Annex 2 - TERMS OF REFERENCE

Ex-post Evaluation for the project: Migration Data Literacy Enhancement Advance Non-Discrimination in North Africa (M-LEARN)

Commissioned by: International Organization for Migration (IOM) in Tunisia, at the request of the IOM Development Fund (the Fund)

Managed by: Mr Brendan Kelly, Head of Migration and Development Unit – IOM Tunisia

1. **Project Context and Scope:**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting safe, orderly, and regular migration for the benefit of all. It does so by providing services and advice to governments and migrants.

M-LEARN: *Improving the Understanding of Migration Data for the Promotion of Non-Discrimination*

This project was implemented by IOM Morocco and IOM Tunisia. Its overall objective is to obtain and disseminate accurate and timely information based on a correct understanding and interpretation of migration data. Furthermore, the project aims to strengthen capacities in understanding migration issues and non-discrimination, as well as integrating migration data issues into the education system through an advanced training program on migration data and statistics.

The project was designed to add value in the field of data and knowledge related to migration in Morocco and Tunisia throughout the implementation of its three components:

1. The organization of a national competition aimed at mobilizing host communities and migrants to use relevant migration data together or individually as a basis for producing artistic and journalistic projects to break taboos and misconceptions about migration and migrants in the country.
2. The creation of a university course on migration data for Morocco and Tunisia to be integrated into the higher education curriculum of national universities in Morocco and Tunisia for master's and doctoral students. The module will add value to the production of knowledge related to migration and will be taught for the first time in French in Morocco and Tunisia.
3. The development of an online course primarily aimed at practitioners, researchers, policymakers and the general public interested in migration data in Morocco and Tunisia. This course will be broadcast via IOM's online learning platform, E-Campus and will be made available to a wider audience in Arabic, English and French.

2. **Purpose and objectives of the Evaluation**

Under the direct supervision of the Research, Grants and Monitoring and Evaluation Officer of IOM Tunisia and

in close coordination with project focal points in IOM Morocco and the Global Data Institute (GDI), the successful firm will conduct a final evaluation of the M-LEARN project.

The evaluation is an end-cycle to be conducted through an consulting firm. The evaluation is intended to evaluate the program's performance from 1 March 2019 to April 30, 2023, against the desired results as articulated in the projects' result frameworks, utilising the OECD DAC evaluation criteria of relevance, coherence, effectiveness, efficiency, impact and sustainability. Additionally, cross-cutting considerations related to the project will also be evaluated. The ex-post evaluation will be conducted for the primary use of the programme's core governance team and donor in order to assess the performance and effectiveness of the programme and amend future interventions following the evaluator's recommendations.

The evaluation specific aims to:

- Assess the overall project's performance from planning, implementation and knowledge management by identifying the key strengths and gaps to make the necessary recommendations for future improvement.
- Document vital lessons-learned/best practices resulting from M-LEARN response for future strategies and interventions.
- Gain a better understand of what the project has achieved in relation to overall results.
- Implement IOM's obligation on transparency and accountability to the Affected Populations (AAP), donors and the five project countries' governmental authorities.

The evaluation will bring specific attention to lessons learned and best practices at a strategic level to improve learning for future interventions and make contributions beyond the organisation by generating knowledge and empowering stakeholders.

3. **Scope**

The scope will focus on the three components of M-LEARN, as described in section one of the terms of reference.

The evaluation processes shall be in line with IOM Data Protection Principles, IOM code of conduct, do no harm principles, UNEG norms and standards for evaluations[1]. IOM Tunisia will provide technical support and guidance during the process, in coordination with IOM Regional Offices in Cairo, in their respective fields of expertise.

The evaluation shall explicitly incorporate the following cross-cutting theme:

- Gender mainstreaming: The process of assessing the implications of any planned action, including legislation, policies, and programmes, for people of different gender groups, in all areas and at all levels. It is an approach for making everyone's concerns and experiences an integral dimension of the design, implementation, monitoring, and evaluation of interventions in all political, economic and societal spheres so that all gender groups benefit equally and inequality is not perpetuated.

