

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT TA II MTR International Consultant

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Pacific Sub Regional Office (PSRO)
Purpose of consultancy:	To undertake the Transformative Agenda Programme Phase II Mid-term Review
Scope of work: <i>(Background, Description of services, Methodology, activities, or outputs)</i>	<p>1. Background:</p> <p>The Transformative Agenda (TA) for Women, Adolescents and Youth in the Pacific: Towards Zero Unmet Need for Family Planning – Phase II programme is a strategic initiative, which aims at transforming the lives of women, adolescents, and youth in the Pacific through improved sexual and reproductive health and rights (SRHR) by 2027. The programme, which spans from May 2023 to June 2027, focuses on nine Pacific countries (Fiji, Kiribati, Federated States of Micronesia, Nauru, Marshall Islands, Samoa, Solomon Islands, Tonga, and Vanuatu) and is generously supported by the Australian Department of Foreign Affairs and Trade (DFAT) by a budget of AUD 42,500,000.</p> <p>This programme was developed through strategic consultative process along with sound stakeholders' engagement and inclusion to ensure Pacific's national priorities and needs are met as well as the country level, regional and the Small Islands Developing States (SIDS) perspective for the Pacific region is well-taken in the consideration focusing on the health, well-being and human rights issues for better and healthy life. Moreover, the TA programme was designed with concrete synergies with other initiatives and pillars that DFAT and other country donors and institutions are funding such as DFAT funded the Pacific Women Lead (PWL) programme 2021-2026, which TA Phase II programme contributes to PWL goals and outcomes particularly in relation to women's rights realised (diverse women and adolescent girls have improved access to quality health services, especially sexual and reproductive health). Additionally, TA phase II programme contributes to Australia's Partnerships for a Healthy Region Initiative announced by the Foreign Minister, Senator Penny Wong on 23 February 2023.</p> <p>In this context, the TA phase II programme seeks to significantly improve SRHR, with a focus on reducing unmet need for family planning in nine (9) countries out of 14 Pacific countries that UNFPA Pacific Sub-Regional Office (PSRO) assists under the new 7th Multi-Country Programme (MCP7) for 2023-2027. TA Phase II establishes a synergistic set of three Outcomes, six Outputs, with contributing strategic interventions, focused on supply, demand and fostering an enabling environment as per the programme results chain/framework.</p> <p>In line with TA Phase II programme context and to ensure sound tracking and monitoring of the programme interventions implementation, a Mid-Term Review is planned to be undertaken to i) Assess programme performance in terms of progress towards achieving the envisaged results at the regional and country level in order to enhance the accountability of the UNFPA towards its stakeholders, donors and partners and ii) Generating high quality evidence-based information and data, which will serve as a basis for making strategic adjustments to the TA II programme and supporting decision making at country and regional level. This MTR should provide concrete recommendations on strengthening synergies with DFAT's Regional Development Programmes including the Pacific Women Lead and Healthy Region Initiative. The MTR is aligned with UNFPA PSRO 7th Multi-Country Programme 2023-2027 and will be a potential key resource for PSRO's contribution to UNFPA Strategic Plan 2026-2029. The MTR will be undertaken according to DFAT Development Evaluation Mechanism as well as aligned with United Nations Evaluation Group (UNEG) standards, norms and principles, in addition to Organization for Economic Cooperation and Development (OECD) / Development Assistance Committee (DAC) criteria.</p> <p>2. TA phase II Results Chain/Framework</p> <p>The Transformative Agenda for Women, Adolescents and Youth in the Pacific: Towards Zero Unmet Need for Family Planning – Phase II results chain/framework was developed by adopting the key principles of the Results-Based Management (RBM) strategy, particularly, Programme Accountability, National Ownership and the Inclusiveness and stakeholder's engagement that led to develop and design a robust results chain structure based on the TA phase II programme Theory of Change and the outcomes of</p>

the intensive consultations with different countries backed by a 4-day Phase II Design Workshop, which was attended by eight countries out of the nine selected countries with a participation from other partners, UN agencies and DFAT. The 4 -day design workshop resulted in development and design of strategic interventions and milestones that paved the way ahead to have in place country-based roadmaps that illustrate each country's specific and unique priorities and interventions. Accordingly, the TA phase II programme results chain/framework establishes a synergistic set of three Outcomes, six Outputs, with contributing strategic interventions, focused on supply, demand and fostering an enabling environment, as follows:

