

## Terms of Reference

### Final External Evaluation

GrowEconomy: Promote sustainable, inclusive and decent economic opportunities for Syrian refugees and vulnerable Jordanians in the agriculture sector

<b>DONOR</b>	AFD
<b>PROJECT DURATION</b>	1 <sup>st</sup> of May 2023 – 30 <sup>st</sup> of April 2026
<b>LOCATIONS</b>	Jordan – Ajloun, Irbid, Madaba and Balqa governorates
<b>PARTNERS</b>	Acted (France); Action Against Hunger (France) – ACF; Terre des hommes (Switzerland) – TDH ; Phenix Centre for Sustainable Development (Jordan) – Phenix Center; ECO Consult (Jordan); The Royal Society for the Conservation of Nature (Jordan) – RSCN; National Agricultural Research Center (Jordan) – NARC
<b>MAIN PROJECT OBJECTIVE</b>	<p><u>Overall Objective:</u> Economic empowerment of Syrian refugees and vulnerable Jordanians working in the agriculture sector through improving work conditions and fostering increase and diversification of income sources, to strengthen households' resilience to unpredictable shocks and stressors.</p> <p><i>Specific Objective 1:</i> Improve productivity and income generation through agro-ecological modalities and income diversification among vulnerable small farmers in Ajloun, Irbid, Balqa and Madaba governorates</p> <p><i>Specific Objective 2:</i> Improve employability and access to year-round income of agricultural labourers in Ajloun, Balqa, Irbid and Madaba</p> <p><i>Specific Objective 3:</i> Promote decent working conditions and labour rights in the agricultural sector in Jordan</p>
<b>OBJECTIVES OF THE EVALUATION</b>	<p><u>Overall objective:</u> To provide an external view on the relevance and performance of the project, as compared to the project document and with a strong focus on results. To highlight key lessons learnt, best practices and recommendations to feed back into current and future AFD, Acted, and consortium partners programming in the same sectoral areas and using similar approaches to meeting their objectives.</p>
<b>OVERVIEW OF THE METHODOLOGY FOR THE EVALUATION</b>	<p>The external expert will assess the project according to the following DAC criteria: relevance, coherence, efficiency, effectiveness, sustainability, impact. Cross-cutting issues such as gender, environment, accountability (stakeholders' engagement and participation into the MEL processes and feedback mechanisms), conflict sensitivity (the extent to which the project addressed conflict and tensions), social cohesion and peacebuilding (to incorporate a lens of conflict prevention and social harmony), and and do no harm will also be part of the analysis. The methodology for data collection is to be determined by the consultant with Acted approval. The consultant is however expected to conduct field missions to obtain the necessary qualitative and quantitative data that provides evidence of the impact of the response with members of communities targeted by the project. The evaluation should be conducted mainly through secondary data review, focus group discussions, key informant interviews and household-level interviews with a broad range of project stakeholders, including beneficiaries, as well as direct observations.</p>
<b>EVALUATION DATES</b>	Final Evaluation Report to be submitted by 30 May 2026.

## Contents

ABOUT ACTED .....	4
ACTED WORLDWIDE .....	4
ACTED IN JORDAN.....	4
PROJECT BACKGROUND.....	4
BACKGROUND AND RATIONALE OF THE PROJECT .....	4
SCOPE AND PURPOSE OF THE FINAL EVALUATION .....	6
RESEARCH CRITERIA AND QUESTIONS.....	6
1. RELEVANCE.....	6
2. COHERENCE .....	6
3. EFFICIENCY .....	7
4. EFFECTIVENESS .....	7
5. IMPACT.....	7
6. SUSTAINABILITY .....	8
EVALUATION METHODOLOGY .....	8
SCHEDULE .....	9
DELIVERABLES .....	10
INCEPTION.....	11
FINAL EVALUATION REPORT .....	11
FEEDBACK ON DELIVERABLES .....	13
EXPERTISE REQUIREMENTS .....	13
APPLICATION PROCESS .....	14
APPLICATIONS' SCORING .....	15
ANNEX 1 – ACTIVITIES OF THE PROJECT .....	16
ANNEX 2 – KEY PROJECT STAKEHOLDERS.....	18

## ABOUT ACTED

### ACTED WORLDWIDE

Acted is a non-governmental organization with headquarters in Paris, founded in 1993. Independent, private and not-for-profit, Acted respects a strict political and religious impartiality and operates according to principles of non-discrimination and transparency. Acted endeavours to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential.

Acted's mission is to save lives and support people in meeting their needs in hard to reach areas. Acted develops and implements programmes that target the most vulnerable amongst populations that have suffered from conflict, natural disaster, or socio-economic hardship. Acted's approach looks beyond the immediate emergency towards opportunities for longer term livelihoods reconstruction and sustainable development. In 2023, Acted supported more than 27 million people, with a budget of over €621 million, across 43 countries. Its 7,804 employees were dedicated to the implementation of 580 projects.

