

Appendix 1

Data Collection Tools & Guides

Proposed Methodology

In order to meet and respond to the overall evaluation's goal and key objectives and answer on the key evaluation questions for **the four major components of the programme: Rights and leadership, Capacity building, Changing attitudes and policy and Linking and & learning as** outlined in the TOR of the above mentioned programme, the WayFair team will use a participatory evaluation methodology. This will combine participatory and consultative qualitative methods with the use of quantitative measures, as appropriate.

In detail, the evaluation study process will be conducted by doing the following tasks grouped in terms of three phases. These tasks will be finalized in consultation with the concerned staff of Oxfam.

I Inception Phase

The following are the main evaluation activities in the inception phase:

Comprehensive Desk Review

In this step, the consultant team will have the opportunity to review all the available secondary data sources as outlined in the TOR and others. Some of these documents are as follows:

- The programme proposal document and its annexes: The countries and regional proposal, the budget, the log frame and revisions of those in the third year of the programme
- Programme work plans at regional and country levels and revisions of those
- 12 Quarterly and 3 annual narrative and financial reports
- Baseline Study Report and end line Study Report (the latter will be provided gradually)
- Mid-Term Review Report and reports of Programme Review Meetings
- Minutes of Steering Committee meetings
- Key Programme Deliverables (Research Reports, training manuals, workshop reports, Advocacy strategy documents, advocacy and media materials, communication material and documentation, etc)
- AMAL Innovation Fund (AIF) documents (RFPs, proposals for 9 grants, narrative and financial reports, communication material)
- Oxfam and other documents external to AMAL that reviewed AMAL as a case (TLWR, MEAL practices, SIDA evaluation)
- The list of Oxfam Staff, Partners involved in AMAL and their contacts
- The list of participants in AMAL activities (to be acquired from Partners)

The main purposes of the desk review is to have broad understanding of the programme strategy, approach, key strategic and operational interventions and activities carried out during the life of the programme and the strategies followed to implement it in the field.

Develop the evaluation methodology, tools and guides (inception report)

The inception report (this document) will include the data collection methodologies, tools, and guiding procedures. The evaluation team will conduct participatory reflection sessions using Focus Group Discussions (FGDs) and the Most Significant Change (MSC) Technique. Additionally, guides will be developed to conduct interviews with key informants, stakeholders and staff who were involved in the programme planning and implementation processes. If decided to be relevant, a Survey Monkey will be administrated with programme partner organizations for data validation & triangulation purposes.¹

The final version of the inception report will be shared with Oxfam after incorporating their feedback and input in a consultative manner.

In order to ensure and consider the above mentioned standards, some of the same information will be collected using different tools and with different targeted groups to ensure that triangulation of data takes place during the evaluation study process. We would like to see the recommendations, lessons learned and good practices resulting from the evaluation process used for learning purposes as well as for broader 360 accountability purposes.

II Implementation Phase (data collection process)

The following table shows the main tools that will be used for the data collection process for the current evaluation process and the purpose of using each of these tools in addition to the proposed number of evaluation activities with its respective number of participants.

Methodology/tool	Purpose(s)	# of evaluation events	Total Estimated # of participants
Focus Group Discussions (FGDs)	<ul style="list-style-type: none">• These discussions will solicit views and insights of partner beneficiaries and AIF beneficiaries.• The FGD guide will be included under the annex section in this report. Also, documentation form will be developed to facilitate the documentation process during the data compilation and analysis phase.• It is planned to facilitate groups of FGD by the evaluation team. With	6	60- 72

¹ Triangulation involves using multiple data sources in an investigation to produce understanding. Triangulation is a method for corroborating findings and used to test for validity.