  IOM aims to promote gender equality and ensure that all beneficiaries and populations assisted are receiving needed services and support, taking into consideration gender-specific experiences, so that interventions do not perpetuate gender inequalities.

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[1] With full respect to the principle of intentionality in evaluations, which means that evaluations should only be undertaken if there is a clear intent to use the evaluation findings. See UNEG, Norms and Standards for Evaluation (2016).

- Rights-based approach: Conscious and systematic integration of rights, norms and standards from international law into programming.

The evaluation should assess the extent to which gender has been mainstreamed throughout the action, in line with *IOM's Guidance for Addressing Gender in Evaluations*. Consequently, during data collection, the evaluator shall ensure that persons being interviewed or surveyed are diverse and gender-representative of all concerned project partners and beneficiaries. Surveys, interview questions and other data collection instruments should include gender issues. Evaluation reports should firmly incorporate a gender perspective, such as analysis of sex-disaggregated data and attention to project effects and impacts related to gender equality.

The above theme is to be intentionally incorporated within the evaluation methodology, including in assessing individual evaluation criteria, selection of respondents, and data analysis.

4. **Evaluation criteria**

The project's performance will be evaluated according to the OECD/DAC evaluations quality standards based on the criteria of coherence, relevance, effectiveness, efficiency, sustainability, and impact[2]. Each criterion will be scored on the basis of a matrix from 1-Poor to 5-Excellent.

As an example, and without claiming to be exhaustive, some guiding questions on evaluation expectations are proposed in the following list, by criterion:

Criteria	Evaluation questions
Relevance	1. Were activities and outputs consistent with intended outcomes and objective? 2. What is the quality of intervention logic? 3. To what extent was the project (needs assessment, design, and implementation) aligned with the needs and priorities of the target groups? 4. What adaptations/changes were made, and to what extent, to ensure that services or activities were accessed by all profiles? 5. Was the project relevant with respect to the current context of the target countries? 6. Were the awareness raising/training/advocacy approaches deployed relevant? 7. Were the actions carried out in line with the needs of national and local stakeholders / with the partners' capacities? 8. Were the activities carried out in coordination/cooperation with other national and local actors, and was the choice of these collaborations relevant? 9. Does the project comply with international reference frameworks, in particular the SDGs and the Global Compact for Migration?
Coherence	10. Did the project strategy respond to the priorities of IOM's regional strategies in Africa and in MENA, its partners, and its donors? 11. Is the project in line with the priorities established by local, regional, or national authorities in the field of migration in general, and social cohesion and economic integration in particular? 12. Do synergies exist with other interventions carried out by IOM as well as intervention partners?

	13. To what extent is the intervention consistent with other actors' interventions in the same context?
	14. What is the added value of the initiatives supported by IOM in comparison with other initiatives carried out in parallel on the same territory and/or the same theme?
Efficiency	15. Were the activities undertaken and were the outputs delivered on time?
	16. Was the project implemented in the most efficient way compared to alternative means of implementation?
	17. How well were resources (funds, expertise, and time) converted into results?
	18. Were the resources mobilized (human, material and financial) in relation to the objectives achieved adapted to the project activities?
	19. Were the resources wisely used to ensure maximum results?
	20. Are the results observed commensurate with the resources invested?
	21. Were there any delays in the implementation of activities? If so, what influence did this have on the conduct and progress of the project?
	22. To what extent M&E mechanisms and data used to inform decisions about programme efficiency during implementation?
Effectiveness	23. Were the target beneficiaries reached as expected?
	24. Was feedback from a representative group (of beneficiaries) regularly collected and appropriately addressed in the framework of the project?
	25. What were the major factors influencing the achievement of the intervention's desired outcomes?
	26. To what extent did the project adapt to changing external conditions to ensure project outcomes?
	27. Are the results achieved in line with the initial expected results?
	28. To what extent has the specific objectives been achieved in relation to the defined indicators?
	29. To what extent are the key partners and other direct actors satisfied with the results of the project?
	30. Has the project created cohesion, a dynamic of consultation and cooperation between the stakeholders?
	31. Did the awareness-raising, training and advocacy actions bring the expected results?
	32. Have innovative experiences of the project, in particular those supported through calls for initiatives, been exchanged with other actors? If not, what local or external synergies should be developed?
	33. Were the partnerships developed, particularly in the context of initiatives, effective?
	34. How were the obstacles encountered overcome/bypassed? Were some activities reinforced (or on the contrary reduced, reoriented)? If so, what were the main causes and what were the main results?
Impact	35. What has been the project impact and what intervention components contributed to the observed signs of impact if any?
	36. What, if any, significant change(s) can be observed, whether positive or negative, intended or unintended? (Beneficiaries and partners).
	37. To what extent did the project contribute to those changes, considering also other contributing factors?

