

**TERMS OF REFERENCE FOR:**  
**A NATIONAL CONSULTANT TO EVALUATE THE SPOTLIGHT INITIATIVE COMPONENT OF THE NHRI -**  
**VILLAGE SAFETY COMMITTEE PILOT PROGRAM**  
**Ref: IC2021/WSM/042**

**A. PROJECT TITLE**

A consultant to evaluate the Spotlight Initiative component of the National Human Rights Institution (NHRI) – village safety committee pilot program.

**B. PROJECT DESCRIPTION**

The Spotlight Initiative (SI) is a global partnership between the European Union (EU) and the United Nations (UN) to eliminate all forms of violence against women and girls (EVAWG), including harmful practices by 2030. Premised on the key principles of sustainable development goals (SDGs) of leaving no one behind (LNOB) and reaching the furthest behind first, the Spotlight Initiative in Samoa - addresses Domestic Violence and Intimate Partner Violence (DV/IPV).

The SI in Samoa builds on existing Government commitments to ending domestic and intimate partner violence (IPV) and cultural institutions that support ending violence against women and girls.

The 2020 Samoa Second National Review Report on the SDG's confirms the increasing rates of violence against women and children. Furthermore, the National Public Inquiry into Family Violence 2018 states 89% of women have experienced physical abuse by a family member, with alarming rates of sexual abuse against girls. Recommendation 20 of the Inquiry Report signals the significant role of the Village *Fono* to establish a credible mechanism for preventing family violence that ensures regular and ongoing programs are conducted. For instance, the mechanism refers to the establishment of 'Village Family Safety Committees' (VFSC) within each village, solely responsible for all matters relating to family violence prevention<sup>1</sup>.

To implement Recommendation 20 of the 2018 Inquiry, the National Human Rights Institution (NHRI) embarked on a Village Family Safety Committee pilot program to implement a 'Violence Free Village Programme in six (6) villages in Samoa. Modelled on the significance of the 'faasamoa', the pilot program uses a culturally responsive centred approach to empower village leaders and members to proactively be the vanguards of change in the prevention of domestic violence within their own villages. The program aims to establish Village Safety Committees to not only recognize DV as a serious problem and act as the support network for prevention and awareness-raising about family violence including DV/IPV. Furthermore, capacity support is provided to the committees to develop safety plans to promote family safety initiatives within their own village environment. In 2020, funding assistance from the Spotlight Initiative through UNDP has supported the set-up of and capacity building training for safety committees, development of safety plans and implementation for some initiatives.

<sup>1</sup> NHRI Samoa 2020; Village Family Safety Committee Pilot Project. Phase II Report.

UNDP in partnership with NHRI seeks through this request for proposal, the services of a national consultant to evaluate the performance and impact of the Village Family Safety Committee pilot program in the six (6) pilot villages identified.

### **C. SCOPE OF WORK**

The national consultant will be supported by the National Human Rights Institution to undertake the following scope of work.

To assess the performance (including the approach) of the pilot program to date and make recommendations on what is working for future programme enhancements. The evaluation approach is expected to look at the relevance, effectiveness, results or impact and sustainability. This includes implementation challenges and documentation of any innovative best practices and or promising future practices.

The evaluation is expected to provide an overview of progress since the program commenced in terms of activities, objectives, and deliverables as well as impact and achievement of program outcomes. The final report produced by the consultant will determine the next phase of program implementation for NHRI.

The scope of evaluation will include all six (6) villages under the pilot Village Safety Committee program and review of available related documents but not limited to the following: Village Safety Committee pilot program concept note, village safety plans, activity reports, media including social media releases, articles, annual reports, and strategic plans.

The consultant will work on this assignment for a period of 25 working days ending 2 November 2021.

### **D. EXPECTED OUTPUTS AND DELIVERABLES**

1. Develop and submit an evaluation work plan which includes the evaluation approach *-addressing the following key areas- relevance, effectiveness, results or impact and sustainability. This includes challenges and documentation of innovative best practices and or promising future practices*). In addition to the work plan must include objectives, methodology, timelines, list of key informants to be interviewed. The work plan should be developed in consultation with the NHRI Rights division.

1.1. Incorporate the required relevant outcomes and output indicators of the EU & UN Spotlight Initiative Monitoring & Evaluation framework into the assignment evaluation work plan to ensure alignment and reporting on relevant indicators and their achievement.

1.2. Develop the evaluation tools to support the conduct of the assignment where necessary. Ensure the Samoan translation is included where appropriate for engaging the community-based audience (information sheet on the evaluation, questionnaires, interview questions etc).

2. Review available documents but not limited to the following: Village Safety Committee pilot program concept note, village safety plans, activity progress and monitoring reports, related media including social media releases, articles, annual reports, and strategic plans.

3. Interview key informants and beneficiaries; Village Safety Committees, NHRI Human Rights Steering Committee, trained committee members and leaders, selected members of the OneUN (Samoa) Spotlight Initiative technical task force, key partner organisations supporting implementation from government ministries and civil society organisations.

