

Terms of Reference

National Evaluation Consultant

Duty Station/Location:	Monrovia, Liberia
Application Deadline:	1 st of May 2019
Type of Contract:	Contract for Consultant (CFC)
Language required:	English
Starting Date:	9 th May 2019
Expected duration of the assignment:	9 th May 2019 to 9 th of August

I. Background

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

UN Women's goal in Liberia is to promote women's human rights and gender equality which are key in sustaining and furthering achievements in stability and development. In this regard, its programming in the Country is connected to five corporate priority areas: women's leadership and political participation; enhancing women's economic empowerment (WEE); and engaging women in all aspects of peace and security processes (WPS), advancing women's rights to live free from violence (VAW) and Gender Responsive Governance. In addition, UN Women coordinates and promotes the UN system's joint work in advancing gender equality.

In mid-2016, the Government of Liberia (GOL) assumed responsibility of all security related matters from the United Nations Mission in Liberia, however the security environment remains fragile. As a result, women and girls in communities have fallen victim of security lapses which has predisposed women to violence and Gender Based violence. This situation therefore continues to undermine communities pursuit of a lasting peace.

Against this backdrop, the pursuit of Gender equality and women empowerment (GEWE) are central to Liberia peace and security initiatives. As stated in the National Security Strategy of Liberia (NSSRL), ensuring gender mainstreaming at every level of security policy making and practices is one of the National Security Objectives. The NSSRL provides a framework for reforming Liberia's Security Sector Institutions (SSIs) with the view to ensuring sustainable and coordinated architecture that meets the

security needs of the people. Commendable efforts have been taking place to reform the current security framework. In addition, Liberia has ratified the Convention on the Elimination of all forms of Discrimination Against Women.

To address the existing challenges in the Security Sector, UN Women, UNDP and IOM are implementing the joint project “Inclusive Security: Nothing for Us Without Us”. The Project is funded by the United Nations Peacebuilding Fund and it is being implemented in the following 7 counties: Bomi, Cape Mount, Nimba, Lofa, Grand Gedeh, Maryland and Montserrado. The project started in December 2017 and will end in June 2019. The total budget for the entire project duration is USD 2,000,000.

The project seeks to promote gender equality in the security sector and enhance the capacity of the Security Sector Institutions for effective implementation of Women, Peace and Security agenda. In addition, the project aims to enhance women’s involvement in the roll-out of decentralized peacebuilding efforts such as the early warning systems, the county and district security councils and, cross border dialogues, etc. Similarly, the project aims to build and sustain trust between security institutions and communities, by catalyzing women-led peace and security initiatives.

This Joint Project is in its final stages of implementation, and in light of this UN Women Liberia, the lead Agency of the Joint project, is seeking to hire a National Evaluation Consultant to support the team leader (an International Evaluation Consultant) conduct the end project Evaluation.

Objectives of the assignment

The main objective of this consultancy is to Conduct an evaluation of the Joint Project “Inclusive Security: Nothing for Us Without Us”. Specific objectives include:

- a. Assess the relevance of the intervention , strategy and approach in the implementation of the women’s Peace and Security Agenda and achievement of women’s rights;
- b. Assess the effectiveness and efficiency of the project towards the achievement of impact results.
- c. Assess the quality of the inter-agency coordination mechanisms that were established at country level;
- d. Assess the sustainability of the Intervention;
- e. Determine whether human rights approach and gender equality principles are integrated adequately in the project. Assess the sustainability of the results and the intervention in advancing gender equality.
- f. Identify and validate important lessons learned, best practices and, strategies for replication and provide actionable recommendations for the design and implementation of future interventions.
- g. Identify and validate innovative approaches in all aspects of the project
- h. Document and analyze possible weaknesses in order to improve next steps of UN Women, IOM, UNDP Liberia interventions in the area of women, peace, and security programming

Selected candidates will be provided with detailed terms of reference and research questions.

Scope of work and tasks

Under the overall guidance of The Regional Evaluation Specialist and direct supervision of Women Peace and Security Programme Specialist, the Consultant will undertake the following tasks, duties and responsibilities:

Task 1. Desk review and inception meeting

The evaluator will attend a virtual inception meeting where orientation on programme objectives will be offered, as well as on progress made. At this stage of the evaluation, the evaluator will have the chance to speak with UN Women, IOM, UNDP staff, and UN Peacebuilding Fund Secretariat in Liberia as well as with selected stakeholder representatives. The evaluator will be given key programme documents for review and the Terms of Reference of the Evaluation. The inception meeting, desk review of key programme documents (e.g. programme documentation, contracts, agreements, progress reports, monitoring reports, etc.) .

