within this pillar falls as well, the Takaful programme launched in May 2019, which seeks to expand the National Aid Fund (NAF) cash assistance provided to Jordanians and to provide complimentary services to the most vulnerable families nationwide (on energy, transportation, health insurance, and school feeding).

¹ [Syrian refugees | ACAPS](#)

6. This ILO-UNICEF Joint Programme serves to support the operationalization and implementation of the Jordanian National Social Protection Strategy (2019-2025), with a view to contribute to the achievement of a sustainable social protection system, in policy as well as institutional set-up, with strengthened links between social protection and employment for both Jordanian and refugee populations and enhanced outreach into the informal sector. Based on long-standing relations with the Jordanian government and other partners, lessons learned and extensive experience of both ILO and UNICEF in the area of social protection and employment promotion for youth as well as adults, women as well as men, Jordanian host communities as well as refugees, the project serves to achieve three outcomes:

Outcome 1: Enhanced coordination, integrated planning and monitoring for government wide efforts in the social protection and employment sector. Outputs delivered serve to strengthen mechanisms for coordinated implementation of national employment and social protection interventions in the context of the NSPS.

Outcome 2: Strengthened national systems/mechanisms to enhance access to labour market, decent work and employment based social protection schemes. Outputs delivered serve to provide support towards effective and cost-efficient implementation and realisation of access to employment (work permits), enhanced capacity for the implementation of mechanisms to ensure increasingly decent work (labour inspection) and access to social security expanded to workers in the informal economy.

Outcome 3: Vulnerable Jordanians and Syrians transition from cash assistance to sustainable jobs. Outputs are directed towards the design and implementation of a graduation mechanism to support the transition of vulnerable people on cash assistance (provided by NAF and UNHCR) to employment, by providing a systematic and tailored package of services, delivered primarily by ILO and UNICEF service centres.

7. The project is aligned with the Jordan 2025 National Vision and Strategy, government priorities, executive development program, and sectoral strategies and goals for the social development, health, education, labour, and other related sectors
8. In addition, the Action will also contribute to:
 - The HRD Strategy, and specifically the following objective: “By 2025, substantially increase the number of youth and adults who have relevant technical and vocational skills for employment, decent jobs, and entrepreneurship.”
 - The 2018-2022 Economic and Growth Plan objective under the Labour sector - Restructuring and organizing technical and vocational education and training (TVET), by proposing and institutionalizing new forms of training, including On the Job learning and Apprenticeship.
 - The National Employment Charter, and specifically the parts related to the graduation of NAF beneficiaries to sustainable jobs.
 - The Jordan Response Plan
 - National Youth Strategy
9. Alignment with UN Strategic Development Framework in Jordan

The Project matches the United Nations Sustainable Development Framework (UNSDF) 2018-2022 commitments to support economic growth, job creation and quality service delivery in Jordan. Additionally, the 2018-2022 UNSDCF gives particular priority to serving youth, women and the most vulnerable, through

strengthened institutions, empowerment and increased opportunities. This project will directly support the three interconnected outcomes. In particular, it will work with the NAF, SSC and MOSD, among others, to increase linkages in the area of social protection and employment, thereby enhancing the effectiveness and efficiency of national systems. It will equally work at the local level to strengthen knowledge of social protection entitlements, and contribute to a culture of social protection, particularly among youth, women and persons with disabilities. Enhanced knowledge of rights is also a key objective of Jordan's Vision 2025. Enhanced and targeted employment services will also facilitate greater work opportunities that cater to a variety of abilities and needs.

10. The project will contribute to the following **ILO's P&B Outcomes (2020-21)**:

- Outcome 3: Economic, social and environmental transformations for decent work for all, but also to some extent to
- Outcome 5: Skills and lifelong learning to facilitate access to and transitions in the labour market

11. In Jordan, the project will contribute to corresponding Country Programme Outcome (CPO) *JOR105: Improved existing programmes to extend social security coverage through the progressive establishment of a national Social Protection Floor (SPF)*.

12. Under the **ILO 2018-2022 Decent Work Country Programme for Jordan**, agreed with the tripartite constituents, the project will contribute to;

Priority 1: Employment creation contributes to economic and social stability and

Priority 2: Decent working conditions for all create a level playing field for male and female Jordanians, refugees and migrants, and more specifically Outcome 2.3: Sustainable and adequate social protection coverage is extended for all in need and contributes to formalizing the informal economy.