### ACTED IN JORDAN

Operational in Jordan since 2008, Acted has developed extensive expertise in supporting vulnerable Jordanians and refugees along three programmatic pillars 1) Livelihoods, and Economic Development; 2) Water, Sanitation, and Hygiene (WASH) and Sustainable Resource Management; 3) Civil Society Engagement through Acted capacity to implement programs at the national and grassroots levels. Acted operates through its capital office in Amman and field office in Mafraq, with ongoing operations across Mafraq, Zarqa, Irbid, Karak, Balqa, Madaba, and the two refugee camps Zatari and Azraq.

## PROJECT BACKGROUND

### BACKGROUND AND RATIONALE OF THE PROJECT

Ten years into the Syrian crisis, almost 660,000 registered Syrian refugees are still displaced in Jordan and face vulnerabilities as their savings, assets, and resources are long exhausted. The influx of refugees has also compounded the country's already slow economic growth with unemployment rates increasing sharply. The agricultural sector bears particular potential for employment of vulnerable populations in Jordan, with an estimated 25% of the rural poor depending on agriculture as a source of income; and the majority of Syrian refugees' work permits issued for employment in the agricultural sector. However, the lack of mechanisation, limited access to markets and finance, and knowledge of new and innovative agricultural practices hampers expansion opportunities, particularly for small and vulnerable farmers. Their dependence on low, seasonal and unpredictable revenues often impedes them to sustain their families' needs throughout the year. The governorates of Ajloun, Irbid, Balqa, and Madaba are particularly relevant for making the agricultural sector more cost- and resource-efficient for small farmers. These areas present concrete opportunities for the enhancement of the horticulture sector and farming practices with their spread across the two main agro-ecological zones of Jordan, the highlands, and the Jordan Valley.

With support of the Agence Française de Développement (AFD), Acted in partnership with Action Against Hunger (ACF), Terre des Hommes (TdH), Phenix Centre for Sustainable Development (Phenix Center), ECO Consult, and The Royal Society for the Conservation of Nature (RSCN), and in coordination with the National Agricultural Research Center (NARC), are aiming to enhance the economic empowerment and labour rights of vulnerable Jordanians, Syrian refugees, and children, particularly within the agriculture sector in these four governorates of Jordan. The 36-month project (May 2023 to April 2026) aims to improve the livelihoods and resilience of Syrian refugees and vulnerable Jordanians working in the agriculture sector through improving working conditions and fostering increase and diversification of income sources.

Under *Specific Objective 1*, the GrowEconomy Consortium will contribute to “Improving climate-adaptative approaches, productivity and diversifying income sources through both agricultural and non-agricultural revenues, of 600 vulnerable small farming households, for stable and regular income throughout the year, and therefore resilient to unexpected shocks.” As defined at project proposal stage, the group of “small farmer households” includes Jordanians that own/rent small plots of land (average of 30 dunum), as well as Syrian who rent small plots, and depend on agriculture as their main source of income. Selected small farmers will be provided with agricultural inputs and trainings, as well as business development trainings. Additionally, 420 of those 600 target households will be selected for further livelihoods activities to promote income diversifying opportunities.

Under *Specific Objective 2*, the GrowEconomy Consortium will contribute to “Improving employability and access to year-round income of agricultural labourers in Ajloun, Irbid, Balqa and Madaba.” On project proposal stage, ‘agricultural labourers’ were defined as workers who are (informally or formally) employed on large/medium farms or cooperatives on a daily or seasonal basis, and who are often confronted with informal working conditions while accessing extremely low and unstable income. Whereas under the agricultural component, the labourers will be supported through on-farm skills training and coaching, they will, under the business development component, be supported to strengthen their technical and business capacities to access diversified sources of income throughout the year (including outside of the agricultural season).

Under *Specific Objective 3*, the GrowEconomy Consortium will contribute to “Promote decent working conditions and labour rights in the agricultural sector in Jordan.” To build sustainable institutional change regarding the protective environment for agricultural workers and child labourers, the consortium will promote decent working conditions on farms in a participatory and community-based manner while contributing to national dialogue, awareness and policy change. Therefore, the project will ensure key stakeholders, beneficiaries and decision makers are aware of the risks related to indecent work and child labour, work on institutional and local capacity building and tools for follow-up, while also rolling out pilot models for on-farm improvement in selected farms that have scale-up potential. By working with community-based organizations (CBOs) and through establishing community-based committees, the consortium will establish a monitoring system to hold farm owners/employers accountable. Moreover, the consortium will strengthen community-based child protection mechanisms for safe referrals of child labour cases. Risk reduction to child labour aspects will also be addressed as a result of several awareness

raising activities of both parents and farm owners, while linking it to livelihood support to the parents that are targeted under SO1 and SO2.