Task 2. Support the development of an Inception report.

The draft Inception Report should be submitted and should include a description of methodology, and evaluation design matrix. The inception report will be reviewed by the Reference Group and will be finalized based on the feedback. The Inception Report should include final evaluation questions, stakeholders interviewed.

Task 3: Data collection (mixed-methods).

Data collection will include both in-country, face-to-face and/or virtual (telephone, video conferencing) interviews.

Task 4: Sharing of preliminary findings.

The evaluator will share preliminary findings and recommendations with the Reference Group at the end of the field visit. Prior to this presentation, the Consultant will share the initial findings and recommendations with the UN Women.

Task 5: Data analysis and synthesis.

Data should be analyzed, and the Analysis framework should be clearly explained in the report. The Consultant will draw conclusions and recommendations from data and should be supported by evidence.

Task 6: Sharing of draft report.

The evaluator finalizes the draft report. UN Women will review the report as part of quality assurance and will share it with the reference group for their feedback.

Task 7: Finalization of the Report.

The report should be finalized on the basis of feedback from UN Women and the Reference Group. UN Women will present the draft report to stakeholders in a validation meeting. Recommendations will be drafted for Management Response.

The evaluation will be conducted by the evaluation team composed of an International Evaluation Consultant (Team Leader) and National Evaluation Consultant. The International Evaluation Consultant will lead the evaluation process and decide on planning and distribution of the evaluation workload and tasks. The National Evaluation Consultant will provide support to the International Evaluation Consultant throughout the evaluation process.

Duration of the assignment

The duration of the assignment will be 47 working days from 9th of May to 9th of August 2019. This includes both in- country and home-based assignments. All field work will be completed before mid-June

IV. Expected Deliverables

The International Consultant will produce the following deliverables:

#	Deliverables	Estimative number of days	Indicative Deadline
1	Final Inception Report. The inception report should capture relevant information such as proposed methods; proposed sources of data; and data collection procedures. The inception report should also include an evaluation matrix, proposed schedule of tasks, activities and deliverables and should also contain background information ¹ .	10 days	15 th of May 2019
2	A briefing and report with preliminary findings and Power Point Presentation of preliminary findings presented to the Reference Group.	20 days	19 th of June 2019
3	Interim Evaluation Report. Report structure should follow UNEG evaluation reporting guidance.	10 days	3 rd of July 2019
4	Power point Presentation of interim report. A presentation of draft report should be done at a validation workshop facilitated by the National Consultant.	1 day	25 th July 2019
5	Final Evaluation Report. The final report will be structured as follows: <ul style="list-style-type: none">- Title- Executive summary- Background and purpose of the evaluation- Context / Background and project description- Evaluation objectives and scope- Evaluation methodology and limitations- Findings: relevance, effectiveness, efficiency, sustainability, and gender and human rights- Conclusions- Recommendations- Lessons learned and innovations	6 days	31 st of July 2019

¹ UN Women guidance on inception reports is available.

	<ul style="list-style-type: none"> - Proposed management response and Dissemination Strategy <p>Annexes:</p> <ul style="list-style-type: none"> a. Terms of reference of the Evaluation b. List of documents/publications reviewed and cited c. Data collection instruments c. Lists of institutions interviewed or consulted and sites visited (without direct reference to individuals) a. Tools developed and used such as the evaluation matrix b. List of findings and recommendations c. Any further information the independent consultant deems appropriate <p>The final report should be submitted in both hard and in soft copies</p>		
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All the deliverables, including annexes, notes and reports should be submitted in writing in English.

Upon receipt of the deliverables and prior to the payment of the first installment, the deliverables and related reports and documents will be reviewed and approved by UN Women. The period of review is one week after receipt.

V. Inputs

- UN Women will provide the Consultant with Evaluation Terms of Reference background materials relevant to the assignment
- The Consultant is expected to work using his/ her own computer.
- UN Women will provide the evaluation team with necessary logistical support, transportation, materials (office supplies) and office space.