	<p>reference to the TOR, the FGDs will be facilitated with groups of 8-12 women, youth, and men who have participated in the leadership programme.</p> <ul style="list-style-type: none"> • Defined criteria will be developed and shared with partner organizations in each of the 4 targeted countries to ensure the good representation of the women and youth groups is attained in each FGD. The specific selection criteria for FGDs participants will vary as per each country please refer to sampling plan section of this report. • It is planned to conduct 2-3 FGDs in each of Tunisia, Morocco, oPT, and Yemen. The FGDs targets two main groups; 1) partner beneficiaries 2) AIF beneficiaries. The mode of conducting the FGDs can be face-to-face or remotely pending accessibility to beneficiaries especially in the case of Yemen and oPT. • The FGD will be implemented from an evaluation lens (to assess the extent the programme objectives have been achieved not as a monitoring one to track the implementation of the programme activities referring to the fact that the FGDs can be used at any point in the monitoring or evaluation process. • Please refer to the below schedule of evaluation activities for each country noting that there will be some kind of little difference in the target groups in each country and the # of FGDs and other tools as well considering the 		
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	local context and nature of beneficiaries per country.		
Most Significant Change (MSC) technique	<ul style="list-style-type: none"> • The Most Significant Change (MSC) methodology is considered as one of the helpful participatory evaluation methodologies to capture the outcomes from the perspective of the direct participants by listening to their experiences during the life of the project using story-telling technique where they can select the most significant stories that include some of the key changes impacted on their quality of lives (positive or negative) based on pre-defined guide. These should be mixed groups of men and women, so that it can be explored how much men's attitudes have changed too. • The Evaluation Team is aware that the MSC methodology has been implemented in AMAL Programme but MSC can be also used as an excellent impact evaluation method. The collected Change Stories during AMAL programme implementation focused on specific Domains of Change (DoCs). In the evaluation process, it will be more comprehensive to capture the different levels of the change process. • Also, the philosophy of using MSC is to promote collective learning among project participants and stakeholders. It can also be used to develop some short case studies based on the MSC stories that can be used to highlight key findings in the case studies reports as well as the overall final report. 	6	60

	<p>A convenient Sample for MSC sessions will be 8-12 participants. Also, there will be a documentation form for the application of the MSC exercise with the sampled group of participants.</p> <ul style="list-style-type: none"> • It is planned to conduct 2 MSC exercises in each of Tunisia, Morocco and oPt, one per partner organization. • The MSC will target partner organizations beneficiaries. 		
<p>Small Focus Group Discussions or Group interview</p>	<ul style="list-style-type: none"> • Group interview or small FGDs will be conducted with small group (3-5) participants. They will be selected from the beneficiaries of the grantees under the AIF intervention. • The purpose of these interviews is to get the feedback and insights of the beneficiaries from the AIF and how it contributed in achieving the programme objectives and how it impacted on their quality of their life. • It will be conducted in each of Tunisia, oPt and Yemen (remotely) through Skype or Phone interviews while it will not be conducted in Morocco because of the small scale of the AIF there. • As mentioned under FGDs, the Evaluation Team will dedicate a FGD only for AIF beneficiaries. For the interviews, ET plan to interview AIF guarantees. 	<p>3</p>	<p>9-15</p>
<p>Key Informant & stakeholders' interviews (Including the key partners organizations and AIF Grantees)*</p>	<ul style="list-style-type: none"> • They will be interviewed for their first-hand knowledge about the project or were involved in the project implementation itself. • The interviews will be semi-structured, relying on a list of issues to be discussed, with simple interview guide, 	<p>29</p>	<p>29-30</p> <p>(in case there will be more than 1 representative In group interview)</p>

