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## MEAL CONSULTANT TERMS OF REFERENCE

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Organization Name	: Japan Platform
Contract Period	: 10 July – 30 August 2025
Total Number of days	: 10 days (Estimated)
Position	: Monitoring, Evaluation, Learning and Accountability Consultant
Reports directly to	: JPF Field Team Leader
Project Field Visit Location	: Lebanon

### 1. Background

Japan Platform (JPF) is an international aid organization that provides humanitarian assistance to people affected by natural disasters and armed conflicts. Through its unique tripartite cooperation framework, uniting NGOs, the business community, and the Government of Japan, JPF supports timely and effective responses to crises worldwide. Since its establishment, JPF has supported more than 1,800 projects across 50 countries and regions, coordinating with over 40 member NGOs. Its approach emphasizes accountability, partnership, and localization, aiming to amplify the voices and capacities of local actors.

In Lebanon, the compounded impacts of prolonged economic collapse, weakened public systems, and regional insecurity have led to an acute deterioration in access to essential health and protection services. Vulnerable communities, including Palestine and Syrian refugees as well as marginalized Lebanese populations, face significant mental health risks due to chronic stress, displacement, and poverty.

Since September 2024, a humanitarian project funded by JPF has been implemented in several Palestinian refugee camps across Lebanon. The project aims to improve the physical and mental well-being of vulnerable individuals through integrated health and psychosocial services.

Monitoring, Evaluation, Accountability, and Learning (MEAL) are central to this project evaluation, ensuring that the assessment of design, implementation, and outcomes is grounded in evidence and aligned with humanitarian quality and accountability standards. The evaluation will examine how effectively the project tracked its results, used data to inform decisions, and ensured accountability to affected populations through feedback and complaint mechanisms.

To support this process, JPF is recruiting a MEAL Expert to contribute technical guidance on methodology, data collection, analysis, and reporting. The consultant will play a key role in ensuring the evaluation follows internationally recognized standards, including the OECD-DAC criteria, the Core Humanitarian Standard (CHS), and JPF's commitments to transparency, learning, and localization.

### 2. Main Objective of the Project Evaluation:

The main objective of the project evaluation includes;

- Verifying adherence to humanitarian principles and standards.
- Ensuring adherence to project proposal.
- Analyzing project impact.
- Understanding beneficiary satisfaction.
- Providing feedback for project improvement.
- Documenting lessons learned.
- Evaluating the coordination with implementing partners.
- Evaluating the accountability mechanisms in place.

### **3. Scope of Field Visit for Project Evaluation/Monitoring:**

The evaluation will be guided by an evaluation matrix aligned with OECD-DAC Criteria, Core Humanitarian Standards (CHS), and JPF's thematic priorities. The MEAL Expert is expected to provide technical leadership in evaluating the project's relevance, effectiveness, accountability mechanisms, and learning processes. This includes involvement throughout the evaluation cycle; from refining tools to analyzing findings. The scope of work will include, but is not limited to, the following:

- 3.1. Evaluate the relevance of the project to the needs of the target population, taking into account the complex socio-economic and protection context in Lebanon.
- 3.2. Assess the project's performance in delivering planned outputs and outcomes, and analyze the effectiveness of the results framework and indicators in capturing progress and change.
- 3.3. Review the quality and functionality of monitoring systems and data tools, including the accuracy, consistency, and usefulness of collected data for adaptive decision-making.
- 3.4. Assess accountability mechanisms, such as feedback and complaint systems, and their effectiveness in promoting transparency and responsiveness to affected communities.
- 3.5. Examine internal learning and documentation practices, and assess how the project has integrated lessons learned and beneficiary feedback into program design or adjustments.
- 3.6. Evaluate beneficiary and stakeholder satisfaction with project interventions and the degree to which their input has informed project implementation.
- 3.7. Review coordination, reporting, and data-sharing processes among field teams and implementing partners, including how MEAL systems support localization and capacity strengthening.
- 3.8. Identify key strengths, gaps, and lessons learned from the MEAL approach and propose actionable recommendations to enhance the quality, accountability, and learning dimensions of future programming.

### **4. Key Responsibilities:**

The consultant is expected to work closely with JPF's evaluation team to ensure that evaluation tools, methodologies, and findings are evidence-based, contextually appropriate, and actionable.

