**TERMS OF REFERENCE**

Evaluability Assessment of the Draft Jordan Decent Work Country Programme for 2024-27

ILO Jordan Projects Office

# **BACKGROUND**

**In 2022-23, the ILO and its three constituents (government, workers, and employers) established a draft Decent Work Country Programme for Jordan for 2024-27 which is a strategic document that will guide the work of the ILO and its constituents in Jordan from 2024 to 2027. The Programme stems from the needs of the constituents, the ILO Decent Work Agenda and the Programme & Budget for 2024-25, and the United Nations Sustainable Development Cooperation Framework for Jordan.**

# **OBJECTIVE**

The assignment has two objectives:

1. Ensure the Decent Work Country Programme (DWCP) for Jordan for 2024-27 evaluable and compliant with the Results-Based Management principles.
2. Set the outcome indicators, the baseline and the target values for all indicators in the corresponding logframe.

# **SCOPE OF WORK**

1. For **Objective 1**, the assignment will assess and if needed revise the DWCP’s Theory of Change (TOC), the logical framework, and the M&E plan. This will include revisiting the Country Programme Outcomes (CPOs), indicators at all results level and identify the gaps and missing information. The assignment will gauge the alignment of the DWCP with the following criteria which are based on ILO EVAL guidelines on DWCP EA[[1]](#footnote-1):

The assignment is expected to rate the DWCP against the checklist of the tool for EA of DWCP results framework (see annex I of guidance note 1.31) using the below scale:

• Low quality

• Medium quality

• High quality

• Not relevant

The ratings are intended to raise attention to potential problems. The tool also includes a comment section under each criterion. The comments should indicate how improvements will be made.

1. For **Objective 2**, the assignment will complete the missing components of the narrative and Logframe including the following:
2. In the narrative and logframe, set the Outcomes indicators, baseline figures for each indicator, and targets for outcome and output indicators, disaggregated by the relevant category.
3. Address the gaps identified via the works associated with Objective 1 above in the DWCP documents.

# **Methodology:**

The evaluability review will involve four complementary data collection and review activities:

1. Document review: this includes but not limited to: the draft Jordan DWCP (2023-27) document, the review of the previous Jordan DWCP (2018-22), ILO P&B 2022-2023 and P&B 2024-2025, Implementation Report on Jordan CPOs, UNSDCF, key national strategies and decent work related documents, ILO Jordan active and pipeline project documents and proposals, work plans, communications, minutes of stakeholder meetings, and other information sources.
2. Assess the DWCP’s Theory of Change (TOC), the logical framework, and the M&E plan. This will include revisiting the Country Programme Outcomes (CPOs), indicators at all results level and identify the missing information. The assignment will utilize all available tools and guidance from EVAL on EA.
3. Conduct key informant interviews or group interviews, either through email, telephone, online, or in person; This will include concerned ILO officials and representatives from the tripartite constituents (members of the DWCP steering committee if it has been established). The types and number of interviews will be based on the needed information to fill in the identified gaps and develop the needed changes.
4. Based on the desk review, interviews, and the assessment the assignment will address the identified gaps and revise the M&E system of the DWCP to ensure its evaluability. This will entail a revamped TOC; validated assumptions and risks; a clear, complete and logical results framework; a coherent, detailed, and relevant M&E plan with SMART indicators, indicator measurement guidance note for each indicator, data collection plan to report on all indicators; adequate reporting processes; clear assigned roles and responsibilities for the ILO and constituents.

# **Timeframe**

The assignment is expected to start on 01 November and end on 31 December 2023.

|  |  |
| --- | --- |
| Tasks | Number of Payable Working days |
| Kick-off meeting | 0.5 |
| Desk review of documents; drafting an inception report | 5 |
| Revising and resubmitting inception report | 1 |
| Assessing the M&E system and using the EA tools | 3 |
| Presentation of the findings and the needed adjustments | 0.5 |
| Interviews | 2 |
| Addressing all the identified gaps and revising the M&E system of the DWCP | 5 |
| Preparing a draft final report | 4 |
| Integration of comments and finalization of the report | 2 |
| Total number of working days | 23 |

# **Assignment Oversight**

The manager of this consultancy will be the Regional Programme Officer (RPO) who will 1) oversee and supervise the assignment and the quality and adequacy of its results 2) clear the deliverables. The Regional M&E Officer will provide technical advice and support and work directly with the RPO when needed.

# **Payment Terms, Conditions, & Timeline**

Payment will be made once at the end of the assignment by 31 December 2023 upon the satisfactory delivery of the deliverables outlined in the Deliverables section below. Payment is conditional upon the quality of the deliverables and their compliance with the overseeing officials’ feedback, rather than on workdays spent on the assignment.

# **Deliverables**

1. An inception report demonstrating the understanding of the assignment and the TOR. The report will also include a clear methodology and a detailed timeline of the assignment. It will also specify the format of the final report.
2. Evaluability report assessing the DWCP vis-à-vis the criteria identified in section 3 (i) above, identifying gaps, and proposing modifications, additions, and cuts thereto by 20 November 2023.
3. PowerPoint Presentation of the assessment results and proposed changes needed.
4. Draft Report that includes the narrative and the revised M&E system with all its components reflecting the changes proposed in accordance with sections 3(ii) and 4(iv) above. The report will also include a set of recommendation for ILO’s consideration to ensure the adequate operationalization of the M&E system and effective reporting. by 30 November 2023.
5. Final Report

# **Eligibility Requirements**

Individuals, for-profit companies, and nongovernmental organizations are eligible to submit proposals for this assignment.

The following pre-requisites are required to be considered for this assignment:

* An advanced degree in a relevant field with strong research background.
* A strong understanding and application of M&E concepts (TOCs, Logical frameworks, M&E matrices and workplans)
* At least 7 years of professional experience in project management including results-based management and monitoring and evaluation.
* Previous experience in conducting evaluability reviews for UN agencies is required. Experience with the International Labour Organization (ILO) is preferred.
* Strong understanding of ILO’s areas of work and its tripartite mandate.
* Previous work experience in the region and in Jordan is highly preferred.
* Proficiency in English (ability to produce high quality reports).
* For companies and NGOs, registration with the relevant authorities in the country of origin and operation.

# **Application Requirements**

To apply for this assignment, interested parties are requested to submit ALL of the following documents to [el-dani@ilo.org](mailto:el-dani@ilo.org) and [alrifai@ilo.org](mailto:alrifai@ilo.org) by midnight on **29 October 2023**.

1. Identification documents (CV for individuals, registration papers with the Ministry of the Interior for nonprofit entities, and registration with the Ministries of Commerce and Industry and Ministry of Finance)
2. Proposal or cover letter detailing the value offering and the plan for the execution of the assignment along with the timeline
3. Budget requested for the initiative (no travel costs to be included)
4. List of all entities with which the entity has worked with or delivered services for along with the location and time period
5. Sample of previous similar work

1. [wcms\_746707.pdf (ilo.org)](https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---eval/documents/publication/wcms_746707.pdf) [↑](#footnote-ref-1)