Impact (Ultimate Goal):

Transformative change in the lives of women, adolescents and youth, including those populations most left behind, through improved SRHR in the Pacific by 2027 with a focus on Family Planning in nine Pacific countries

Outcome 1:

Increased availability of quality integrated SRHR information and services, across general populations and those most left behind, particularly for family planning.

Output 1.1:

Strengthened and expanded delivery of quality integrated SRHR information and services inclusive of those most left behind, across the development-humanitarian continuum.

Output 1.2:

Strengthened training and supervision systems support sustainable, quality, rights-based SRH services.

Outcome 2:

Increased demand for SRHR information and services inclusive of those most left behind, particularly for family planning.

Output 2.1:

Social acceptability and support for SRHR/FP at community level increased, especially for contraceptive use.

Output 2.2:

FLE institutionalized in schools and scaled-up in communities.

Outcome 3:

A more conducive and supportive environment inclusive of those most left behind to access and benefit from quality integrated SRHR information and services, especially contraceptive choice.

Output 3.1:

Targeted changes in evidence-based legislation, public policy and programming that supports universal SRHR with focus on enabling and sustaining improvements achieved with support from the TA.

Output 3.2:

Provide focused support for Policies, official guidance and costed operational plans formalizing support for TA priorities.

3. Purpose of the Review

The Mid-Term Review's (MTR) main purpose is two-fold: i) Assess programme performance in terms of progress towards achieving the envisaged results at the regional and country level in order to enhance accountability of the UNFPA towards its stakeholders, donors and partners. ii) Generate high quality evidence-based information and data, which will serve as a basis for making strategic adjustments to the TA II programme and supporting decision making at country and regional level. More specifically, the review will assess the relevance, effectiveness, efficiency, and governance of the programme from May 2023 to April 2025. The review will provide insights into the progress made towards achieving the programme's results, particularly in improving access to quality integrated SRHR information and services.

4. Objectives

The overall objective of the MTR is to assess the continued relevance, effectiveness and efficiency of the Transformative Agenda and the progress made towards achieving its planned overall result - Towards Zero Unmet Need for Family Planning.

This encompasses several subsequent specific objectives of the Mid-Term Review as follow:

- Provide insights and in-depth understanding of the overall programme progress including capturing good practices, lessons learned, challenges along with recommendations at strategic and operational levels to support the programme progressing and informing its

structure and results chain for the remainder of the TA Phase II (June 2025- May 2027).

- Assess Relevance: Evaluate the alignment of the programme’s goals and activities with the needs of target populations, including those most left behind.
- Evaluate Effectiveness: Measure the extent to which the programme has achieved its intended outcomes and outputs, particularly in family planning services.
- Analyze Efficiency: Review the resource utilization in relation to the outputs and outcomes achieved to determine how effectively resources have been used.
- Examine Governance: Assess the program management, coordination, reporting, and monitoring mechanisms in place to collect evidence regarding the impact of interventions.

5.Scope of the Review

The review will encompass:

Geographical Focus: The nine Pacific countries involved in the programme: Fiji, Kiribati, Federated States of Micronesia, Nauru, Marshall Islands, Samoa, Solomon Islands, Tonga, and Vanuatu.

Timeframe: The review of activities and outputs from May 2023 to April 2025.

Key Areas for Analysis: The MTR seeks to address the following:

- Availability and quality of SRHR information and services, including for those most left behind.
- Progress made at the level of the zero unmet need of family planning
- Demand and social acceptability for family planning and contraceptive use.
- Review the progress made and achieved at the Family Life Education (FLE) programme that focuses on the in-school as well as the out of school adolescents and young people related to SRH rights, knowledge, attitude and perception.
- Legislative, policy changes and political will in support of SRHR including addressing unmet need for FP..
- Stakeholders’ engagement and community involvement.