## SCOPE AND PURPOSE OF THE FINAL EVALUATION

The main objective of this final evaluation is to provide Acted, consortium partners, and AFD (the donor) with an assessment of the project, its design, implementation and results. The aim is to determine the relevance and fulfilment of objectives, coherence, efficiency, effectiveness, impact and sustainability of the project. The evaluation should provide information that is evidence-based, credible and useful, enabling the incorporation of lessons learned into the future decision-making processes of Acted, consortium partners, and the donor.

The evaluation will specifically:

1. Assess the extent to which the project met planned outcomes;
2. Highlight lessons learnt and best practices; and
3. Recommendations for improvements to feed back into current and future consortium partners programming in the same sectoral areas and using similar approaches to meeting their objectives.

## RESEARCH CRITERIA AND QUESTIONS

The evaluation shall use the following DAC criteria<sup>1</sup> and corresponding questions. The consultant will be able to review and revise the questions (not the criteria) in consultation with Acted country office MEAL team and consortium partners, as necessary, as part of the inception phase of the evaluation, and as relevant.

### 1. RELEVANCE

**The following questions should be answered:**

- 1.1 To what extent was the project relevant to beneficiaries' needs and related issues, taking into account the Jordanian social, economic and geographical context?
- 1.2 How did the project address the cross-cutting themes in its design (such as gender, social cohesion and environment)?

### 2. COHERENCE

**The following questions should be answered:**

<sup>1</sup> OECD (2019), *Better Criteria for Better Evaluation: Revised Evaluation Criteria Definitions and Principles for Use*, OECD Publishing, Paris, <https://doi.org/10.1787/15a9c26b-en>.

- 2.1 To what extent did this project complement, harmonise with, and coordinate with other similar projects carried out by other actors in the same area (including to avoid duplication of efforts)?
- 2.2 Is the project intervention consistent with Acted and consortium partners policies, standards and strategy in country, as well as national priorities and strategies (e.g., Jordan Compact)?

### 3. EFFICIENCY

The following questions should be answered:

- 3.1 How efficient was the project design and implementation? (considering efficiency design and behaviours that combine human, financial, and other factors)
- 3.2 Were beneficiaries sufficiently involved in the project implementation? Was there any feedback from beneficiaries to project implementers? How did it feed back into project implementation?
- 3.3 If there were delays, what were the reasons, what were the consequences, and to what extent have appropriate corrective measures been implemented?

The consultant shall analyse the efficiency of project management arrangements and duly justify any issue. Factual statements on the quality and quantity of inputs shall be provided, delays should be measured by means of comparison with the latest update of the planning. Any significant deviations shall be analysed. Conclusions on cost efficiency of outputs shall be drawn.

### 4. EFFECTIVENESS

The following questions should be answered:

- 4.1 Did the project achieve its planned results and to what extent were the project's gender-responsive, social cohesion and child protection objectives achieved?
- 4.2 How effective was the log frame in measuring the project results?

The consultant's focus should be on outputs' and outcomes' delivery and quality (not activities); he/she is expected to explain any causes of deviations and the implications thereof. The level of achievement of results should be assessed as reflected by indicators covering the specific objective (outcome), providing a transparent chain of arguments.

### 5. IMPACT

The following questions should be answered:

- 5.1 What evidence is there that the project contributed to the achievement of its overall objective? Including its impact on gender equality, social cohesion, child protection and relationships between Syrian refugees and Jordanians?

5.2 To what extent did the project achieve intended and unintended impact? (combining positive and negative lenses).

## 6. SUSTAINABILITY

The following questions should be answered:

6.1 What evidence is there to suggest the project's interventions and/or results will be sustained after the project ends, particularly in terms of local capacities, environmental sustainability, the role of women and the relationships / social cohesion between different communities such as Syrians and Jordanians, and other migrant communities as relevant?

6.2 What are the sustainability prospects of the project's achieved results, considering the changing contextual developments<sup>2</sup> that took place during the 3 years of project implementation?

Note: the consultant should, as much as possible, consider future perspectives to ensure the project efforts remain impactful, while making recommendation on how the project can be adaptable to future challenges.

## EVALUATION METHODOLOGY

While Acted suggests using the following methodology in order to collect the relevant data, the consultant is expected to determine the final methodological approach for presentation and approval during the inception phase. The proposed methodology includes KIIs with key stakeholders such as medium/large farm owners, community-based organizations (CBOs), and partner organizations, as well as FGDs with small farmers and landless labourers, covering target groups according to the type of assistance received under the project. A household survey may also be planned if additional data is needed to complement the consortium's existing survey findings. As the consortium lead, final approval will be made by Acted's focal point, in collaboration with AFD, for the external final evaluation report.