	<p>allowing a free flow of ideas & information to get their feedback, ideas, insights, and recommendations.</p> <ul style="list-style-type: none"> • The evaluation team will use the guide, but also seek to follow up questions to probe for further information and take notes which will be elaborated later. Interviews will also seek to build on and triangulate earlier information obtained, and to that extent there will be some spontaneity in them. For more details, please refer to the interview guide under the annex section in this report. • The proposed number of partner organizations interviews will be conducted is 8 interviews (3 for each of Tunisia, Morocco, oPT, and Yemen). In case of Yemen & oPt, the Evaluation Team will conduct some of the interviews remotely due to security concerns. These interviews will include the regional partners (i.e. CAWTAR and Ennakhil) as mentioned earlier in this report. • Also, the Evaluation Team will interview 1-2 AIF grantees as per each country (i.e. There is only one grantee in Morocco, three in oPT, three in Tunisia, and one in Yemen) • The interviews with the selected grantees might result in developing 1-2 of the case studies to be included as one of the annexes to the evaluation report. • The target partners to be interviewed in this process are listed under the key partners section in this report. • Key Informants and 		
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	<p>Stakeholders can include:</p> <ul style="list-style-type: none"> ○ New women leaders to assess constituency representation and communication channels as a direct result of objective 1 ○ Decision Makers and Opinion formers especially from political parties –They’re important stakeholders to assess objective 3 for changing positions and beliefs of women leadership as well as public discourse. The evaluation team will interview 2-3 decision makers target by AMAL Programme advocacy work ○ Community leaders ○ Journalist – equally important for public discourse on women causes ○ Trainers (especially those for ADVOCACY Campaigns and TWL) to assess objective 2 capacity development of partner organizations in organizing collective actions ○ Consultants commissioned for short & long-term consultancies under AMAL Programme ○ For more details per country, pls refer to the schedule below that sampling per country. 		
<p>Semi-structured interviews with the concerned Oxfam staff</p>	<p>The same as mentioned above but referring to different perspective.</p> <p>The following are the key concerned Oxfam staff will be interviewed in each country and at regional level, in addition to the proposed interviews with the staff in Yemen remotely. Former staff should be included in the</p>	<p>25</p>	<p>25</p>

	interviews too.		
	Morocco		
	1. Associate country director		
	2. Programme Manager & MEAL		
	3. Technical programme officer		
	4. Programme officer - NOVIB		
	Tunis		
	1. Maghreb Region Country Director		
	2. Previous Associate country director		
	3. AMAL programme & MEAL officer		
	4. Project officer		
	Yemen		
	1. Gender Advisor		
	2. Humanitarian Programme Manager		
	3. Previous Programme Manager-Suha Bashren		
	4. Ex-Oxfam staff : Syma Jamil or others		
	oPt		
	1. Acting country director - Marta		
	2. Nickie Monga, Programme Officer and SC member		
	3. MEAL officer		
	4. Institutional funding officer		
	5. Ex- Oxfam - Programme Officer		
	Others (incl Beirut)		
	1. AMAL programme staff (incl past)		
	2. The AMAL Inter-affiliate Steering Committee Members (old & new)		

	<p>3. MEAL Lead (Oxfam Intermon)</p> <p>4. Oxfam GB Research Manager</p> <p>5. Gender Justice Programme Manager</p> <p>6. Oxfam Financial Manager</p> <p>7. Oxfam Ex-employees</p> <p>8. SIDA Sweden- Donor representative</p> <p>9. Other stakeholders</p>		
<p>Knowledge, Attitudes and Practice (KAP) analysis</p>	<ul style="list-style-type: none"> • It is proposed using a Knowledge, Attitude and Practice” (KAP) methodology. This is not a participatory evaluation tool but rather one designed to guide the qualitative analysis of information collected through the different participatory evaluation tools (MSC technique & FGDs) with the targeted groups during the evaluation process. • It measures and assesses their knowledge regarding the progress showed among the programme participants particularly Tunisia & Morocco which will be visited during the evaluation process in terms of their knowledge, attitude and practices, as well as whether the data collected demonstrates if this new knowledge has changed any related behaviors, attitudes and practices in the women's transformative leadership. • This will include the assessment of the extent the programme approach and the transfer of knowledge between partners of the program interventions as well. • A detailed guide of the KAP assessment is under annex 5 of 		

	this report.		
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Summary of the proposed evaluation activities

Country	# Evaluation activity (Data collection methodologies & tools) Number of evaluation activities & participants in each one per country					Total # of participants
	FGDs	MSC	Stakeholders (Key Informants) partners interviews	Staff interviews	Group interview	
Morocco	2/24	2/20	8	4	1/4	60
oPt	2/24	2/20	9	5	1/4	62
Tunisia	2/24	2/20	8	4	2/8	64
Yemen	0	0	3	4	1	11
Regional office & Others	0	0	1	7		8
	<ul style="list-style-type: none"> - The AMAL Inter-affiliate Steering Committee Members (old & new) - MEAL Lead (Oxfam Intermon) - Regional MEAL Advisor - Oxfam GB Research Manager - Gender Programme Director - Oxfam Financial Manager - Oxfam Ex-employees - SIDA Sweden- Donor representative - Other stakeholders 					
Grand Total	6	6	29	24	5	70/205