

TERM OF REFERENCE (ToR)

FOR THE RECRUITMENT OF NATIONAL EVALUATION CONSULTANT

GENERAL INFORMATION

Services/Work Description:	End Evaluation of the Joint Program on Gender Equality and Empowerment of Women Phase II
Project/Program Title:	Joint Program on Gender Equality and Empowerment of Women Phase II
Post Title:	National Evaluation consultants (Two)
Consultant Level:	Specialists
Duty Station:	Addis Ababa with travels to all regional states and city administrations
Expected Places of Travel:	All regions and two city administrations of Ethiopia
Duration:	60 working days
Expected Start Date:	Immediately after Concluding Contract Agreement

I. BACKGROUND / PROJECT DESCRIPTION

The Government of Ethiopia (GoE) - UN Joint Flagship Programme on Gender Equality and Women's Empowerment (GEWE JP) brings together six participating UN agencies¹ and multiple Government of Ethiopia line ministries and entities coordinated by Ministry of Finance and Economic Cooperation (MoFEC formerly known as Ministry of Finance and Economic Development) and Ministry of Women and Children Affairs (MoWCA formerly known as Ministry of Women, Children and Youth Affairs). The GEWE JP was launched in 2011 for an initial pilot phase planned to last 18 months from January 2011 until June 2012. The first phase was extended to June 30 2013 to allow for the completion of planned activities. The first phase was initiated as a result of UNDAF 2007-2011 mid-term review, which identified result areas for which the UN system would benefit from an increasingly harmonized and scaled up programmatic approach. Additionally, Ethiopia had a status of Delivering as One self-starter and the 'flagship' programmes were meant to drive forward innovation in operational modalities towards increased alignment and effectiveness of delivery. The first phase was evaluated in 2013. The second phase of JP GEWE was also extended to last until June 30 2016 to align it with the start of the new UNDAF 2016-2020 and to align it with GoEs Growth and Transformation Plan (GTP) second cycle (2015/2016-2019/2020).

The second phase of JP GEWE was built on the 'lessons learned' and progress in operational effectiveness from JP GEWE Phase one, to provide a multi-year programming framework with mechanisms in place for medium-term monitoring aligned to the UNDAF 2012-2015 and the Growth and Transformation Plan (GTP) 2010/11-2014/15 results framework. This phase also brought on board the efforts of three more UN Agencies, namely FAO, IFAD and WFP, that are endeavouring to accelerate the economic empowerment

¹ ILO, UN Women, UNICEF, UNESCO, UNDP and UNFPA

of poor rural women. As per the agreement reached between MoFED and UNCT, the Rural Women Economic Empowerment Programme (RWEE) has been integrated into the JP GEWE, specifically in to Outcome One and Two, for improved linkages and synergies which will ensure complimentary activities, results and impact with the GEWE JP. This evaluation will not be looking at the implementation of the RWEE component of the JP GEWE.

The GEWE JP (both phase I and phase II) was the first UN programme to receive financial support through the Ethiopia One UN Fund, established in January 2011. The One Fund is intended to facilitate the realization of One UN Programme outcomes by strengthening the planning and coordination process, aligning the funding allocation to the needs of the One UN Programme and channeling funds towards the highest priority needs of the country.

The GoE- UNDP High-Level Steering Committee exercises overall oversight of the programmatic response and modalities in place to operationalize 'Delivering as One' in Ethiopia. The GEWE JP also has a Steering Committee, which is responsible for prioritization, resource allocation decisions and progress review specific to the GEWE JP. In terms of communication, joint resource mobilization, progress review and consolidated reporting, UN Women, jointly with MoWCYA, is the responsible co-lead, while UNFPA is the co-lead responsible for operational and financial management and monitoring, jointly with MoFED. Thematically each of the four outcome areas are coordinated by an assigned agency, which is responsible for strategic guidance, resource mobilization and progress monitoring within the result area. The outcome areas are:

- **Urban and rural Women have increased income for improved livelihoods (ILO, UN Women is a partner):** This outcome of the JP seeks to increase access to financial and business development services by Vulnerable Women. This will be achieved by strengthening the capacities of financial institutions, BDS providers, associations and cooperatives to provide diversified financial products and Business Development Services to urban and rural Women; by increasing access to training and information on financial and business development services for Women (in formal and informal businesses), by increasing access to credit for Women (in formal and informal businesses), and developing a national strategy and implementation framework for micro finance services targeted to vulnerable groups. The program also seeks to improve food security and nutrition in rural target households.
- **Urban and rural Women and girls have increased opportunities for education, leadership and decision making (UNICEF, UNESCO is a partner):** Under this outcome the JP seeks to increase opportunities for education, leadership and decision making for women and girls in rural and urban localities. This will be achieved by increasing numbers of girls and women who receive support for secondary and tertiary education; increasing numbers of teachers who have knowledge and skills to provide a gender responsive pedagogy; increasing numbers of women and girls who obtain basic functional literacy skills; increasing women's access to professional and leadership development opportunities and increasing the general public awareness on women's participation in leadership.
- **Federal and Local level government institutions have strengthened their capacity to implement national and international commitments on gender equality (UN Women, UNDP and UNICEF are partners):** under this component, the JP seeks to strengthen the capacity of Federal and local government institutions to implement national and international commitments on gender equality. This will be achieved by putting in place systems at federal and local levels to monitor performance on gender related commitments and increasing the existing capacities of federal and local government institutions for gender responsive planning and budgeting
- **Federal and local level institutions and communities have enhanced their capacity to promote and**

protect the rights of women and girls (UNFPA, UNICEF and UN Women are partners): Under this outcome, the JP seeks to enhance the capacity of Formal and informal institutions at national and local levels to promote and protect the rights of girls and women. This will be achieved by establishing knowledge networks on gender equality and women's empowerment at federal and regional levels, establishing/strengthening coordination mechanisms for prevention and response to VAWG at federal and local levels, increasing capacity of service providers to deliver gender responsive support (health, psycho-social support, social and economic reintegration) to survivors of violence, enhancing the capabilities(knowledge, skills and systems) of Law enforcement agencies to promote and protect the rights of women and increasing community interventions/actions that promote and protect the rights of women and girls

II. SCOPE OF THE WORK

This particular evaluation will focus on the JPGewe Phase II covering the period from July 2013-June 2016) and the four Outcomes under the JPGewe. All UN participating organizations and main implementing partners of the joint programme will be at the center of the evaluation. The selection of the sites for the end evaluation will be further worked out by the Technical working group under the leadership of MoWCA and approved by the reference group that will be set up to provide an oversight role throughout the evaluation period .

III. EXPECTED OUTPUTS AND DELIVERABLES

The evaluators will be expected to deliver:

- Inception report that includes a detailed evaluation design including evaluation work plan, key questions, data collection and analysis methods. This framework should be developed in participatory manner by the evaluation team and the Evaluation Reference Group before commencement of the Evaluation;
- A draft evaluation report for review by Evaluation Reference Group;
- Presentation of draft findings at validation meeting;
- A final evaluation report incorporating comments gathered on the draft report in addition to having annexes of specific findings from the evaluation and recommendations;

Accordingly, the following reporting structure is suggested for the final report:

1. Title page, Table of Contents and Acronyms
2. Executive Summary
3. Background and purpose of the evaluation
4. Programme description and context
5. Evaluation methodology and limitations
6. Findings
7. Analysis and Conclusions
8. Recommendations
9. Lessons learned (if applicable)
10. Annexes: Terms of Reference, List of documents reviewed, list of agencies and partners interviewed (without direct reference to individuals), evaluation matrix and data collection instruments, any other relevant documents

It is expected that the Consultants will provide the following deliverables as per the indicated time frame

Evaluation Phases	Deliverables	Dates/working days	Remarks
Phase 1 Preparations	Draft TOR	15 days	Working days is for UN Women
	Establishment of Evaluation Reference Group		
	Discussion and endorsement of final evaluation TOR		Meeting with Evaluation Reference Group
	Post RFQ, assess bids and contract evaluators		RFQ through UNDP
Phase 2 Evaluation design & desk review	Conduct desk review	5 days	
	Drafting and presentation of evaluation inception report, data collection tools and instruments		Meeting with Evaluation Reference Group
	Submission of final inception report		
Phase 3 Data collection & field visits to regions	Field missions to sites , Federal and regional level	30 days	Meeting with participating agencies, government, DGGE, partners, beneficiaries etc.
	Preparation of draft evaluation report		
	Presentation and validation of evaluation findings to stakeholders and collect feed back		Meeting with Evaluation Reference Group
Phase 4 Finalization	Preparation of final evaluation report	10 days	For the team of consultants
	Submission of final report – hard and Electronic Copy to UN Women		Consultants
	Preparation of management response and input		UN Women, reference and Evaluation Management Group
	Development of Evaluation Dissemination Strategy		UN Women and the Reference Group
	Implementation of evaluation dissemination strategy		UN Women

All the deliverables should be agreed with the Evaluation Reference Group and be provided in English, hard and Electronic Copy within the agreed time frame.