	38. Did the intervention take timely measures for mitigating any unplanned negative impacts? 39. Did the inclusive initiatives supported by the project generate the expected effects on migrants in the regions targeted by the action? 40. Are other associations/institutions/services involved in the field inspired by the methods and approaches developed by the project? 41. What measures should be taken to reinforce / guarantee this impact in the long term?
Sustainability	42. What project activities and mechanisms put in motions are likely to live on after the project has ended? 43. Are structures, resources, and processes in place to ensure that the benefits generated by the project are continued after external support ceases? 44. Do the partners benefiting from the intervention have adequate capacities (technical, financial, and managerial) for ensuring that the benefits are retained in the long run, and are they committed to do so? Have the actors at the local level appropriated the system set up? 45. What project activities and benefits are likely to continue beyond project closure? 46. What lessons can be learned to extend the action in terms of devices or strategy to be implemented? 47. What progress has the project made in terms of appropriation of the principles of migrants' integration? 48. To what extent have target groups, and possibly other relevant interest groups and stakeholders, been involved in discussions about sustainability?
Cross-cutting themes	49. To what extent did the project integrate cross-cutting themes into project design and implementation? 50. To what extent was gender analysis effectively integrated into the planning, implementation, and monitoring of this project? Can you give examples of how this integration has impacted on program results? 51. Are gender equality and the inclusion of disabled people effectively integrated into project planning and implementation? 52. To what extent has the project effectively integrated human rights principles, such as non-discrimination, participation, and accountability, into its design and implementation? 53. What recommendations can be made to strengthen the application of a rights-based approach in the planning and implementation of future projects?

Evaluation Methodology

The evaluation should provide an overall assessment of the quality of the work done (strengths, weaknesses) and of the results achieved in relation to the objectively verifiable objectives and indicators mentioned in the project proposal, based on the criteria.

The data collection and analysis should adopt quantitative and qualitative methods: The firm should include the proposed methods of data collection in the submitted technical proposal, but may include:

1. Field visits/site observation when feasible in the countries, alternated with online interviews.
2. Desk reviews of project documents, narrative and financial statements/ reports.

3. Key informant interviews (KIIs) with relevant authorities, academics, staff involved in the implementation and supervision of the project at regional level.

5. **Ethics, norms and standards**

The evaluation processes shall be in line with IOM Data Protection Principles, IOM code of conduct, do no harm principles and standards for evaluations. IOM abides by the norms and standards of UNEG and expects all evaluation stakeholders to be familiar with the ethical conduct guidelines of UNEG and the consultant(s) with the UNEG codes of conduct as well. The M&E Regional Advisor in IOM's Regional Office in Cairo will be consulted when deemed necessary.