The evaluation is expected to be based on the findings and factual statements identified from review of relevant documents including the governing project documentation, such as the proposal and relevant annexes (workplan, logframe, environmental plan, social plan, gender action plans), market assessments, value chain assessments, interim narrative reports to the donor, activities Terms of Reference (ToRs) in addition to the MEAL surveys (ToRs, tools, reports, and databases) produced during the project implementation. All documents will be in English and/or Arabic. Acted will provide the external evaluator with all available project documentation at the beginning of the consultancy. Project specific context shall also be taken into account with relevant documents to be taken into account.

<sup>2</sup> This includes any economic, social, political, or policy-related external factors that may have influenced the project's implementation and its long-term sustainability.



All contracted indicators will be measured at both the internal baseline/endline assessment. An overview of the projects indicators will be provided to the evaluator as a reference document. The Consortium's internal assessments will be made available to the external evaluation team. For all indicators, a confidence interval of 95% and a margin of error of 5% should be applied.

The consultant will also undertake field visits and interview the stakeholders, including those listed in the section “Key Project Stakeholders” of this TOR. Participation of stakeholders in the evaluation should be maintained, reflecting opinions, expectations and vision about the contribution of the project towards the achievement of its objectives. At a minimum, Acted expects the evaluator to visit and interview the following representatives:

- A) Consortium Partner Staff**, at least 2 representatives from each partner, such as Consortium Coordinator, Country Director, Project Managers, MEAL Managers, Head of Programs, and Project Officers: key informant for their reflections, best practices and lessons learnt about the performance of the project.
- B) Government Officials and Municipality Officials (such as MoA, MoL, MoSD)**: key informant interview for feedback and reflection about the project activities, collaboration, and impact in their respective areas.
- C) Direct Beneficiaries**, both male and female beneficiaries across relevant target groups including small farmers, agricultural labourers and medium/large farm owners: to collect their feedback on their involvement in the project activities, with particular attention to gender perspectives, conflict dynamics, and issues related to social cohesion.

The methodology must consider participants’ safety throughout the evaluation (including recruitment and training of research staff, data collection / analysis and report writing) as well as research ethics (confidentiality of those participating in the evaluation, data protection, age and ability-appropriate assent processes) and quality assurance (tools piloting, enumerators training, data cleaning).

The above-described methodology is indicative, the consultant is expected to provide a detailed methodology and work plan. He/she will also be free to collect additional data in order to reply to all the research questions.

## SCHEDULE

**This assignment is expected to begin by December 2025 and shall be accomplished no later than May 2026.** Bidders should provide an evaluation workplan detailing the number of working days required per evaluation activity (see below table).

Evaluation activities	Suggested Schedule
Review of program activities, implementation policies and reporting mechanisms, based on available documentation	To be filled by bidders
Development of an Inception Report, outlining the methodology for data	To be filled by bidders

collection and analysis	
Addressing Acted's comments in the inception report	5 working days
Data collection	To be filled by bidders
Analysis of program performance based on the above-listed DAC criteria and the corresponding research questions listed above	To be filled by bidders
Drafting of the Final Evaluation Report	To be filled by bidders
Acted and AFD to provide comments in the draft evaluation report	10 working days
Addressing comments and final round of feedback in the report with Acted and AFD	10 working days
Finalization of the Final Evaluation Report, considering Acted and AFD comments on its quality and accuracy.	5 working days

The consultant will be expected to meet weekly with Acted management staff to provide updates on the evaluation timeframe. This can be done either by online meeting or in person at the Acted office in Amman.

## DELIVERABLES

The following deliverables should be provided to Acted's representative in Amman, Jordan, who will then circulate them to the relevant Acted departments and partners for feedback.

All deliverables should be in electronic version, Word/Windows compatible format and in English. The following are the deliverables for the final evaluation:

Deliverables	Deadline
Inception Report	To be delivered no later than 31 January 2026
Field work <sup>3</sup>	To be conducted by no later than 30 March 2026
Draft Final Evaluation Report	To be delivered no later than 30 April 2026
Final version of the Final Evaluation Report	To be delivered no later than 31 May 2026

For all deliverables, the external expert is expected to underline factual statements using evidence, and to comment on any deviation.

<sup>3</sup> The schedule for the field work will be defined and agreed with Acted at least 10 working days prior to the start of the assessment.

## INCEPTION

The inception report shall include the following elements:

- Detailed description of the methodology for the evaluation
  - o Data collection methods
  - o Data collection tools
  - o Sampling
  - o Approach to quality control
- Data analysis methods
- Justification for revising the Evaluation Questions (if relevant)
- Detailed workplan
- Analysis of anticipated limitations and mitigation measures

## FINAL EVALUATION REPORT

The consultant shall use Acted’s Final Evaluation Report template (to be provided at the beginning of the evaluation), including the following elements:

<p><b>Executive summary</b> <i>(max 2 pages)</i></p>	<p>Should be tightly drafted, and usable as a free-standing document. It should be short, not more than 2 pages. It should focus on the main analytical points, indicate the main conclusions, lessons learned and specific recommendations. Specific guidance on how to develop the Executive Summary will be provided at the beginning of the evaluation. <b>Note</b> that this section of the template also contains an overview scoring table that should be filled by the consultant in a consistent and sound manner.</p>
<p><b>Project synopsis</b> <i>(max 1 pages)</i></p>	<p>The project synopsis serves as an introduction and provides background information. It therefore includes a short text on the objectives of the project and issues to be addressed by it, a description of the target groups and a summary of its intervention logic, including the indicators at the three levels of the intervention logic: overall objective/impact, specific objective/outcome, outputs. The synopsis does not include appreciations and observations on issues related to the project implementation.</p>
<p><b>Methodology</b> <i>(max 2 pages)</i></p>	<p>The methodology section should detail the tools used in the evaluation; locations, sample sizes, sampling methodology, tools used, dates, team composition, limitations faced and other pertinent facts.</p>

<p><b>Findings</b></p> <p><i>(max. 2 pages per DAC criteria)</i></p>	<p>The findings section should present the results of the evaluation in an objective and non-judgmental way that gives an honest portrayal of the project. Included in the findings should be a discussion of how well the project achieved each of the above-listed DAC criteria.</p> <p>The consultant shall highlight the most important findings relating to the performance of the project and elaborate on them in detail while also pointing out any critical issues and/or serious deficiencies. Findings shall be accurate, concise and direct. They must be based on and coherent with their answers to the evaluation questions.</p> <p>The consultant is expected to provide a self-sustaining explanation of their assessment which must be understandable by any person unfamiliar with the project while at the same time providing useful elements of information to the stakeholders. The consultant should avoid the following weaknesses: not evidence based, lack of technical content (e.g. experts provide an analysis which does not take into account the state of the art of knowledge in a given sector or topic).</p> <p>Full source details (including file name, page numbers...) are always to be included.</p>
<p><b>Conclusions, Lessons Learned, Best Practices, and Recommendations</b></p> <p><i>(max 4 pages)</i></p>	<p>These should be presented as a separate final chapter. Wherever possible and relevant, for each key conclusion there should be a corresponding recommendation. The consultant shall set out the main conclusions and recommendations based on the answers given to the evaluation questions and which are summarized in the findings section.</p> <p>Recommendations should be as realistic, operational and pragmatic as possible and drafted in a way that the stakeholders to whom they relate are clearly identified. Recommendations are derived from the conclusions and address issues of major importance to the performance of the project. They must take in consideration applicable rules and other constraints, related for example to the context in which the project is implemented. They must not be phrased in general terms but constitute clear proposals for solutions and they target the most important issues rather than minor or less relevant aspects of a project.</p> <p>Through conclusions, lessons learned, best practices and recommendation, the evaluation will generate knowledge and support accountability to beneficiaries, the donor, Acted, the consortium partners and the overall humanitarian community. It will provide information on the processes or activities that Acted and the consortium partners implemented to develop insights, knowledge, and lessons from past experiences so as to improve current and future performance.</p>

<b>Annexes</b>	<ul style="list-style-type: none"> <li>• Terms of Reference of the evaluation</li> <li>• Assessment tools used (questionnaires, checklists, scoring grids, etc.)</li> <li>• List of persons (job titles only, no names)/organizations consulted</li> <li>• List of literature and documentation consulted</li> <li>• Other technical annexes (e.g. statistical analyses and other pertinent elements, graphs, etc.)</li> </ul>
----------------	--

For consortium projects, a single project-wide report should still be produced, with agency-specific findings clearly identified.

## FEEDBACK ON DELIVERABLES

Please note that both inception and final reports are subject to Acted's approval before they are considered as final deliverables and corresponding milestones payment can be released. Upon submission of the draft inception report / draft final evaluation report by the consultant, Acted will formulate comments as well as indicate any factual errors, within ten working days of reception.

Comments will be formulated on the basis of the Inception Report and Final Evaluation Report Quality Control Checklists that will be provided to the consultant at the beginning of the evaluation.

For the draft final evaluation report, consultants are informed that Acted will provide an opinion on the quality of the evaluation report and each of its components (synopsis, methodology, findings, conclusions and recommendations, and annexes), which should be taken into account by the consultant. For each recommendation, Acted and consortium partners will also state to what extent (Yes, Partially, No) it agrees with the recommendation and accurately reports the opinion of the consulted stakeholders.

