**TERMS OF REFERENCE FOR PROJECT EVALUATION**  
**Republic of North Macedonia**

**Organisation profile:** Jesuit Refugee Service (JRS) is an international Catholic organisation with a mission to accompany, serve and advocate for the rights of refugees and others who are forcibly displaced.

JRS SEE MK shares the mission of JRS Europe and JRS international. It accompanies all forced migrants by serving them, assisting them with their basic needs, and advocating for their rights in the country. JRS Macedonia works towards the welcoming of forced migrants, who have no access to basic rights and who are transiting through the country in their search for a life of dignity.

**Project Title:** “Providing support to asylum seekers and people with protection needs in North of Macedonia”

Renovabis has been supporting JRS Macedonia projects for the last 6 years. This evaluation has been requested by the donor and should cover two project circle (2014-2018, 2019-2020). The evaluator will need to evaluate all the services that at one point were funded by Renovabis even if the project was later supported by other donor.

1. **Project Description**

The project compiles the different services that JRS MK has been provided to forced migrants transiting through Macedonia in the reception center (Vizbegovo), in the Detention center (Gazi Baba), in the temporary camp of Gevgelija as well as in the Safe House in Skopje.

During the last six-year JRS Macedonia has implemented different activities in the different centers with the support of Renovabis and other donors.

**A. The main objectives of the support provided to asylum seekers in in the Reception Center in Vizbegovo**

1.1 **Ensuring the basic needs of asylum seekers accommodated in the Asylum Centre.** The authorities in the Asylum Centre only provide once a day a very small food package for the asylum seekers present in the centre at the time of the distribution. With this activity JRS will ensure that asylum seekers receive addition food and NFI items, such as milk for babies or extra food for children or clothes...

   This activity implies:
   - Setting up a daily presence of a social worker in the centre to assess the needs of the asylum seekers present in the centre at a time; and
   - Regular distribution of extra foods and NFI according to their needs.

1.2 **Ensuring the health of the asylum seekers in the centre providing for basic medical care.**

   - Purchase over-the-counter medicines and first aid kits;
   - Providing medicines to the asylum seekers who have been prescribed a medical treatment;
   - Accompanying of asylum seekers to their doctors’ appointments; and
   - Providing interpretation for the medical check-ups.

1.3 **Provide psychosocial accompaniment & organising recreational activities in the centre.**

   - Providing psychosocial accompaniment to asylum seekers to overcome their psychological traumas to renew social relations;
   - Organising daily recreational activities such as outdoor sport activities (basketball), fitness, computer training, social board games, ping pong, etc.; and
   - Setting-up a social corner for coffee, tea, biscuits, and Wi-Fi connection.

1.4 **Providing structured, daily kindergarten activities for the children accommodated in the centre.**

   - Setting-up daily educational activities for the children in JRS kindergarten space;
   - Providing daily lessons in language; and
- Organising recreational activities for the children in the kindergarten.

1.5 **Providing regularly legal advice to forced migrants seeking for Asylum in Macedonia by JRS Macedonia's Legal and Advocacy Officer.**

- Informing asylum seekers about their rights in Macedonia; and
- Providing legal counselling to asylum seekers in the centre.

B. **Gazi Baba detention centre**

2.1 **Ensuring the basic needs and providing psychosocial support to forced migrants in detention.**

The authorities in the Detention centre only provide once a day a very small food package for the three meals. This activity will ensure that detainees receive addition food and NFI items

- Set-up regular presence of a social worker in the centre to assess the needs of the detainees
- Distributing foods and NFI according to the detainees needs.

2.2 **Providing structured, daily recreational activities**

Due to the restriction of freedom of movement applied to forced migrants in Gazi Baba, migrants need to stay confined in the facilities of the reception centre. Therefore, JRS has set up several activities for the detainees.

- Organising recreational activities such as sport, tv, board games.
- Ensure translation to communicate with the detainees.
- Setting- up a communications room with Internet connection etc.