13. The Joint Programme is led by the ILO (Lead Implementing Agency and Administrative Agent for financial management) and implemented in partnership with UNICEF. The project is headed by the Chief Technical Advisor (CTA) for the ILO's Programme of Support to the Crisis Response and receives technical and programmatic backstopping from the ILO Regional Office of Arab States on periodical basis.

III. Purpose and Scope of the Evaluation

1. Evaluation Background and Purpose

ILO considers evaluation as an integral part of the implementation of development cooperation projects. Provisions are made in all projects in accordance with ILO evaluation policy and based on the nature of the project and the specific requirements agreed upon at the time of the project design and during the project as per established procedures. The Regional Evaluation Officer (REO) at the ILO ROAS supports the evaluation function for all ILO projects.

Evaluation in UNICEF serves interrelated purposes in support of the organization's mandate. It supports learning and decision-making, which in turn support better results for children. Evaluation also helps to hold UNICEF accountable for contributing to results for children, or for not doing so. The evaluation function supports the development of national evaluation capacity, undertaken in collaboration with Member States and entities of the United Nations system, which should enhance the provision of timely

evidence at the country level on the attainment of the Sustainable Development Goals and the fulfilment of the rights of all children.

According to the project documents, a midterm independent evaluation is due. The evaluation will be used to assess the M&E framework of the project, its coherence, its robustness, and its ability to monitor and measure change. Furthermore, it will provide analysis according to OECD criteria at country level and will examine the efficiency, effectiveness, relevance, potential impact and sustainability of the projects. This evaluation will also identify strengths and weaknesses in the project design, strategy, and implementation as well as lessons learned, best practices and recommendations. It will also touch upon cross cutting issues such as gender equality, disability, social dialogue, environmental sustainability, international standards, and covid-19 in terms of challenges and opportunities for tackling the most vulnerable segments in line with guidelines and protocols set by EVAL/ILO. The findings of the evaluation will be used to feed into the M&E framework of the project and the project's implementation.

The evaluation will comply with the ILO and UNICEF evaluation policies including the protocols and guidelines set by EVAL/ILO²³ and UNICEF Procedure on Ethical Standards in Research, Evaluation, Data Collection and Analysis⁴⁵, which are based on the OECD DAC and United Nations Evaluation Norms and Standards and the UNEG ethical guidelines.

2. Scope

The evaluation will assess the project duration covering October 2020- April 2022. It will look at the project outputs and outcomes. The evaluation will take into consideration the project duration, existing resources and political, security and environmental constraints. It will also look into the link between the project's objectives and the ILO's P&B strategy, DWCP in Jordan, UNICEF's framework for Social Protection, and the UNSDF in Jordan.

The evaluation will take place from July 2022 until October 2022 through online/field work to collect information from different stakeholders. If the situation allows the evaluator is expected to travel to the field during data collection. The evaluation will cover areas where the project implementation took place (Amman, Mafrqa, Zarqaa, Irbid, Jerash, Karak and Tafleh). The evaluation will integrate gender equality, inclusion of people with disabilities, environmental sustainability, ILS and social dialogue, and Covid-19 as

² Protocol on collecting evaluative evidence on covid-19 https://www.ilo.org/eval/WCMS_757541/lang--en/index.htm

³ Guidance Note 3.1: Integrating gender equality in monitoring and evaluation: https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---eval/documents/publication/wcms_746716.pdf

⁴ <https://www.unicef.org/evaluation/documents/unicef-procedure-ethical-standards-research-evaluation-data-collection-and-analysis>

⁵ - Revised Evaluation Policy of UNICEF:

[https://www.unicef.org/evaluation/media/1411/file/Revised%20Policy%202018%20\(Interactive\).pdf](https://www.unicef.org/evaluation/media/1411/file/Revised%20Policy%202018%20(Interactive).pdf)

crosscutting concerns throughout its methodology and deliverables, including the final report. This is based on EVAL's protocols on crosscutting issues including the one on covid-19.