Specific responsibilities include:

- Provide feedback on, and contribute to, the development and finalization of evaluation tools (e.g., KIIs, IDIs, FGD questionnaires) to ensure methodological clarity and contextual relevance.
- Support the planning and coordination of MEAL-related aspects of the evaluation, including sampling strategies and fieldwork logistics.
- Conduct a desk review of key project documents such as the proposal, logframe, monitoring data, progress reports, and prior evaluations to understand the MEAL framework applied.
- Participate in data collection activities, including key informant interviews, in-depth interviews, and focus group discussions with project staff, implementing partners, beneficiaries, and other stakeholders.
- Assess the quality and utilization of monitoring systems and data collection tools used during project implementation.
- Evaluate the accountability mechanisms in place, including feedback and complaint handling systems, and assess their effectiveness in ensuring responsiveness to affected populations.
- Analyze findings and trends from the evaluation and contribute to the interpretation of data related to project relevance, effectiveness, and learning.
- Support the synthesis of evaluation findings and contribute to drafting the evaluation report.
- Participate in debriefing meetings with JPF and project stakeholders to present key findings, validate preliminary results, and provide technical recommendations.
- If requested, support logistical and administrative aspects of the evaluation such as coordinating schedules, documenting reimbursable expenses, or advising on local arrangements.

## 5. Expected Outputs and Deliverables

The MEAL Expert will report directly to JPF Field Visit Team Leader and coordinate closely with the evaluation team during all stages of the assignment. During the data collection and field visit phases, the consultant is expected to engage directly with the implementing organization's staff and other key stakeholders while providing timely feedback to JPF, particularly in instances requiring immediate attention or follow-up.

The Consultant is expected to produce the following outputs and deliverables:

- Contribute to the development of a detailed work plan and field visit agenda in coordination with JPF and the broader evaluation team.
- Review and refine data collection tools (IDIs, KIIs, FGDs, and beneficiary surveys).
- Propose a sampling strategy for selecting beneficiaries and key informants related to the components of the project.
- Support data collection by participating in interviews and focus groups, ensuring ethical safeguards and psychological safety throughout the process.
- Submit raw data and structured notes related to interviews, focus groups, and consultations.
- Analyze findings and provide inputs for the final evaluation report, including actionable recommendations to improve future program design, results tracking, and accountability practices.
- Participate in debriefing meetings with JPF and project stakeholders to present preliminary findings and support learning and validation processes.

## 6. Schedule:

A project evaluation field visit to Lebanon is expected to take place in the **end of July or in the beginning of August 2025**. The exact dates will be confirmed based on coordination with the implementing organization and taking into account the dynamic context and security conditions in Lebanon. The consultant is expected to demonstrate flexibility regarding the final scheduling and to adapt to any changes that may arise due to the operational environment or the availability of the implementing partner's team.

The field visit will be conducted in **Beirut and in selected field locations near or within Palestinian refugee camps**. In **Saida and Beddawi**, the evaluation team will conduct activities at the implementing partner's centers, which are **located outside** the Ain el-Helweh and Beddawi camps. These centers are familiar to the beneficiaries, who regularly access services there and consider them safe and accessible. The team will **not enter the camps** in Saida or Beddawi.

In **Beirut**, the team will visit the implementing partner's community center and dental clinic located **inside the Shatila refugee camp**, where KIIs, IDIs, FGDs, and observation visits will be conducted. All field activities will be coordinated in close consultation with the implementing partner, taking into account the evolving security context and the accessibility needs of beneficiaries.

Allocation of Consultancy Days:

- **Preparatory Work:** 2 Days  
(Home-based – Desk review, familiarization with project documents, and evaluation tools)
- **Field Visit in Lebanon:** 5 Days  
(Beirut, including visits to implementing partner centers near Saida and Beddawi camps and inside Shatila camp, where KIIs, IDIs, FGDs, and observations will be conducted)
- **Reporting and Debriefing:** 3 Days  
(Home-based – Analysis of data, drafting technical inputs to the evaluation report, and participating in an online debriefing session with JPF and key stakeholders)

The **field work** itself is expected to last approximately **five full days**, including travel between sites, engagement with project stakeholders, and participation in internal coordination meetings with the evaluation team. The final day will include an **exit meeting** to discuss preliminary findings with JPF and project stakeholders.

## 7. Accessibility and Permission

The Consultant is expected to be able to travel within Lebanon, including to Beirut and selected field locations near or within Palestinian refugee camps. In-country travel will include visits to implementing partner centers in areas such as Saida and Beddawi (located outside the camps), as well as the community center and dental clinic inside Shatila camp. All in-country transportation related to the evaluation will be arranged and covered by JPF.

The Consultant should not face any restrictions or limitations that would prevent participation in field visits across project locations. Priority will be given to candidates who are currently residing in Lebanon, in order to ensure responsiveness, contextual familiarity, and ease of travel logistics.

No additional access permissions from local authorities are expected to be required for the Consultant beyond those arranged through JPF and the implementing organization.

## 8. Security Management

During the field visit, the JPF evaluation team will strictly follow the safety and security protocols established by the JPF member NGO and their local implementing partner. Their security arrangements and guidance will form the basis for all in-country movements and field-level activities.