2.3 **Providing regularly legal advice to forced migrants in detention in Macedonia by JRS Macedonia's Legal and Advocacy Officer.**

- Informing detainees about their rights in Macedonia.
- Providing legal counselling to forced migrants in detention

C. **The Safe House**

The Safe House project was funded initially by Renovabis with later contribution of other donors such as Council of Europe Bank as well as Caritas Austria which main objective was to ensure adequate accommodation, protection and security of vulnerable forced migrants by establishing a transit reception facility in Skopje (Safe house) where unaccompanied minors, single-headed families, victims of trafficking and torture and other vulnerable individuals were hosted in a secure environment.

The overall goal of the project was to offer vulnerable asylum seekers in Macedonia with a safer alternative accommodation where their special needs will be attended. The Safe house has been an alternative shelter to the official Reception Center for Asylum Seekers in Vizbegovo run by the Macedonian authorities to be able to provide an adequate accommodation for the most vulnerable asylum seeker and forced migrants. JRS has recently close this project (31.12.2019).

The specific objectives of the project are mainly

1. **Provision of education and social support**, including non-formal educational language classes, mathematics... or regular social and recreational activities to support the beneficiaries to keep their skills.
2. **Legal counselling** to the beneficiaries to learn more about the legal situation and their possibilities to remain in the territory JRS provided information about the asylum procedure in Macedonia as well as individual legal counselling.

The main activities of the project:

1. **Provide a safe accommodation, emergency and basic material support to vulnerable asylum seekers and forced Migrants.**
1.1 Setting up shelter with all the facilities to accommodate between 15-30 vulnerable asylum seekers. Renting a house, purchase of the equipment...

1.2 Running of the Shelter: Provision of all the basic needs of the people accommodated in the facility. JRS provided cover all the basic needs of the beneficiaries, food, hygienic supplies, clothes in a daily basis. Security services, guardship reports with the authorities.

2. Provide safety, basic medical care and psychosocial support to vulnerable asylum seekers living in the Safe house.

   2.1 JRS staff provides basic medical care and JRS Staff accompany the beneficiaries for medical checkups with a cultural mediator or interpreter to facilitate the communication and relation with the doctors.

   2.2. JRS social worker and psychologist has a regular follow up with the beneficiaries accommodated in the Safe house.

3. Provision of education and social support.

   3.1 JRS provided non formal education training for the children and the adults accommodated in the house (Macedonia and English language courses, mathematics).

   3.2 JRS has regularly organized recreational activities such as workshops with the beneficiaries (different handcraft, cooking.) as well as regular cultural visit (zoo, excursions, cultural visits).

4. Legal counselling to the beneficiaries.

   4.1 JRS staff provide the basic information of the asylum procedure.

   4.2 The beneficiaries have access to leaflet with the basic information about their rights in Macedonia in different languages, (EN, Arabic.)

   4.3 JRS advocacy officer provides legal advice to the beneficiaries in a daily basis with the support of an interpreter to ensure that they fully understand the information provided.

2. Purpose of the Evaluation

The Evaluation is intended to assess the relevance, performance, management arrangements, timeliness and efficiency, positive or negative outcomes of the different projects that have been implemented by JRS Macedonia with the support of Renovabis during the last six years and ultimate its suitable development. It will also help to assess if the different projects are aligned with the mission and vision of JRS Macedonia.

The Evaluation identifies/documents lessons learned and makes recommendations that JRS MK and stakeholders might use to improve the design and implementation of other related projects and programs.