3. Clients of Evaluation

The primary clients of this evaluation are ILO Project Team, ILO Amman Office, ILO ROAS, UNICEF, European Commission, DG for Neighborhood and Enlargement Negotiations, Ministry of Social Development (MoSD) and mainly the Implementation Support unit (ISU) for the NSPS, Ministry of Planning and International Cooperation, National Aid Fund (NAF), The Social Security Corporation (SSC), Ministry of Labour, Ministry of Health, , Department of Statistics, Ministry of Education, Jordanian construction contractors' association (JCCA), General Federation of Jordanian Trade Unions (GFJTU), Labour directorates (in the field), National employment and training company (NET), Private sector represented by Jordan Chamber of Industry (JCI) and Jordan Chamber of Commerce (JCC), Vocational Training Corporation training centers, private sector training providers, Civil Society Organizations active in the field of Social Protection, UNHCR as well as the World Bank.

Secondary users include other project stakeholders and units that may indirectly benefit from the knowledge generated by the evaluation.

IV. Evaluation Criteria and Questions

The evaluation utilises the standard ILO framework and follows its major criteria while integrating gender equality³ as a cross cutting issue throughout the evaluation questions:

- ✓ **Relevance and strategic fit** – the extent to which the objectives are aligned with sub-regional, national and local priorities and needs, the constituents' priorities and needs, and the donor's priorities for the country;
- ✓ **Validity of design** – the extent to which the project design, logic, strategy and elements are/remain valid vis-à-vis problems and needs;
- ✓ **Efficiency** - the productivity of the project implementation process taken as a measure of the extent to which the outputs achieved are derived from an efficient use of financial, material and human resources, including re-purposing in the mitigation of Covid-19 impacts;
- ✓ **Effectiveness** - the extent to which the project can be said to have contributed to the project objectives and more concretely whether the stated outputs have been produced satisfactorily with gender equality, including in the Covid-19 context; in addition to building synergies with national initiatives and with other donor-supported projects;
- ✓ **Impact** - positive and negative changes and effects caused by the project at the national level, i.e. the impact with social partners, government entities, beneficiaries, etc.; special attention should be given to secondary job effects, which are expected to occur in economic infrastructure like agricultural roads, markets or irrigation.
- ✓ **Effectiveness of management arrangements** - the extent of efficient operational arrangements that supported the timely, efficient, and effective delivery of the project
- ✓ **Sustainability** – the extent to which adequate capacity building of social partners has taken place to ensure mechanisms are in place to sustain activities and whether the existing results are likely to be maintained beyond project completion, in the case of infrastructure this refers concretely to whether operation and maintenance agreements are actually being implemented; the extent to

which the knowledge developed throughout the project (research papers, progress reports, manuals and other tools) can still be utilised after the end of the project to inform policies and practitioners,

1. Relevance and strategic fit:

- How well did the project approach fit in context of the on-going challenges in Jordan? Were the problems and needs adequately analysed? Was gender prioritized?
- How well were the project's objectives aligned with the national strategies and priorities, framework of the ILO Decent Work Country Project of Jordan (2018-2022), the ILO's Project and Budget (P&B) 2020-2021, UNICEF's Social Protection framework, UNSDCF (2018-2022) and the SDGs?
- How did the project's objectives respond to the priorities of the donor (EU) in Jordan?
- To what extent did the project provide a timely and relevant response to constituents' needs and priorities including those related to the COVID-19 context?

2. Validity of design:

- Has the situation been properly analysed? Does the project document contain satisfactory immediate objectives / project outcomes, a strategy or Theory of Change for dealing with the problem?
- What is the extent of logical correlations between the objective, outcomes, and outputs? Are the set indicators logical with specified baseline and targets? Can data be gender disaggregated? Are monitoring and evaluation activities adequately planned?
- To what extent did the project design consider: specific gender equality and non-discrimination concerns relevant to the project context? As well as concerns relating to inclusion of people with disabilities, environmental sustainability, ILS, and social dialogue?

3. Efficiency:

- Have resources been utilized efficiently to reach the project's objectives?
- How efficient has the coordination efforts been between ILO and UNICEF?
- How efficient has the coordination with the national implementing partners been, mainly MoSD? And other national stakeholders like NAF, DoS and SSC?
- To what extent has the project been on track in terms of timely achieving the assigned milestones? If not, what factors contributed to the delays? How could they be mitigated in the upcoming phase?
- To what extent has the project leveraged new or repurposed existing financial resources to mitigate COVID-19 effects in a balanced manner?

4. Effectiveness:

- Have all set targets, outputs, and outcomes (considering the time frame) been achieved according to plan?
- How have the outputs and outcomes contributed to ILO's and UNICEF's mainstreamed strategies including gender equality, social dialogue, and labour standards?
- What positive or negative unintended outcomes can be identified?
- Has the project fostered ILO constituents' active involvement through social dialogue in articulating, implementing and sustaining coherent response strategies to mitigate the effects of the pandemic on the world of work?

5. Impact orientation:

- Was the project able to extend knowledge across the Arab region and other countries putting Jordan in a leading position?
- What are the impacts that can be associated with the intervention?
- Has the project contributed to social cohesion in the communities between Jordanians and Syrians?
- How has the support of UNICEF so far managed to pave the way towards more inclusion of non-Jordanians within the national social protection system? Did the project contribute to the economic self-reliance of refugees and vulnerable local population in Jordan?

6. Sustainability:

- Are the results achieved by the project so far likely to be sustainable- in terms of the social protection sector in Jordan?
- How will the implemented work be institutionalized and used by the government institutions to enhance future work on SP?
- Will the implementing partners be able to retain the work after the end of the project ?
- What measures have been taken to ensure that the key components of the project are sustainable beyond the life of the project? Are they sufficient?

7. Effectiveness of management arrangements:

- What was the division of work tasks within the project's teams and between ILO and UNICEF?

- How effective was the communication between the project's teams, the regional office and the responsible technical department at headquarters? Has the project received adequate technical and administrative support/response from the ILO backstopping units?
- How have stakeholders, particularly women, been involved in project's implementation?
- To what extent has the project management been participatory and has the participation contributed towards achievement of the project objectives?

8. Challenges, Lessons learned and Specific Recommendations:

- What are the good practices and lessons learned from the project that can be applied in the next period?
- What were the main challenges identified? How were these different from the risk assumptions? What were the mitigation steps taken?
- What are the recommendations for future similar projects?
- What are the challenges, lessons learned and the recommendations regarding the cross-cutting issues of gender equality, social dialogue, and environmental sustainability?

V. Methodology

1. The following is the proposed evaluation methodology. Any changes to the methodology should be discussed with and approved by the evaluation manager.
2. This evaluation will follow a mixed method approach relying on available quantitative data and primary qualitative data collected through interviews and group interviews.
3. This evaluation will utilize all available quantitative and qualitative data from progress reports to monitoring studies and database. The information will be analysed in light of the main thematic questions and results will be integrated with the data from the primary collection.
4. The primary data collection will mainly focus on a qualitative approach investigating the perceptions and inputs of the different stakeholders that had some form of interface with the project. Triangulation of data will also be done using both the secondary and the primary data collected. **The analysis** will follow a thematic examination of the main evaluation areas as guided by the evaluation questions. A list of stakeholders will be prepared and provided by the project team. Depending on the number and nature of stakeholders, the number of group interviews and individual KIIs to be conducted will be identified. Gender will be mainstreamed throughout the methodology from data collection to data analysis. Where appropriate, the methodology will ensure equal representation of women and men throughout data collection and provide separate group meetings as relevant. The evaluation will follow the ILO EVAL Guidelines on integrating gender equality³. The specific evaluation methodology will be provided in the inception report prepared by the evaluation team and approved by the Evaluation Manager. **Tool:** The interview guide will be developed in light of the evaluation themes and main questions as well as the type

of stakeholders. **Sample:** The study sample should be reflective of all relevant stakeholders taking into consideration the scope of the project and its evaluation as well as data saturation. All analysed data should be disaggregated by sex. The results shall address the crosscutting issues described above (including Covid-19²).

VI. Work Assignments and Main Deliverables

Work Assignments:

1. Internal briefing by the project team(s):

The evaluator will have an initial consultation with the ILO and UNICEF relevant staff. The objective of the consultation is to reach a common understanding regarding the status of the project, the priority assessment questions, available data sources and data collection instruments and an outline of the final assessment report. The following topics will be covered: status of logistical arrangements, project's backgrounds and materials, key evaluation questions and priorities, outline of the inception and final report.

- Preparation of the inception report
- Report to be shared with Evaluation manager for comments
- Report to be shared with key stakeholders for comments
- Inception report revised and interviews to begin

2. Desk Review:

The evaluator will review project's background materials before conducting any interviews.

These include:

- Project documents (Logic Framework, Theory of change...)
- Baseline reports and related data (if available)
- Monitoring reports conducted during the project
- Progress and status reports, extensions and budget revisions
- Previous phase or related evaluation reports of the project (if available)
- Other studies and research undertaken by the project
- Project beneficiary documentation
- Strategic documents (e.g., DWCP, Government's strategic plan)

3. Individual Interviews and/or group interviews:

Following the initial briefing, the desk review and the inception report, the evaluator will have meetings with constituents/stakeholders.