VI. Performance evaluation:

Consultant's performance will be evaluated based on: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

VII. Required experience and qualifications

The Consultant should fulfill the following requirements:

Education:

- University degree in social sciences, political sciences, public administration or related field;

Experience:

- At least 3 years of professional experience in project/programme evaluations, specifically in the area of Women's human rights
- Knowledge and experience in the area of women peace and security is an asset;
- The candidate should have a minimum of 2 years of experience in programme development and or implementation;
- Knowledge and experience of the UN System is an asset;

Language requirements:

- Fluency in English. (excellent writing, editing and communication skills).

- Proficiency in oral and written English
- Computer literacy and ability to effectively use office technology equipment, Internet and email.
- Excellent facilitation and training skills

VIII. Submission of application

Interested candidates are requested to submit electronic application to liberia.procurement@unwomen.org no later than 1st of May 2019 .

Submission of package

1. Cover letter;
2. CV, including contact information of 3 references;
3. Financial proposal. The financial proposal shall specify a total lump sum amount per each deliverable, including administrative fees, based on the template in Annex 1. **The lump sum costs must be accompanied by a detailed breakdown of costs calculation.**
4. Copy of two recent evaluation reports.

All applications must include (as an attachment) a CV and a financial proposal. Applications without a financial proposal will be treated as incomplete and will not be considered for further processing.

Please note that only short-listed candidates will be invited to the interview.

Selected candidates will need to submit prior to commencement of work:

1. A copy of the latest academic certificate
2. UN Women P-11 form, available via <http://www.unwomen.org/en/about-us/employment>
3. A statement from a medical doctor of 'good health and fit for travel'
4. Before any travel outside of Monrovia, the consultant will need to provide proof (certificate) of "Basic and Advanced Security in the Field" (which can be accessed here: undss.trip.org)

IX. Evaluation

Applications will be evaluated based on the cumulative analysis.

- Technical Qualification (100 points) weight; [70%]
- Financial Proposal (100 points) weight; [30%]

A two-stage procedure is utilised in evaluating proposals, with evaluation of the technical proposal being completed prior to any price proposal being compared. Only the price proposal of the candidates who passed the minimum technical score of 70% of the obtainable score of 100 points in the technical qualification evaluation will be evaluated.

Technical qualification evaluation criteria:

The total number of points allotted for the technical qualification component is 100. The technical qualification of the individual is evaluated based on the following technical qualification evaluation criteria:

Technical Evaluation Criteria	Obtainable Score
Experience and skills	90 %
Language and other skills	10 %
Total Obtainable Score	100 %

Only the candidates who fit the minimum requirements will be longlisted and additional documentation may be requested. Candidates with a minimum of 70% of total points will be considered as technically-qualified candidates and will be shortlisted for potential interview.

Financial/Price Proposal evaluation:

- Only the financial proposal of candidates who have attained a minimum of 70% score in the technical evaluation will be considered and evaluated.
- The total number of points allotted for the price component is 100.
- The maximum number of points will be allotted to the lowest price proposal that is opened/ evaluated and compared among those technical qualified candidates who have attained a minimum of 70% score in the technical evaluation. All other price proposals will receive points in inverse proportion to the lowest price.

Annex I: Financial Proposal

BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

Breakdown of Cost by Components:

Deliverables	Percentage of Total Price (Weigh) for payment)	Fixed price	Due Date
Final Inception Report. The inception report should capture relevant information such as proposed methods; proposed sources of data; and data collection procedures. The inception report should also include an evaluation matrix, proposed schedule of tasks, activities and deliverables and should also contain background information ² .	15%		
A briefing and report with preliminary findings and Power Point Presentation of preliminary findings presented to the Reference Group.	10%		
Interim Evaluation Report. Report structure should follow UNEG evaluation reporting guidance.	25%		
Power point Presentation of interim report. A presentation of draft report should be done at a validation workshop facilitated by the National Consultant.	5%		
Final Evaluation Report. The final report should be submitted in both hard and in soft copies	45%		

The lump sum costs should include administration costs and expenses related to the consultancy. All prices/rates quoted must be exclusive of all taxes. The lump sum costs must be accompanied by a detailed breakdown of costs calculation.

² UN Women guidance on inception reports is available.