6. Methodology

The review will employ a mixed-methods approach, including qualitative and quantitative ones such as:

- Literature Review: Review and analysis of programme documents, reports, and relevant literature.
- Interviews: Conducting interviews with key stakeholders, including programme staff, partners, beneficiaries, government officials and community leaders.
- Surveys: Administering surveys to gather quantitative data on service access and community perceptions.
- Field Visits: Conducting site visits to selected programme locations to observe implementation and gather firsthand insights.

Key Questions to be Answered through the MTR

Relevance:

1. To what extent has the TA Phase II programme addressed national priorities and needs of the population vis-à-vis the UNFPA and donor country strategic mandates?
2. To what extent has the TA Phase II programme been able to respond to changes in the national development context and in relation to the humanitarian crisis in the country/community?
3. To what extent have TA Phase II programme supported interventions been aligned with the UNFPA Strategic Plan, national development plans and priorities, and international policy and normative frameworks related to development and humanitarian action?

Effectiveness:

- 1.To what extent has TA Phase II programme progressed against its outputs (short-term results) as well as to what extent it has contributed to the outcomes (mid-term results) and the impact (the long-term result)?
- 2.To what extent has the TA Phase II programme contributed to improving access and use of affordable quality sexual reproductive health (SRH) services

and rights, particularly family planning information and services amongst adolescents & youth, persons with disabilities and women of reproductive age?

3.To what extent the TA Phase II programme progressed in the Family Life Education (FLE) that contributes to the overall programme goal and mid-term results related to SRHR?

4.To what extent have TA Phase II programme supported interventions contributed to a sustained increase in the use of demographic and socio-economic information and data by national authorities and external stakeholders in the development and implementation of plans, programmes and policies to improve access to SRH services, including in areas associated with gender equality, adolescents and youth, and population dynamics?

5.Has the TA Phase II programme support in gender equality contributed to the empowerment of women and girls and the prevention and response to gender-based violence and harmful practices, especially in crisis-affected settings?

6.To what extent do the interventions from the TA Phase II programme have enhanced community support and social acceptability for sexual and reproductive health and rights (SRHR), particularly in promoting contraceptive use among adolescents, youth, and persons with disabilities (PWD)? What impact have these efforts had on increasing access to affordable, quality SRHR services and information, including rights-based family planning and family life education?

7.To what extent has the programme progressed on crosscutting strategic approaches like integration of SRH services, government-NGO coordination, strengthening capacity of country implementing partners to deliver high quality BCC and FLE; organising and leveraging networks of existing community structures to elevate voice in support of SRHR and FP and accelerating BCC programming through a mix of regional and country level engagement.

Efficiency

1.To what extent has TA Phase II programme used available financial and human resources as well as its technical expertise in an efficient manner to achieve the intended results of its planned programme?

2.To what extent did the intervention mechanisms (financing instruments, human resource policies, rules and procedures, administrative regulatory framework, and timing) foster or hinder the achievement of the programme outputs/results?

3.To what extent has TA Phase II programme disbursed the funds efficiently and in a timely manner as per donor's agreement as well as implementing partners' signed agreements and annual work plans?

Programme Governance including Monitoring and Reporting

This criterion will focus on the programme management and the quality assurance of the work. In particular, it will try to answer the following questions:

1.Is the TA Phase II programme MELA plan framework adequate and fit for purpose? To what extent is it aligned with country M&E processes? Are there any recommended revisions to the MELA plan framework and approach?

2.Do UNFPA and their implementing partners have adequate systems and processes in place to monitor, track, capture and report on the extent to which interventions/milestones and outputs are contributing to the achievement of outcomes and impacts?

3.Are the governance arrangements appropriate and sufficient? Have agreed Transformative Agenda governance arrangements been adhered to and are they proving appropriate for overseeing the programme, responding to lessons learned and managing risks?