Individual or group interviews will be conducted with the following:

- a) ILO and UNICEF staff/consultants that are involved in the project
- b) EU States representatives;

- c) Interviews with constituents and other stakeholders as relevant: Ministry of Social Development (MoSD), National Aid Fund (NAF), The Social Security Corporation (SSC), Ministry of Labour, Ministry of Health, MOPIC, Department of Statistics, Jordanian construction contractors' association (JCCA), General Federation of Jordanian Trade Unions (GFJTU), Labour directorates (in the field), National employment and training company (NET), Private sector represented by Jordan Chamber of Industry (JCI) and Jordan Chamber of Commerce (JCC), Vocational Training Corporation training centers, and private sector training providers.

4. Presentation

Upon completion of the missions, the evaluator will provide a presentation to the stakeholders on the evaluation findings, conclusions and recommendations.

5. Evaluation Management

The evaluator will report to the Evaluation managers at ILO and UNICEF. The Evaluation Managers will be the ILO M&E Officer at ROAS and UNICEF's M&E Officer who will be the first points of contact for the consultant as well as the project team for any technical and methodological matters related to this evaluation. All communications with regard to this evaluation must be marked to the evaluation managers. The project team will provide administrative and logistical support for the interviews.

The Main Deliverables:

- Deliverable 1: Inception Report
- Deliverable 2: Draft evaluation report
- Deliverable 3: PowerPoint Presentation (PPP)
- Deliverable 4: Draft 2 evaluation report
- Deliverable 5: Comments log of how all comments were considered and taken on board by the evaluation team or not and why not.
- Deliverable 6: Final evaluation report with executive summary (report will be considered final after review by EVAL. Comments will have to be integrated).

1. Inception Report

The evaluator will draft an Inception Report, which should describe, provide reflection and fine-tuning of the following issues:

- a. Project background
- b. Purpose, scope and beneficiaries of the evaluation
- c. Evaluation criteria and questions
- d. Methodology and instruments
- e. Main deliverables
- f. Management arrangements and work plan

2. Final Report

The final version of the report will follow the below format and:

- 1. Title page
- 2. Table of Contents, including List of Appendices, Tables
- 3. List of Acronyms or Abbreviations

4. Executive Summary with methodology, key findings, conclusions and recommendations
5. Background and Project Description
6. Purpose of Evaluation
7. Evaluation Methodology and Evaluation Questions
8. Clearly identified findings along OECD/DAC criteria, substantiated with evidence
9. Key results (i.e. figures and qualitative results) achieved per objective (expected and unexpected)
10. Clearly identified conclusions and recommendations that are linked to findings (identifying which stakeholders are responsible, priority of recommendations, and timeframe)
11. Lessons Learned per ILO template
12. Potential good practices per ILO template
13. Annexes (list of interviews, TORs, lessons learned and best practices in ILO EVAL templates, list of documents consulted, etc.) Annex: Different phases' log frames with results status, by phase.

The quality of the report will be assessed against the relevant EVAL Checklists. The deliverables will be submitted in the English language and structured according to the templates provided by the ILO.

VII. Management Arrangements and Work plan

1. Roles And Responsibilities

- a. *The External Evaluator is responsible for conducting the evaluation according to the terms of reference (ToR). He/she will:*
 - Review the ToR and prepare questions/ clarifications or suggestions of refinements to assessment questions during the inception phase
 - Review project background materials (e.g., project document, progress reports, etc.);
 - Prepare an inception report including a matrix of evaluation questions, workplan and stakeholders to be covered;
 - Develop and implement the evaluation methodology (i.e., conduct interviews, review documents, etc.) to answer the evaluation questions;
 - Conduct online/ field research, interviews, as appropriate, and collect information according to the suggested format;
 - Prepare an initial draft of the evaluation report with input from ILO specialists and constituents/stakeholders;
 - Conduct a presentation on the findings, conclusions and recommendation of the evaluation to stakeholders;
 - Prepare the final report based on the ILO, donor and stakeholders' feedback obtained on the draft report.
 - Attend to other deliverables as per the TOR
- b. *The ILO and UNICEF Evaluation Managers are responsible for:*
 - Drafting the ToR;
 - Finalizing the ToR with input from colleagues;
 - Hiring the consultant;
 - Providing the consultant with the project background materials;
 - Assisting in the implementation of the evaluation methodology, as appropriate