4. Capture and document transformational human interest or village group stories and testimonies from the pilot villages. Including documentation of evidence-based lessons learned that lead to innovative community best practices or promising practises for the prevention of violence against women and girls.

5. Analysis and synthesis of results into a draft and final evaluation report for NHRI and UNDP. Include key recommendations for specific changes, opportunities building on the best practice lessons learned and promising practices of the program implementation and approach.

5.1 Conduct a joint meeting with NHRI and UNDP to discuss the draft findings of the report according to the assignment deliverables.

5.2. Prepare and submit the final report on the key deliverables of the assignment in both hard and soft copy in English to NHRI and UNDP with necessary attachments.

Deliverables	Target Due Dates	Amount (WST) to be paid upon UNDP Certification of Deliverable and Satisfactory Performance and endorsement by the Ombudsman and ARR GPRU
1. Develop and submit an evaluation work plan which includes the evaluation approach - <i>addressing the following key areas- relevance, effectiveness, results or impact and sustainability. This includes challenges and documentation of innovative best practices and or promising future practices</i> ). The work plan must include objectives, methodology, timelines, list of key informants to be interviewed. The work plan should be	28 October 2021 (3 days)	20% of the lump sum

<p>developed in consultation with the NHRI Rights division.</p> <p>1.2 Incorporate the required relevant indicators of the EU &amp; UN Spotlight Initiative Monitoring &amp; Evaluation framework into the evaluation work plan to ensure alignment and reporting on relevant indicators and their achievement.</p> <p>1.3 Develop the evaluation tools to support the conduct of the assignment where necessary. Ensure the Samoan translation is included where appropriate for engaging the community-based audience.</p>		
<p>2. Review available documents but not limited to the following: Village Safety Committee pilot program concept note, village safety plans, activity progress and monitoring reports, related media including social media releases, articles, annual reports, and strategic plans.</p> <p>3. Interview key informants and beneficiaries; Village Safety Committees, NHRI Human Rights Steering Committee, trained committee members and leaders, selected members of the OneUN (Samoa) Spotlight Initiative technical task force, organisations supporting implementation from government ministries and civil society organisations.</p> <p>4. Capture and document transformational human interest or village group stories and testimonies from the pilot villages. Including documentation of evidence-based lessons learned that lead to innovative community best practices or promising practises for the prevention of violence against women and girls.</p>	<p>11 November 2021</p> <p>(10 days)</p>	<p>40% payment to be paid upon submission of the monitoring report</p>
<p>5. Analysis and synthesis of results into a draft and final evaluation report for NHRI and UNDP. Include key recommendations for specific changes, opportunities building on the best practice lessons</p>	<p>29 November 2021</p> <p>(12 days)</p>	<p>40% payment to be paid upon completion of the meeting and the final report.</p>

<p>learned and promising practices of the program implementation and approach.</p> <p>5.1 Conduct a joint meeting with NHRI and UNDP to discuss the draft findings of the report according to the assignment deliverables.</p> <p>5.2. Prepare and submit the final report on the key deliverables of the assignment, in both hard and soft copy in English to NHRI and UNDP with necessary attachments.</p>		
<b>TOTAL DURATION</b>	<b>25 working days</b>	Total Amount: WST XXX

Payments will only be disbursed upon successful completion and approval by UNDP of the milestones.

## **E. INSTITUTIONAL ARRANGEMENT**

The Local Consultant will be recruited up to 25 days from the effective date of the contract.

The consultancy is to deliver on the Initiative pilot ‘Samoa Violence Free Village Program’ implemented through the National Human Rights Institution.

### **Inputs by NHRI**

The NHRI will make available to the consultant, the services of their division team managing the Pilot village program and all relevant information to assist the consultant in effectively carrying out the services. These include physical workspace if deemed necessary for the delivery of services.

### **Inputs by UNDP**

UNDP through the SI program coordinator will make available to the consultant all relevant information and materials including access to the UN Spotlight Technical Lead and resource team where needed to achieve the objectives of this assignment.

### **Ownership**

The National Human Rights Institution of the Office of the Ombudsman maintains ownership of all data and information used in the duration of this assignment, other than those materials originally sourced, authored and produced by UNDP, EU & UN Spotlight Initiative and other agencies.

## Reporting Requirements

The Consultant is or is required to report to the Ombudsman and UNDP ARR GPRU. The consultant is required to submit relevant milestone reports for endorsement to the Ombudsman through the Director of NHRI and the UNDP GPRU Assistant Resident Representative.

## F. DURATION OF THE WORK

The duration of time for the Consultant to provide the services will be up to **25 working days** from the effective date of the contract.

## G. DUTY STATION

For this consultancy, the local consultant is required to be based in Samoa.