While JPF will make every effort to support the safety and well-being of the field team, the **primary responsibility for personal security and risk management rests with the Consultant**. The Consultant is expected to have appropriate health, safety, and security procedures in place for themselves and to exercise sound judgment in line with the “Do No Harm” principle when engaging with beneficiaries and communities.

The Consultant should be familiar with the intervention areas and maintain up-to-date knowledge of the local security context. Awareness of cultural sensitivities, communication norms, and movement restrictions will be essential for ensuring safe and respectful participation in the evaluation activities.

## 9. Data Security

The Consultant is responsible for ensuring all data collected during the evaluation is handled with strict confidentiality, ethical standards, and data protection protocols. **Informed consent** must be obtained from all participants prior to data collection, with clear explanations of purpose, voluntary participation, and data use.

Personally identifiable information should only be collected when necessary and anonymized wherever possible. All data must be securely stored, accessed only by authorized personnel, and transmitted via secure channels. Upon completion of the assignment, data must be disposed of in line with JPF’s retention policy.

All data, notes, transcripts, recordings, and final products remain the intellectual property of JPF and may not be used for any purpose beyond this assignment without prior written approval.

## 10. Prohibited Acts or Behaviors

The following acts or actions are prohibited during the contractual period;

- To commit or attempt to commit mischief, fraud, promises, threats, to influence, to exploit for one’s interest, to make deal, extortion, bribery or other means of breach, whether to the advantage of the Consultant or the member NGO or to the disadvantage of JPF or beneficiaries
- To arrange, use or attempt to falsify documents or fraudulent collateral.
- To breach any humanitarian principle, policy or procedures of JPF and/or the member NGO and their local partner
- Sub-contracting of part or whole of the assigned tasks, without explicit written approval from JPF
- Have any (perceived) conflict of interest

## 11. Ethical Considerations

The monitoring and evaluation field visit activities should not contradict ethical principles. The Consultant should take all reasonable steps to ensure that all the activities are designed and conducted within the

framework of Do No Harm principles, and to respect and protect the safety, rights and welfare of the beneficiaries, other stakeholders and the public.

Consent should be taken from all participants during the data collection activities and all data gathered should be kept confidential, at all times. Ownership of all data, information, and findings gathered through different activities lies with the contracting authority, JPF.

The Consultant should adhere to principles and policies of the member NGO and their local partner. Special attention should be given to Child Protection principles and Gender policy.

## 12. Skills, Experience and Knowledge:

- Demonstrated understanding of and commitment to the values and principles of Japan Platform (JPF), including accountability, and ethical humanitarian action.
- Minimum 5 years of professional experience in the field of Monitoring, Evaluation, Accountability and Learning (MEAL) with a strong track record in designing and implementing evaluations in humanitarian or crisis-affected contexts.
- Proven experience in qualitative and quantitative data collection and analysis, including use of methodologies such as key informant interviews (KIIs), in-depth interviews (IDIs), focus group discussions (FGDs), and surveys.
- Demonstrated knowledge of accountability mechanisms, including complaint and feedback systems, and experience assessing their effectiveness in humanitarian programming.
- Experience working in complex, multi-stakeholder settings and evaluating multi-sectoral programs, preferably including health, protection, and psychosocial support components.
- Familiarity with the socio-political context in Lebanon and the operational environment of Palestinian refugee camps is a strong asset.
- Knowledge and application of internationally recognized standards such as the OECD-DAC criteria, Core Humanitarian Standard (CHS), and Sphere Standards.
- Bachelor's or master's degree in a relevant field such as social sciences or international development.
- Excellent analytical, writing, and communication skills, with the ability to present complex information clearly and concisely to diverse audiences.
- Good level of computer literacy and proficiency with evaluation tools and data analysis software (e.g. Excel and KOBO).
- Ability to work independently, manage competing priorities, and adapt to shifting schedules in a complex operating environment.
- Strong interpersonal skills, cultural sensitivity, and the ability to interact effectively with diverse stakeholders including community members, field staff, and technical teams.
- Fluency in Arabic and English is required.

## HOW TO APPLY

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Candidates who meet the required qualifications and experience are invited to apply by **17:00 (Beirut time) on Friday, 20th June 2025** by submitting their updated **CV, motivation letter** including a proposed **daily consultancy fee**, and **two references** to:

[procurement@japanplatform.org](mailto:procurement@japanplatform.org)

Please indicate the reference number: **JPF-LEB-25-02** in the subject line of your email. Priority will be given to **consultants who are currently based in Lebanon**, especially those with previous experience working in Palestinian refugee camps and familiarity with the Lebanese humanitarian landscape.

Shortlisted candidates will be invited for an **online interview** to further assess their motivation, technical expertise, and familiarity with the Lebanese context and MEAL practices. Interviews may be conducted on a rolling basis prior to the application deadline.