- Reviewing the initial draft report, circulating it for comments and providing consolidated feedback to the External Evaluators (for the inception report and the final report);
- Reviewing the final draft of the report;
- Disseminating the final report to all the stakeholders;
- Coordinating follow-up as necessary.

c. *The ILO REO⁶:*

- Providing support to the planning of the evaluation;
- Approving selection of the evaluation consultant and final versions of the TOR;
- Reviewing the draft and final evaluation report and submitting it to EVAL;
- Disseminating the report as appropriate.

d. *The ILO and UNICEF Project Coordinators are responsible for:*

- Reviewing the draft TOR and providing input, as necessary;
- Providing project background materials, including studies, analytical papers, progress reports, tools, publications produced, and any relevant background notes;
- Providing a list of stakeholders;
- Reviewing and providing comments on the inception report;
- Participating in the preparatory briefing prior to the evaluation missions;
- Scheduling all meetings and interviews for the missions;
- Ensuring necessary logistical arrangements for the missions;
- Reviewing and providing comments on the initial draft report;
- Participating in the debriefing on the findings, conclusions, and recommendations;
- Making sure appropriate follow-up action is taken

2. Duration of Contract and Timeline for Delivery

The collaboration between ILO and the Consultant is expected to start in August 2022 and last until October 2022 with an estimate of 33 working days.

3. Evaluation Timeframe TO BE FURTHER DEVELOPED AND AGREED

Tasks	Number of Working days
Kick-off meeting	1
Desk review of documents related to the project	4
Drafting Inception report	4
Interviews	10
Drafting report	8
Developing Second Draft and comments log	3
Present findings, lessons learned and recommendations to stakeholders	1
Integration of comments and finalization of the	2

⁶ The REO is also the Evaluation Manager.

report	
Total Number of Working Days	33

4. Supervision

The evaluator will work under the direct supervision of the Evaluation Manager. The evaluator will be required to provide continuous updates on the progress of work and revert to the ILO with any challenges or bottlenecks for support. Coordination and follow-up with the evaluator will take place through e-mail or Teams or any other digital communication mean.

VIII. Legal and Ethical Matters

- ❖ This independent evaluation will comply with ILO evaluation guidelines and UN Norms and Standards.
- ❖ These ToRs will be accompanied by the code of conduct for carrying out the evaluation “Code of conduct for evaluation in the ILO” (See attached documents).
- ❖ UNEG ethical guidelines will be followed throughout the independent evaluation.
- ❖ The consultant will not have any links to project management or any other conflict of interest that would interfere with the independence of the evaluation.

IX. Requirements and How to Apply

1. Requirements

The evaluator(s)/evaluation team should have:

- An advanced degree in social sciences;
- Proven expertise on evaluation methods, labour markets, conflict issues and the ILO approach;
- Extensive experience in the evaluation of development interventions;
- Expertise in the Labour-intensive modality, job creation projects, capacity building and skills development and other relevant subject matter;
- An understanding of the ILO’s tripartite culture;
- Knowledge of Jordan, and the regional context;
- Full command of the English language (spoken and written) will be required.
- Command of the Arabic language would be an advantage.

The final selection of the evaluator will be approved by the Regional Evaluation Focal Point in the ILO ROAS.

2. How to Apply:

Please submit the following:

- An Up-to-date CV highlighting relevant experience
- An evaluation report from previous experience that was implemented and prepared by the applicant
- Financial proposal specifying daily rate based on the above-mentioned number of working days.

- This is open for international and national consultants. In case the applicant does not speak Arabic, and s/he has a preference for a national support in Jordan, please enclose her/his CV with a brief description of her/his responsibilities, number of estimated working days requiring her/his service and daily professional fee in US\$. If not provided, ILO will recruit a national support separately (if deemed necessary).

Please send an application and relevant questions via email to the following contacts:

To: Ms. Hiba Al Rifai, ILO Monitoring & Evaluation Officer <alrifai@ilo.org> ; Mr. Aladdin AlQubati, UNICEF Monitoring & Evaluation Officer <aal-qubati@unicef.org>

Cc: Mr. Hideyuki Tsuruoka, Regional Monitoring & Evaluation Officer <tsuruoka@ilo.org>

Deadline to submit applications is August 21, 2022.