## H. COMPETENCIES

### Corporate Competencies

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Demonstrates commitment to the Government of Samoa mission, vision and values
- Demonstrates integrity by modelling the UN's values and ethical standards.
- Promotes the vision, mission, and strategic goals of UNDP.
- Treats all people fairly without favouritism.
- Fulfils all obligations to gender sensitivity and zero tolerance for any form of violence including sexual harassment.

### Functional Competencies

- Strong experience and skills in planning, conducting and reporting on strategic community-based evaluation for social and behaviour change programs.
- Good understanding and knowledge of gender equality/gender-responsive work, in particular for violence against women and girls, domestic violence.
- Excellent communication, presentation skills in Samoa and English language; ability to communicate effectively and in a credible manner with various partners including village leaders, village representatives of all ages, government, civil society, UN agencies; development partners.
- Strong knowledge and understanding of SDG relevant gender indicators, government human rights & CEDAW gender reporting indicators at national and global levels.

### Leadership and Self-Management

- Ability to work in tight schedules or timeframes
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good-humoured even under pressure
- Demonstrate openness to change and ability to manage complexities
- Good interpersonal and teamwork skills in the Samoan language, networking aptitude, ability to work in a multicultural environment.

### **QUALIFICATIONS AND EXPERIENCE REQUIREMENTS OF SUCCESSFUL CONTRACTOR**

1. Minimum formal qualification from a recognised university. Bachelor's degree in Monitoring and Evaluation, in either Gender, social science, or relevant field.
2. Minimum of 5 years of relevant experience in the indicated fields of expertise or competencies in undertaking strategic evaluation in particular gender-responsive programs in addressing violence against women and girls.
3. Strong experience in developing evaluation tools and preparing clear evaluation plans and analytical reporting on community-based social and behaviour change programs to advancing the gender equality agenda is highly desirable.
4. Relevant experience working in a flexible and responsive manner to engage multisectoral stakeholders from communities, civil society, government, development partners in reviews and planning processes is preferred desirable.
5. Proficiency in written and spoken Samoan and English and applying Samoa cultural methodologies to advance human rights in line with the SDGs.

### **EVALUATION PROCESS & CRITERIA**

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as;

- Responsive/ Compliant/ Acceptable, and,
- Having received the highest combined score out of the pre-determined set of weighted technical and financial criteria specific to the solicitation.

**TECHNICAL CRITERIA WEIGHT – 70%**

**FINANCIAL CRITERIA WEIGHT – 30%**

Technical Evaluation Criteria will be based on the information provided in the CV and the relevant documents must be submitted as evidence to support the criteria. Only candidates obtaining a minimum of 70% of the total technical points will have their financial proposal considered for combination.

### ***Qualification and Experience – Evaluation of CVs for Shortlisting***

1. Minimum formal qualification - Bachelor's degree in Monitoring and Evaluation, in either Gender, social science, or relevant field. (20%)
2. Minimum of 5 years of relevant experience in the indicated fields of expertise or competencies in undertaking strategic evaluation in gender-responsive programs in addressing violence against women and girls. (25%)
3. Strong experience in developing evaluation tools and preparing clear evaluation plans and analytical reporting on community-based social and behaviour change programs to advance the gender equality agenda. (25%)
4. Relevant experience working in a flexible and responsive manner to engage multisectoral stakeholders from communities, civil society, government, development partners in reviews and planning processes. (15%)
5. Proficiency in written and spoken Samoan and English and applying Samoa cultural methodologies to advancing human rights agenda in line with the SDGs. (15%)

## **I. RECOMMENDED PRESENTATION OF PROPOSAL**

Given below is the recommended format for submitting your proposal. The following headings with the required details are important. Please use the templates provided to submit your proposal by **30 September 2021** to the UNDP Jobs Site link below.

Kindly note to **upload only ONE document** to the following UNDP Jobs site link.

[https://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_job\\_id=101988](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=101988)

Incomplete applications will not be considered and only candidates for whom there is further interest will be contacted. Proposals must include:

- **Letter of interest and availability specifying the available date to start and other details (Annex I)**
- **CV or P11 form** addressing the evaluation criteria and why you consider yourself the most suitable for this assignment. The selected candidate must submit a signed P11 prior to the contract award. (Annex II)
- **Financial Proposal** specifying the daily rate and other expenses if any (Annex III)
- **A brief methodology** on how you will approach and conduct the work (Annex VI)
- **Statement of Good Health** (Annex VII)

**Also provided** are the UNDP General Terms and Conditions for ICs (Annex VI) and Reimbursable Loan Agreements (Annex V) for your information.



**Note:**

- a) The Statement of Good Health and Health Insurance are now compulsory for the period of the consultancy and if successful, the consultant will be asked to provide proof of insurance policy before contract signature.
- b) The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with UNDP.)
- c) Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.

Queries about the consultancy can be directed to the UNDP Procurement Unit [procurement.ws@undp.org](mailto:procurement.ws@undp.org).