4.What are the strengths and weaknesses of TA phase II programme including UNFPA PSRO's designing, planning, management, implementation, risk management and reporting processes for the Transformative Agenda? How could they be improved in case this is needed?

7.MTR Team Setup and Structure

To ensure a smooth undertaking of the planned MTR, a team will be recruited to commence and conduct the MTR within the proposed timeline in 8 MTR Timeline. The MTR will be led by International Consultant as below::

7.1.MTR Team Leader/Technical Adviser (TL/TA) (International)

The TL/TA will be responsible for the entire MTR exercise and will work as technical adviser in SRH thematic area who will lead the MTR different phases and tasks including the MTR methodology design, data collection, analysis and interpretation as well as the MTR reports drafting and finalization. In particular, he/she will commence the following:

The International Consultant will be the MTR Team Leader (TL) as well as a Technical Adviser who has the overall responsibility for leading, managing and delivering the full MTR. This will be through addressing TA II programme thematic components/interventions outlined in its programme document, the results framework along with overall MTR consultancy ToR. In addition to assessing programme coordination and assistance through the lens of effectiveness and efficiency. Specifically, this consultancy includes the following tasks as per the MTR Terms of Reference:

- Leads and oversees the MTR entire team (4 national consultants) and guides it within the context of the MTR scope of work, planned milestones and tasks as well as assigns and designates each national consultant his/her responsibilities and duties within a well-developed action plan for each consultant.
- Undertakes a literature review for all essential and key documents of the TA phase II programme provided by UNFPA, in particular TA team.
- Creates and develops the Evaluation Plan, including the evaluation methodology, and incorporates feedback from DFAT and other partners as necessary.
- Manages the Mid-Term Review (MTR) process to effectively leverage the team's expertise to achieve MTR objectives.
- Directs and manages review activities, representing the review team as needed.
- Facilitates remote interviews and consultations with stakeholders in the TA 9 countries using web-based platforms and innovative tools, in close collaboration with national consultants.
- Leads and facilitates team discussions and reflections, ensuring the MTR team receives regular updates.
- Collaborates closely with national consultants to identify key stakeholders for consultations and schedule of the interviews.
- Ensures the MTR aligns with DFAT policies and guidelines, including M&E standards and the Terms of Reference requirements.
- Gathers, synthesizes, and analyzes all primary and secondary data needed for the MTR.
- Develops all key deliverables, managing revisions, quality assurance, and finalization processes.

Duration and working schedule:

8. MTR timeline

1	Initiation Phase				25
1.1	ToR Drafting	M&E	12/24/24	12/31/24	5
Seasons Holidays					
1.2	ToR Approval (UNFPA and DFAT)	DD/DFAT	2/1/25	2/15/25	14
1.3	Initiating of the recruitment	DD/IPC/M&E	2/15/25	2/18/25	3
1.4	Division of Labor (Responsibilities)	IPC/M&E	2/18/25	2/21/25	3
2	Conception/Inception Phase				20
2.1	MTR Inception Report Drafting (including final work plan, methodology and tools)	Team	3/10/25	3/24/25	14
2.2	Inception Report Submission	Team	4/24/25	4/30/25	6
2.3	Final Inception Report Submission	Team	5/1/25	5/1/25	0
3	Data Collection Phase				30
3.1	Filed and Desk data collection	Team	5/5/25	5/25/25	20

	3.2	Compilation of data and information	Team	5/25/25	6/5/25	10
	4	Data Analysis				25
	4.1	Qualitative and Quantitative Data Analysis	Team	6/5/25	6/20/25	15
	4.2	Final analysis and findings	Team	6/20/25	6/30/25	10
	5	MTR Final Report				20
	4.1	Final Report Drafting	Team	6/30/25	7/10/25	10
	4.2	Final report zero draft submission	Team	7/10/25	7/10/25	0
	4.3	Final report adjustment	Team	7/20/25	7/31/25	10
	4.4	Final Report Submission	Team	8/1/25	8/1/25	0
						120

Place where services are to be delivered: The consultancy will be undertaken by the international consultant/team leader as well as the national consultant in the TA II countries as mentioned and stated in the geographical focus under 5.
Scope of review: Geographical Focus: The nine Pacific countries involved in the programme: Fiji, Kiribati, Federated States of Micronesia, Nauru, Marshall Islands, Samoa, Solomon Islands, Tonga, and Vanuatu.

Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.): The level of effort is estimated at maximum 60 working days within the timeframe April-August 2025.
 The consultant(s) will be responsible for delivering in both electronic and hard copy:

- An Inception Report detailing the proposed methodology, timeline, and tools. April 2025.
- A Zero Draft Mid-Term Review Report highlighting findings, analyses, and recommendations. June 2025
- A Presentation document of the main preliminary findings along with the methodology applied. July 2025
- A Final Mid-Term Review Report incorporating feedback from stakeholders. August 2025

Monitoring and progress control, including reporting requirements, periodicity format and deadline: The consultancy implementation and progress monitoring will be undertaken by the TA M&E Specialist along with the oversight by the IPC and TA team. This includes the following:

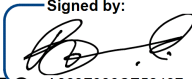
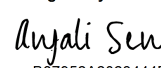
1. Fortnight regular meetings with the TA IPC, M&E Specialist and head of offices for on ground progress update by the consultancy team.
2. Monthly review meeting with TA team regarding the overall MTR progress.
3. Kick of meeting with the evaluation reference group (ERG) for guidance.

Supervisory arrangements: **MTR Governance and Oversight (Supervision, Monitoring and Reporting)**
 As per the UNFPA Evaluation Handbook, Guideline and Policy 2019 and 2024 the MTR will be managed and oversighted at two levels:

1.UNFPA PSRO International Programme Coordinator:
 The review will be overseen by the TA International Programme Coordinator (IPC) who will provide guidance to M&E Specialist as well as the MTR team leader and the national consultants. The TA IPC will regularly update PSRO senior management as well as DFAT of the MTR progress in the implementation.

2. TA M&E Specialist:
 The MTR consulting team will be directly supervised by the TA Monitoring and Evaluation (M&E) Specialist, who will ensure the review aligns with programme objectives and stakeholder expectations. He will provide regular updates to the IPC and the TA team of the MTR on-going implementation.