6. **Specifications of project roles**

Partners	Position
IOM Tunisia	
National Observatory for Migration of the Ministry of Social Affairs (ONM – TN)	National partner
Ministry of Higher Education and Scientific Research (MESRS – TN)	Member of the scientific committee
National Institute of Statistics (INS – TN)	Member of the scientific committee
Office of the High Commissioner for Human Rights (OHCHR – TN)	Member of national competition committee
Independent High Authority for Audio-visual Communication (HAICA – TN)	Member of national competition committee
National Syndicate of Tunisian Journalists (SNJT – TN)	Member of national competition committee
IOM Morocco	
National Observatory of Migration and Higher Institute of Information and Communication (ISIC – MO)	Member of national competition committee
National Press Council (CNP – MO)	Member of national competition committee
Members of Scientific Committees of Morocco and Tunisia	
Moroccan Network of Journalists on Migration (RMJM – MO)	Member of national competition committee

7. **Time Schedule**

Activity	Timing
Selection	22 – 24 May
Contract signing and mission kick-off	27 May
Document review	27 May – 7 June
Submission of the initial report (inception report) and presentation of preliminary findings	10 June
Data collection and analysis	June 10 – 21
Submission of a first draft of the final report	June 28
Submission and presentation of the final report, complete monitoring and evaluation tools and two pager evaluation brief	July 5

8. **Evaluation deliverables**

The evaluator is expected to produce:

1. **Inception report** comprising data collection tools, evaluation matrix and workplans
2. **Draft evaluation report** submitted for comments by programme stakeholders (at least internal stakeholders)
3. **Final evaluation** report that integrates comments from stakeholders
4. Progress report during the evaluation
5. Presentation of preliminary findings
6. Presentation of the final report
7. Workshop for evaluation intended users (encouraged in possible) to facilitate use
8. Two-pager **evaluation brief** summarising key takeaways
9. Partially completed **management response matrix**

The total number of days should be approximately 30 days, to be refined according to the proposals. The evaluation should start by end-May 2024. The team of consultants should propose a detailed work plan, clearly outlining the different phases of the evaluation, in particular the different stages of interim and final reporting.

9. **Education, Experience and/or skills required**

Duty Station of the Consultancy: Home based

Duration of Consultancy: 6 weeks

Nature of the consultancy: Proposals must include two components: technical proposal and financial proposal , submitted as separate files.

The technical proposal must include the following components:
- Consulting firm's background and experience in conducting similar evaluations.
- Technical proposal that should outline: methodological approach to the assignment, work plan, data collection instruments
- *Curricul*a of senior technical team members.

Financial proposal: Please include a budget clearly showing all budget lines and its relevance to the proposal.

The consulting firm should ensure that its team members demonstrate:

- A minimum of a Master's degree, preferably in evaluation methods, social science, economics, law, public health, migration studies with a focus on integration or related disciplines.
- Previous experience working on monitoring and evaluation in migrant data areas.
- Experience in research on migration issues in North Africa.
- Experience in liaising with governmental authorities, NGOs and local service providers as well as beneficiaries including migrant communities.
- Practical experience in research methods.
- Ability to write clear and concise reports and consolidate information from a variety of sources.
- Strong analytical skills, organisational abilities and drive for results.
- Capacity to work effectively and harmoniously with people from varied cultures and professional backgrounds.
- Fluency in English and French are required. Fluency in Arabic is an advantage.

10. **Evaluation Grid:**

The evaluation of offers will be based on the following selection criteria:

Technical Evaluation Grid	Score
Number of years of experience in monitoring and evaluation in migrant data areas.	10 points
5 to 9 years (5 pts)	
10 years and more (10 pts)	
Number of years of experience in research on migration issues in North Africa.	10 points
5 to 9 years (5 pts)	
10 years and more (10 pts)	
Number of years of experience in liaising with governmental authorities, NGOs and local service providers as well as beneficiaries including migrant communities.	5 points
2 to 4 years (2 pts)	
5 years and more (5 pts)	
Number of years of experience in research methods.	10 points
5 to 9 years (5 pts)	
10 years and more (10 pts)	
Previous experience with UN agencies.	5 points
Evaluation of the proposed methodology	20 points
The methodology is coherent and demonstrates a good understanding of the assignment (10 pts)	
Workplan is coherent and appropriate (5pts) *Demonstrated ability to deliver quality reports within tight deadlines (5pts)*	
Strong analytical skills	5 points
Fluency in English and French	5 points