All comments should be considered by the consultant before the evaluation report is considered completed. The consultant shall take note of these comments and decide whether or not to revise the report and, where appropriate, succinctly explain why comments cannot be taken into account. The consultant submits a revised version of the report to Acted, within five days (Inception Report) / five days (Final Evaluation Report) of receipt of Acted comments. The revised version should clearly highlight all changes made.

## EXPERTISE REQUIREMENTS

The consultant should have the following background:

- Post-graduate qualifications in development/social sciences studies or relevant area;
- Experience in project Monitoring and Evaluation, in particular in economic empowerment, decent work conditions, gender-sensitive projects, environmental projects, and local capacity strengthening projects;

- Strong knowledge and/or demonstrated experience in designing and conducting similar monitoring and evaluation activities for international NGOs and institutional donors is required;
- Excellent knowledge of the Jordan and Middle East context, especially in terms of security, and culture is required;
- Strong knowledge of Core Humanitarian Standards;
- Strong analytical skills and ability to clearly synthesize and present findings;
- Excellent written and oral English and Arabic essential;

The consultant shall identify a focal point for communication and reporting purposes, with appropriate skills and experience. At the briefing session, the focal point should submit a full contact list of all those involved in the evaluation.

## APPLICATION PROCESS

Leading consultant is requested to include the following in the application:

- CV(s) of the personnel deployed (including field team)
- Organogram of the team structure
- Sample from previous work (max. 10-20 pages) from at least 2 separate projects; description of similar past experience, including description of the evaluation criteria, project, area of intervention, and total budget
- Technical Proposal including a detailed methodology and work plan
- Detailed Financial Proposal for the evaluation, including unit costs (in EUR, USD and/or JOD) and duration. The consultant should submit two budget scenarios: one considering household surveys, and one without.
- A legible copy of the consultant or firm's registration. Signed Statement of Integrity

Please note that the consultancy firm will have to comply with all government rules and will be responsible for government taxes.

By undertaking this assessment, consultants are expected to abide to humanitarian principles and to ensure the confidentiality of the data collected. It is also demanded that consultants follow at all times Acted's Security Plan and Code of Conduct.

All data collected as part of this evaluation will remain Acted's property. By the end of the final evaluation, the external evaluator shall submit all Acted-/project-related documentation back to Acted management. The Final External Evaluation Report produced under the present contract shall not be shared externally without Acted's prior written approval.

It is the responsibility of the consultant to budget for a translator (if required), as well as a medical / health / repatriation insurance, and any other costs that falls outside the scope of the approved detailed financial proposal.

Acted will not take the responsibility of the transportation, access, accommodation and food-related expenses. It is the sole responsibility of the evaluator to take the appropriate measure to insure access and lodging of the team on the field.

To ensure equal treatment of applicants, Acted cannot give a prior opinion on the eligibility and selection of bidders. Acted has no obligation to provide clarifications on the call for tender; should Acted decide to provide additional information, it will be published to be available to all potential bidders.

## APPLICATIONS' SCORING

Applications will be scored on the following criteria:

<b>I. Technical Proposal</b>		<b>70pts</b>
<b>a.</b>	Technical skills of personnel deployed (CVs, organizational structure of the team, experience in conducting similar final evaluations - similarity to the evaluation criteria, project and covered area will be scored equally)	<b>35pts</b>
<b>b.</b>	Context specificity /relevance of methodology and work plan	<b>20pts</b>
<b>c.</b>	Sample from previous work	<b>15pts</b>
<b>II. Financial Proposal</b>		<b>30pts</b>
<b>III. Signed Statement of Integrity</b>		<b>Pass/Fail</b>
<b>TOTAL</b>		<b>100pts</b>

Any offer submitted after the deadline will be automatically rejected. Any missing document will lead to the direct disqualification of the applicant. Offers that do not comply with the overall length and deadline of the assignment (as provided above), do not include field visits and/or do not plan to assess each of the above-listed DAC criteria will be disqualified. Any error or major discrepancy related to the instructions listed in the Terms of Reference may lead to the rejection of the bid. Clarifications will only be requested by Acted to bidders when information provided is not sufficient to conduct an objective assessment of the submitted offer.