	<p>While the MTR oversight will be done by IPC and the direct supervision by the M&E Specialist, the TA team along with Thematic Leads (SRH, A&Y, PD, Humanitarian and Gender) will provide technical support and insights to the MTR exercise during the implementation as well as the review of the MTR drafts, reports and preliminary and final findings.</p> <p>On the other hand, the MTR will have a higher level of oversight and governance by the Evaluation/MTR Reference Group (ERG) that will be put in place and tasked to provide guidance and constructive feedback on different products of the review, hence contributing to both the quality and credibility of the exercise. Throughout the process of the review, the ERG will be invited to discuss and comment on notes and reports produced by the MTR team.</p> <p>The ERG will be formulated from the following members and entities:</p> <ul style="list-style-type: none"> • Department of Foreign Affairs and Trade (DFAT) • UNFPA Regional Monitoring and Evaluation Adviser- Asia and Pacific Regional Office (APRO) • Deputy Director- PSRO • TA II Programme International Programme Coordinator (IPC)- UNFPA PSRO • National Line Ministry/ies of the Pacific Region • 1-2 UN sister agencies (UNICEF and WHO) • Regional Technical Implementing Partner(s) <p>Members of the ERG are also expected to facilitate the evaluation team's access to sources of information and documentation on the activities under evaluation.</p>						
<p>Expected travel:</p>	<p>Travel is expected under this consultancy</p>						
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>MTR Team Leader/Technical Adviser (TL/TA) (International)</p> <ul style="list-style-type: none"> • Minimum of Master's degree in Public Health, Demography, Social Sciences, Development Studies or a related field. • Minimum of 10 years professional experience in conducting/managing programme evaluations in the field of international development and/or humanitarian action. • Extensive previous experience in leading and conducting complex evaluations and reviews, especially evaluations commissioned by international organizations or development agencies. • Thematic expertise in one of the UNFPA mandate areas (SRHR, population and development, adolescents and youth or gender equality). • Excellent analytical, writing and communication skills. • Leadership and good management skills. • Experience in gender mainstreaming and management of cross-cutting themes. • Familiarity with the UNFPA work will be an added advantage. • Experience of similar exercises in development as well as humanitarian crisis situations, in particular a good experience and knowledge of the Pacific Islands Countries and Territories (PICTs). • Previous experience in conducting evaluations or reviews with UNFPA offices will be considered an asset. • Development sector background. • Ability to work with a multi-cultural and multi-disciplinary team of experts. • Excellent problem identification and solving skills. • Excellent written and spoken English. Knowledge of the Pacific languages is an asset. 						
<p>Payment Schedule</p>	<p>UNFPA will pay the consultant based on the deliverables submission and approval by the TA M&E Specialist based on the endorsement of the TA International Programme Coordinator. The payment installment are as below:</p> <table border="1" data-bbox="616 1883 1485 2114"> <thead> <tr> <th data-bbox="616 1883 1206 1935">Deliverables</th> <th data-bbox="1206 1883 1485 1935">% of Payment</th> </tr> </thead> <tbody> <tr> <td data-bbox="616 1935 1206 2058">Approval of the Inception Report detailing the proposed methodology, timeline, and tools. April 2025.</td> <td data-bbox="1206 1935 1485 2058">30%</td> </tr> <tr> <td data-bbox="616 2058 1206 2114">A Zero Draft Mid-Term Review Report</td> <td data-bbox="1206 2058 1485 2114">40%</td> </tr> </tbody> </table>	Deliverables	% of Payment	Approval of the Inception Report detailing the proposed methodology, timeline, and tools. April 2025.	30%	A Zero Draft Mid-Term Review Report	40%
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	<p>highlighting findings, analyses, and recommendations. June 2025</p>	
	<p>A Final Mid-Term Review Report incorporating feedback from stakeholders. August 2025</p>	<p>30%</p>
		<p>100%</p>
	<p>For the Application Requirements:</p> <p>Interested individual potential candidates must submit the following documents and information to demonstrate their experiences and qualifications:</p> <ol style="list-style-type: none"> 1. Detailed personal Curriculum Vitae including the relevant and past experience in similar domain and scope of work, including at least 3 references. 2. A cover letter that articulates why he/she is the most suitable candidate for this assignment. 3. All payments will be based upon outputs, i.e. upon satisfactory delivery of the services specified in the Terms of Reference and signed off from the MTR Manager. 4. Previous work samples (at least 2 work samples) related to the consultancy scope of work, ideally evaluation reports. 	
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>UNFPA PSRO represented by TA team at different country offices will support the MTR team Leader/International consultant and the national consultants regarding the following:</p> <ol style="list-style-type: none"> 1. TA II programme documents, reports and information cover the review period (May 2023- April 2025). 2. Administrative and logistical support including the communication with countries and partners.. 3. The consultant will use their own laptop. 	
<p>Other relevant information or special conditions, if any:</p>	<p>SRP07SRH/PROGHRSUPTTASRO/AUB35/PU0074</p>	
<p>Signature of Requesting Officer in Hiring Office :Haider Rasheed_ TA M&E Specialist-PSRO</p> <p>Brian Kironde- TA International Programme Coordinator-PSRO</p> <p>Dr. Mateen Shaheen- Deputy Director/ Deputy Representative-PSRO</p> <p>Anajali Sen- Director/ Representative- PSRO</p>	<p>Signed by:</p>  <p>A863F986CE52497...</p> <p>Signed by:</p>  <p>10-Feb-2025</p> <p>B87952A2023444B...</p>	<p>DocuSigned by:</p> <p><i>Haider Rasheed</i> Feb-2025</p> <p>273B99C26D044D2...</p> <p>Signed by:</p> <p><i>Mateen Shaheen</i></p> <p>3F3F62F229FD418...</p>