3. Scope of the Evaluation

The evaluation is expected to cover the full life cycle of the project from its planning and initial implementation to its conclusion. The following project aspects can act as guidelines:

- Management and Coordination of the Project
- Services provided to the beneficiaries
- Impact of the services provided in the beneficiaries
- Impact of the project and or changes in the reception system in Macedonia
- Advocacy and policy recommendations to improve the service and reception system in Macedonia
- Sustainability of the benefits of the project once donor funding has ceased
This evaluator has the following principal tasks during his/her evaluation:

(i) Assess the projects’ design in terms of its relevance to the overall development situation at the national level;
(ii) Assess the projects’ impact;
(iii) Assess relevance and effectiveness of the projects’ approaches according to the general vision and mission of JRS MK as well as for the achievement of the projects’ objectives; outcomes and outputs
(iv) Assess the sustainability of the project and its achievements beyond the project life.
(v) Assess performance of the projects in terms of effectiveness, efficiency, and timeliness of producing the expected outputs;
(vi) Assess the quality and timeliness of inputs, the reporting and monitoring system and extent to which these have been effective;
(vii) Assess relevance of the projects’ management arrangements; identify advantages, bottlenecks and lessons learnt regarding the management arrangements;
(viii) Analyse underlying factors beyond JRS's control that affected the achievement of the project results;
(ix) Provide recommendations to key project stakeholders for follow-up activities.

4. Methodology

- Prior to field work: document review, preparation of interview guidelines, assessment of the available regional and technical analyses and data, preparation or implementation of quantitative surveys
- During field work: kick-off workshop, qualitative interviews to the main stakeholders such as the representatives of the Asylum centre Vizbegovo, the Detention centre in Gazi Baba, the UNHCR and other relevant civil society as well as the different beneficiaries and JRS Staff members.
- Debriefings with the different stakeholders, JRS representatives, national authorities and beneficiaries.

5. Deliverables

The output of the evaluation will be the External Evaluation Report in English. The length of the report should not exceed 40 pages in total (excluding any annexes).

The Report should:

- Contain an executive summary (mandatory)
- Be analytical in nature (both quantitative and qualitative)
- Be structured around issues and related methodology, findings/lessons learnt
- Include conclusions
- Include recommendations
- Annexes:
  - Terms of reference
  - Timetable: evaluation program (table with date, details of location, persons affected/interviewed)
  - List of interviewees
  - List of documents referred to in the report
  - Documentation of the introductory and final workshop
  - Pictures

5. Timing and Duration

The total duration of the evaluation will be **15-20 days** within the period of 10 February - 30 March 2020, according to the following plan:
Preparation (home office – during period 10\textsuperscript{th} – 25\textsuperscript{th} February 2020):
- Collection and acquaintance with the project document, project progress reports and other relevant project-related materials;
- Designing the detailed evaluation scope and methodology (including the methods for data collection and analysis);
- Setting up the mission and preparation of the detailed mission program in cooperation with the JRS MK and JRS E Project Managers. The Project Managers will organize the schedule of the visit, arrange transportation for the consultant and translation/interpretation, when necessary;
- Communication with the Project Managers to clarify any other matters.

Visit to Macedonia Skopje (2-3 working days during the month of February 2020):
- Briefing with JRS Europe and JRS MK;
- Meeting with the directors of the Reception center, the detention Center and the Temporary camp;
- Meeting with the former Safe House Project Coordinator;
- Meeting/workshop/interviews with the staff, beneficiaries and stakeholders of the different projects;
- Debriefing with JRS MK.

Drafting the evaluation report (10 working days home office - till March 2020):
- Additional desk review;
- Completion of the draft report;
- Presentation of draft report for comments and suggestions;
- Additional information and further clarification with JRS Europe Project Coordinator and to Renovabis Macedonia desk officer.

Finalizing the evaluation report (home office till 30\textsuperscript{th} March 2020):
- Incorporation of comments and additional findings into the draft report;
- Finalization of the report.
- Debriefing with JRS Mk, Europe and Renovabis.

To ensure specific customs procedures insight of the process, the evaluator will work in close contact with the JRS MK administrator.

6. Required Qualification

- Understanding of Migration and Refugee context in Europe;
- Understanding of the specifics of the migration and refugee context in the Western Balkans are.
- Proven experience in project evaluation at national or European level will be considered an asset;
- Excellent writing and communication skills;
- Fluency in English is required.

Interested applicants are to submit their proposal and quota electronically not later than February 7th to carola.jimenez@jrs.net with “Call for Evaluators -Migration project -North Republic of Macedonia” as a subject heading.