## ANNEXES

### ANNEX 1 – ACTIVITIES OF THE PROJECT

Specific Objective 1: Improve productivity and income generation through agro-ecological modalities and income diversification among vulnerable small farmers in Ajloun, Irbid, Balqa and Madaba governorates

#### **Result 1.1 Small farmers have improved agricultural practices and agro-ecological farming techniques**

Activity 1.1.1 Conduct in-depth value chain assessment

Activity 1.1.2 Beneficiary selection and community outreach meetings

Activity 1.1.3 Technical workshops and development of training materials

Activity 1.1.4 Support 600 small farmers to adopt primary production innovation technologies

Activity 1.1.5 Training of 600 small farmers on postharvest handling

#### **Result 1.2 Small farmers have greater access to markets through strengthening integration with postharvest and producer-consumer networks**

Activity 1.2.1 Market mapping and training of 600 small farmers

Activity 1.2.2 Foster integration of 600 small farms and postharvest actors

Activity 1.2.3 Grants to the selected 8 medium/large farms or cooperatives

Activity 1.2.4 Creation of bazars and market-based producer-consumer networks

#### **Result 1.3 Small farmers have improved technical and financial capacities to develop businesses**

Activity 1.3.1 Conduct business development training with 600 small farmers

Activity 1.3.2 Technical training/coaching and business development grants to 420 small farmers (at least 180 women) to establish microbusinesses

Activity 1.3.3 Women smallholder farmers are able to build confidence, acquire communication and negotiation skills and develop social networks

SO2: Improve employability and access to year-round income of agricultural labourers in Ajloun, Balqa, Irbid and Madaba

#### **Result 2.1 Vulnerable agricultural labourers have improved agriculture skills to increase their employability**

Activity 2.1.1 ToT and agriculture training to 40 focal points and 1,500 agricultural labourers



Activity 2.1.2 Support agricultural labourers to access employment opportunities through referrals and job counselling

**Result 2.2 Vulnerable agricultural labourers have greater financial and technical capacities to develop businesses**

Activity 2.2.1 Skills mapping of 1,500 vulnerable agricultural labourers

Activity 2.2.2 Technical trainings to 600 vulnerable agricultural labourers

Activity 2.2.3 Business development trainings and sub-grants to 600 vulnerable agricultural labourers

Activity 2.2.4 Increase market access and linkages of 600 agricultural workers launching diversified income generating activities

SO3: Promote decent working conditions and labour rights in the agricultural sector in Jordan

**Result 3.1 The protective environment for agricultural workers and working children has improved through increased community awareness on decent work and labour rights**

Activity 3.1.1 Conduct evidence-based awareness sessions for workers, employers, children and caregivers

Activity 3.1.2 Build capacity of CBOs in decent work, labour rights and child protection

Activity 3.1.3 Conduct mapping of locally available services

**Result 3.2 Working conditions on farms have improved through the implementation and monitoring of OHS**

Activity 3.2.1 Assessment of the implementation of occupational health and safety (OHS) standards to develop a Code of Conduct for the agricultural sector

Activity 3.2.2 Coaching and monitoring of CoC implementation across 30 farms

Activity 3.2.3 Pilot of farm improvement plan and safety measures

Activity 3.2.4 Provision of life skills and employability skills for 140 adolescents

**Result 3.3 National dialogue is strengthened for a greater understanding of challenges pertaining to small farms and vulnerable agricultural workers in Jordan**

Activity 3.3.1 Conduct research and develop policy recommendations

Activity 3.3.2 Training of key institutional stakeholders concerned with child protection

Activity 3.3.3 Conduct quarterly national dialogue forums on opportunities and challenges in the agriculture sector

Acted will provide the selected evaluator with a comprehensive list of activities that each partner is responsible for leading, ensuring clarity on the roles and contributions of all stakeholders.

## ANNEX 2 – KEY PROJECT STAKEHOLDERS<sup>4</sup>

The proposed project brings together a consortium composed of Acted, ACF, TDH, Phenix Center, RSCN, NARC, and ECO Consult. Acted is leading the implementation of the project in the four target governorates (Ajloun, Balqa, Irbid, and Madaba), with ACF acting as the on-the-ground, geographic lead in Irbid governorate under the management of Acted as the consortium lead.

**Acted**, an international non-governmental organization (INGO), is leading the consortium, linking with relevant government actors, overseeing the quality and coherence of interventions, and ensuring coordination. Acted is utilizing its expertise in improving the livelihoods and resiliency of vulnerable farmers, daily workers, and cooperatives through income diversification and regenerative agricultural approaches (e.g., Perma gardening). Acted is leading post-harvest and business development trainings and all sub-grant components in Ajloun, Balqa and Madaba.

**ACF**, an INGO, is building on its presence and experience in the targeted governorates and utilizing its close linkages to vulnerable communities and expertise in agro-ecology and business development. Similar to Acted, Action Against Hunger is leading post-harvest and business development trainings and all sub-grant components in Irbid (outside of the Jordan Valley), while coordinating and supporting the work of the technical partners in this governorate. Action Against Hunger is acting as the gender-specialized focal point for this project, including advising, training, and mentoring consortium staff to incorporate a gender-responsive approach throughout the implementation of the project. This ensures the protection of the women and girl beneficiaries, as well as equality of access to opportunities for all.

**ECO Consult**, a national development group with over 25 years of experience working in the Middle East and Africa, is focusing on mobilizing sectoral growth in the agriculture sector, while increasing productivity, improving resource efficiency, adopting technologies, and preparing markets for scale-up and continuity. Through its network of stakeholders, ECO Consult is acting as a technical partner under SO1 and 2 by contributing to strengthened linkages throughout the agricultural value chain to adopt new and innovative methodologies, improve the quality and quantity of produce, and enhance accessibility to markets.

**RSCN**, a national NGO and a key actor promoting the concept of eco-tourism and nature-based solutions in Jordan to benefit local communities, is supporting vulnerable farm workers and small farmers in diversifying their skills for income generation beyond the agricultural season under SO1 and 2, including eco-tourism and artisan initiatives, and is promoting market access for these beneficiaries across the four governorates. RSCN is linking interventions to its existing initiatives (including Wild Jordan) across the country.

**Phenix Center**, a national not-for-profit non-governmental organization, is leading the decent work and labor rights promotion activities under SO3 across the four governorates, building on its expertise in strengthening the awareness and capacities of vulnerable Jordanian and migrant laborers, with a focus on

<sup>4</sup> A comprehensive list of stakeholders will be included in the package of documents provided to the consultant.

women, strengthening civil society to advocate for decent work, while developing evidence-based policy recommendations.

**TdH**, an INGO and a leading actor in child protection, is the technical partner for all child protection and child labor-related activities across the four governorates as part of SO3, bringing its expertise in building the capacity of community and national stakeholders, establishing child-inclusive committees, and enhancing employability opportunities through life skills for employability trainings.

**NARC**, a governmental agricultural research institution at the national level, is contracted by ECO Consult and acting as a technical agricultural specialist under the project by participating in the steering and technical committees and leading agro-ecological and permaculture technical skill development among target beneficiaries.

**AFD**, The French Development Agency (Agence française de développement), is the entity funding of the GrowEconomy project. AFD is a public financial institution dedicated to carrying out France's policies on development and international solidarity. Its mission focuses on combating poverty and advancing sustainable development.

**Beneficiaries**, the project will benefit various groups across the agricultural value chain (vulnerable Jordanians, Syrian refugees and migrants, large farms, CBOs, and public / private stakeholders). The direct beneficiaries of the project will be 600 small farmers, 8 medium/large farms, 1,500 agricultural labourers working in the eight selected medium/large farmers that will receive cascaded trainings plus an additional 600 agricultural labourers that will received business development support<sup>5</sup>, 140 CBO members / institutional stakeholders, 40 farm focal points that are permanent workers from the eight medium/large farms. Beyond this, the project will provide support to 250 children, including 140 adolescents who will participate in life skills education (LSE). Furthermore, 80 CSO members, 250 parents (based on an average household size of five), and 60 institutional stakeholders will also benefit from the project.

**Ministry of Agriculture (MoA)**, MoA is the lead government institution responsible for strategic planning and policy development for Jordan's agriculture sector. MoA is involved in all aspects of the agriculture sector, from economic planning, research, extension services (guidance) and policy development, to marketing, forestry and rangelands management, animal production, plant production, natural resource protection and human resource development.

**Ministry of Labour (MoL)**, regulating and developing the labor market within best practices and ensuring equal opportunities through the use of qualified and productive national labor and the creation of an integrated system of standards, policies and control tools in accordance with a participatory approach with the relevant official institutions, the private sector and social partners.

**Ministry of Planning and International Cooperation (MoPIC)**, contributes to the development of the Jordanian society in light of its existing and projected needs in order to improve Jordanians' standards of

<sup>5</sup> As the implementation is still ongoing, there is still the possibility that some of the two groups of agricultural labourers will be overlapping, a detailed explanation will be given to the consultant.

living, through participatory planning on both local and national levels, and to provide and coordinate assistance through an integrated framework in cooperation with partners.

**Jordan Farmers Union (JFU)**, Allowing participation of farmers in the work of the Federation and its activities, touching the needs of farmers and providing services to them to achieve sustainable agricultural development and conservation of natural resources and environmental, paying attention to women farmers and the revival of its historic role in the production process of agricultural and food processing, promoting community awareness of the importance of agriculture and the need to preserve agricultural land, and addressing the problems facing the agricultural sector study and analysis and developing appropriate solutions to address them.

The consortium conducted a stakeholder analysis and developed an engagement plan (SEP), which was approved by AFD at the start of the project. The document will be shared with the selected evaluator at the start of the process.