

Handicap International Germany

Request for proposal for an external evaluation of Handicap International's project 'ComIn'

1. About Handicap International

Handicap International (HI) is an independent and impartial international aid organisation working in situations of poverty and exclusion, conflict and disaster. Working alongside people with disabilities and other vulnerable groups, our action and testimony are focused on responding to their essential needs, improving their living conditions and promoting respect for their dignity and their fundamental rights. HI is currently implementing projects in more than 50 countries worldwide.

Handicap International e.V. is the German Association of the International Federation of Handicap International with HQ in Munich and sub-office in Berlin.

Since 2003, Handicap International is implementing its "ComIn" project in Munich. Staff and volunteers support refugees with and without disabilities, in order to broaden the narrow boundaries of their everyday lives. The project has three main components: individual case-by-case support, strengthening (professional) qualifications through training courses (computer applications; German or English language conversation courses; drumming, etc.) and lobbying towards CRPD implementation, also with regard to this specific group.

2. Project Summary

Project General Objective:

Core components

Counselling and individual support

- cross-disability-approach
- rights-based-approach
- peer-support, including migrants with disability as interpreters, volunteers, teachers for courses

Counselling in different fields concerning disability, migration, rights

- mobility training for wheelchair users, blind people, visually impaired
- providing aids like wheelchairs, blind man's cane, crutches
- giving volunteers for individual help (integration, mobility)
- relieving family members by cooperation with organizations etc.

Up to 1050 counselling sessions per year

Offering courses throughout the year to support integration and avoid isolation:

- empowering young/older migrant women with disability
- language courses, computer applications, culture, media projects, teaching programme (including former refugees with disability/ migrants/ etc.)

Participants: up to 27 courses/ 240 people per year

Sensitization about disability

- in German language institutes about problems of disabled people in classes
- Vocational training classes of the municipality/ specific municipal departments
- ergo therapists classes
- school classes

Networking and Advocacy

Concerning disability organizations, migration organizations, refugee organizations

Participation in relevant working groups or seminars (migration & disability; work for pwd, including refugees/migrants; women wd) etc.

Participation on events like European Day for Disabled People, other local activities (2003-2013)

Networking and advice to support the development of new projects in Germany

Target groups/direct beneficiaries:

The main target groups of ComIn are refugees with disabilities. For them, most offers are made. In the sense of inclusion, however, refugees with disabilities are also admitted to the courses. Care is taken to ensure that the number of refugees with disabilities is not less than 25%. Countries of origin include Arabic speaking (Iraq, Syria, Palestine); Dari/Pashtu Speaking (Afghanistan, Pakistan); African Countries (most of all Nigeria, Somalia, Sierra Leone); Russian Speaking (Armenia, Azerbaijan, Ukraine, Chechnya).

As a secondary target group, one can name organizations that are concerned with their work with refugees with disabilities but who are often not very well informed about their specific situation. These are on the one hand organizations working with and for PwD, on the other hand refugee and migration organizations. The city of Munich and its training institutions are also addressed as a secondary target group.

As part of the increasing involvement of the project in the implementation of the 'UN Convention on the Rights of Persons with Disabilities', the political actors of the city of Munich, the state of Bavaria and, indirectly, the Federal Government, can also be seen as a secondary target group.

3. Description of the required Service

Handicap International is looking for a consultant or team of consultants to implement the **external evaluation** of the *ComIn* project.

Evaluation Purpose, Methodology

The objective of the evaluation is to assess the **relevance, effectiveness, efficiency, impact, sustainability** of the project and its services and to provide HI with an independent comprehensive review of project performance, processes and results. The evaluation will focus on the period from 2012 onwards.

The evaluation will be used to ensure accountability towards donors and target groups by reflecting the voices, opinions and experiences of the beneficiaries and stakeholders involved in this project.

The evaluation will also be used to inform further planning and possible expansion of activities within the overall strategy of the Federation Handicap International and HI Germany 3 Year Development Plans from 2018.

It shall follow the principles of the DAC (<http://www.oecd.org/dataoecd/16/37/50584880.pdf>).

The proposed steps for the evaluation are:

- **Inception**

The consultant/s will undertake a desk review based on all documents sent by the project. On this basis, they will refine the evaluation questions, propose a detailed methodology and define a detailed working plan including the list of stakeholders to meet during the interview phase. These elements will be combined in an inception report. HI will validate the inception report before going further with the evaluation.

- **Data Collection**

- Briefing with Project Coordinator and Executive Director
- Briefing with other team members (Head of Comms / Advocacy, Head of Marketing)
- Focus Group Discussions and/or meetings with the main project stakeholders and beneficiaries
- Observation of project activities e.g. courses and counselling sessions
- Debriefing to HI team, namely Project Coordinator and Executive Director and federal Migration Advisor

- **Data Analysis and Reporting**

The consultant/s will analyse the data and compile it in a final report, which will be validated by HI.

Deliverables

By the end of the evaluation, the consultant should include the following in Word electronic format:

- An inception report after the desk phase for validation prior launching the 2nd phase

- with methodological framework for the evaluation and including all tools produced (in German)
- A power-point presenting the main findings to HI at the end of the data collection phase (in English)
 - Evaluation report (in German) that includes the following main sections:
 - Cover page (title of the evaluation report, date, name of consultants)
 - Table of contents
 - Abbreviations list
 - Executive summary (that can be used as a stand-alone document)
 - Introduction outlining the background of the project and the evaluation
 - Purpose and objectives of the evaluation
 - Analytical framework of the evaluation including methodology/approach, indicators used, ethical issues and limitations of the evaluation
 - Major findings (data analysis and response to evaluation questions)
 - Recommendations
 - Annexes: details of data collection tools, schedule of visits and meetings; list of people interviewed; bibliography of key documents consulted; TOR for the evaluation.

Evaluation criteria and questions

Questions to be addressed will address **key criteria** including:

- **Relevance** of the project approach and implementation;
- **Effectiveness** and **efficiency** of project in achieving results;
- **Sustainability** and **impact** of the project.

Questions will be structured according to the main components of the project. A *preliminary list* is presented below. This list will be refined adjusted during the inception phase.

1. Relevance:

- Did the project provide adequate response to the beneficiaries' mid and long term needs?
- How useful are the outputs to the direct beneficiaries? Is there general acceptance of the outputs by these beneficiaries? To what extent were refugees/migrants engaged in the project design phase and formulation of results? To what extent they were engaged in defining and adjusting the modalities of implementation of the activities?
- Examine the capacity of HI to analyze the context sufficiently, including the legal framework, and adjust the project modalities accordingly.

2. Effectiveness:

- Give an overview of the planned and achieved outputs, outcomes and their indicator. What was the key contribution of the action to the target groups?
- How did the project results contribute to achieving the specific objective and planned ultimate general objective of the project? Do you think we should continue the same way to achieve the same result in future?
- What were the key management/operational/Implementation challenges met by HI during the

project implementation? Were the mitigation measures or solutions put in place adapted and responsive? Were the planned monitoring system and operational procedures applied timely and regularly updated according to the needs? If not, why?

- What are the main non-planned achievements within the project?

3. Efficiency

- Describe management of budget and impact on project objectives achievement.
- Assess day-to-day management of HI - Operational work planning and implementation (input delivery, activity management and delivery of outputs); respect for planning and deadlines.
- Assess the quality of relations/coordination/communication of HI with authorities, beneficiaries, and other donors and stakeholders.
- How well has the project used its resources to produce target outputs ? Were the planned resources adapted to the project needs?
- How adequate are the quantity and quality of project inputs relative to the target outputs?
- Were HI and its partners able to develop synergies with other projects so as to fulfill the needs of the beneficiaries and reach the planned outcome?

4. Sustainability

- Have mechanisms been put in place to ensure the sustainability of project results? Are they adequate?
- To which extent did beneficiaries and other key stakeholders get involved in the action?

5. Impact

- Assess the impact of the attainment of the project outcomes in regards to:
 - Situation of beneficiaries (access to services, psycho-social support,)
 - Policy-makers, local authorities, service providers (I)NGOs and International organizations' reaction to advocacy action delivered
- Identify any unintended impact of the project on the target groups and stakeholders
- What is the likely impact of the project beyond the direct beneficiaries

Scope of the evaluation

The evaluation will take place in **Munich and surrounding areas** between **15 June and 15 August 2017** and will focus on the processes and the outcomes of the project for the period covering 2012 – 2016.

Documents and sources of information

- Project proposal and interim / final reports to institutional donors (LHM)
- Project presentations to private and institutional donors

- Internal evaluation from 2012
- Testimonies from the project beneficiaries and communications (articles, videos...)
- Awareness material: Flyers, booklets and brochures

Consultant's profile

The consultant (an expert or a team of experts) should be specialist in monitoring and evaluation with no prior involvement in the project, enjoying the following qualifications:

- Post graduate degree in social sciences, development, management or similar field
- Additional educational background in the field of disability and/or forced migration is highly desired;
- Demonstrated knowledge in evaluation methodologies and data collection techniques.
- Experience in leading monitoring and evaluation of projects funded by institutional donors
- Excellent facilitation and communication skills;
- Excellent analytical and report writing skills;
- German language skills at MT level, fluency in English (with excellent level of written English).

Time frame and budget for the evaluation

The evaluation is expected to involve **20 working days** and take place **between 1st July and 31st August 2017**.

A draft report is to be submitted to HI **by 15th August 2017**.

The final report of the external evaluation will be due no later than **31st August 2017**.

The budget should include all necessary costs for performing the evaluation (fees, transportation, communication, translation etc.).

Submission of the proposal

The proposal for this evaluation must include:

- A technical proposal including the methodology proposed and a detailed timetable
- A financial proposal/ budget forecast
- The CV of the proposed evaluator/s (education background, expertise and experience in relation with the scope of the evaluation and the geographical location). In case of an evaluation team, the team coordinator will be identified.
- List of previous assignments in evaluation and/or in relation to disability, forced migration, refugees.

Deadline for submission of proposals: **31st May 2017**

Proposals must be sent to: bewerbung@handicap-international.de