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

In line with UN Evaluation Group Norms and Standards, an Evaluation Reference Group will be constituted to serve as sounding board and consultative body to ensure the active involvement of stakeholders. The evaluators will report directly to the evaluation reference group which will serve as the primary contact point for the evaluation team. The Evaluation Reference Group will help to provide a balanced picture of views and perceptions regarding achievements and limitations of the JP. It will make the evaluation more relevant through providing inputs and feedback throughout the evaluation process. The Group will also help to ensure ownership of evaluation findings and recommendations through prompting users of the evaluation and other stakeholders into action during and after the evaluation.

Specifically the Evaluation Reference Group will:

- Act as source of knowledge for the evaluation
- Act as an informant of the evaluation process

- Assist in the collection of pertinent information and documentation
- Assist in identifying external stakeholders to be consulted during the process;
- Play a key role in disseminating the findings of the evaluation and implementation of the management response
- Participate in any meetings of the reference group
- Provide input and quality assurance on the key evaluation products: ToR, inception report and draft evaluation report
- Participate in the validation meeting of the final evaluation report
- Participate in learning activities related to the evaluation report

The Evaluation Reference Group will consist of the following representatives:

- MoWCA & MoFEC
- UN agencies participating in the JP

V. DURATION OF THE WORK

- The evaluation will be done in 60 working days.
- A detailed work plan will be elaborated by the evaluation team during the inception phase based on inputs from the Evaluation Reference Group.

VI. QUALIFICATIONS OF THE SUCCESSFUL EVALUATION TEAM

Team Composition

The National evaluation consultants will be supported by an international evaluation expert will be the team leader throughout the evaluation process. The evaluation team will be assembled to ensure the right mix of evaluation expertise, knowledge of the national context and expert knowledge of gender issues. All members of the evaluation team will be responsible for the deliverables under the leadership of the international consultant and responsible for the production of a high quality evaluation report as per the agreed timeframe.

Required Background and Experience

National consultant

- Advanced Degree in Social Sciences, development Studies or other relevant field and with formal research skills.
- At least 5 years' experience in conducting evaluations
- High proficiency in English
- Fluent in English and Amharic / local language

Required competencies for National consultants

- Knowledge of issues concerning governance, women's rights and gender equality
- Specific knowledge in the area of democratic governance, economic empowerment, GBV and/or gender mainstreaming
- Excellent facilitation and communication skills
- Experience with focus group discussions and key informant interviews
- Ability to deal with multi-stakeholder groups
- Ability to write focused evaluation reports.
- Wide experience in quantitative and qualitative data collection methods and in undertaking similar

- evaluations.
- Willingness and ability to travel to the different project's sites in the country.
- Ability to work in a team.

Core values / guiding principles:

The evaluators will adhere to the following core values and guiding principles:

- Integrity: Demonstrating consistency in upholding and promoting the values of UN Women in actions and decisions, in line with the UN Code of Conduct.
- Cultural Sensitivity/Valuing diversity: Demonstrating an appreciation of the multicultural nature of the organization and the diversity of its staff. Demonstrating an international outlook, appreciating differences in values and learning from cultural diversity.

Important Note:

Only applicants who hold the above qualifications will be shortlisted and contacted. An applicant should obtain above 70/100 for the technical proposal first in order to be proceed to the financial level evaluation.

VII. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Individual Consultants are expected to submit both the Technical and Financial Proposals separately sealed. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal and interview (if required))	70 %	70
(a) Minimum educational background as per the requirement in the ToR	15 %	15
(b) Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; implementation plan and organization & completeness of the proposal	30%	30
(c) Relevant experience in similar consultancy projects (gender responsive evaluation) and/or IC contracts and team composition	25 %	25
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

VIII. PAYMENT MILESTONES AND AUTHORITY.

The prospective consultant will indicate the cost of services for each deliverable in US dollars **all-inclusive² lump sum contract amount**. The consultant will be paid based on the effective UN exchange rate (where applicable), and only after approving authority confirms the successful completion of each deliverable as stipulated hereunder.

The final evaluation report will be quality-rated externally based on the UN Women Global Evaluation Reports Assessment and Analysis System (GERAAS) available at:

<http://www.unwomen.org/en/about-us/evaluation/decentralized-evaluations> . Then only the qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 st Installment	Inception report, outline and action plan after incorporating comments at the inception meeting,	Reference Group/Chair of the group	DSA and travel costs for data collection
2 nd Installment	First draft evaluation report	“	40%
3 rd Installment	Upon submission of Final Report of evaluation and satisfactory certification of good work/completion of all activities	“	60%

IX. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Consultants tasked with carrying out the Evaluation shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UN Women.

This TOR is approved by:

Signature: _____

Name and Designation: Letty Chiwara
Representative to Ethiopia, AU and UNECA

Date of Signing: _____

² The term “All inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consummables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal