

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

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Hiring Office:	Pacific Sub-regional Office																
Purpose of consultancy:	<p>UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. The UNFPA PSRO Sixth Pacific Sub-Regional Programme (SRP 6) (2018-2022) is now in its final year of implementation through annual work plans with national government partners and regional/global partners. A key component to support the implementation of the SRP 6, is the “Transformative Agenda for Women, Adolescents and Youth in the Pacific: Towards Zero Unmet Need for Family Planning” program funded by the Government of Australia (DFAT) implemented in Fiji, Kiribati, Samoa, Solomon Islands, Tonga and Vanuatu (AUD \$30 million).</p> <p>The Transformative Agenda (TA) programme is in its last year of implementation. Through approximately 25 government and non-governmental partners both at national and regional level, the programme focuses on three main outcomes:</p> <ol style="list-style-type: none"> 1. Increased and improved supply of integrated sexual and reproductive health (SRH) information and services, particularly for family planning 2. Increased demand for integrated SRH information and services, particularly for family planning 3. More conducive and supportive environment for people to access and benefit from quality SRH, especially contraceptive choice <p>UNFPA PSRO is seeking the services of an experienced evaluator to conduct a final evaluation of the TA. It is a requirement to commission the programme's final evaluation to an external evaluator to ensure impartiality and objectivity. The aim of the final evaluation is to understand and document the main results and changes brought on by the programme in the lives of women, girls and boys. This will inform UNFPA on key impact areas and support in understanding improvement needs for second phase of the TA.</p>																
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Under the supervision of the International Programmes Coordinator, the evaluation will cover the following six Pacific Island countries where UNFPA implemented the TA programme: Fiji, Kiribati, Samoa, Solomon Islands, Tonga and Vanuatu and will include the following TA outcomes:</p> <ol style="list-style-type: none"> 1. Increased and improved supply of integrated SRH information and services, particularly for FP 2. Increased demand for integrated SRH information and services, particularly for FP 3. More conducive and supportive environment for people to access and benefit from quality SRH, especially contraceptive choice <p>In addition, the evaluation will evaluate the TA's performance in advancing cover cross-cutting issues, such as human rights; gender equality; youth friendly, and disability inclusion; and transversal functions, such as coordination; monitoring and evaluation (M&E); innovation; communications; strategic partnerships, etc.</p> <p>Expected deliverables:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="padding: 2px;">Design report draft</td> <td style="padding: 2px;">September 2, 2022</td> </tr> <tr> <td style="padding: 2px;">Final design report</td> <td style="padding: 2px;">September 21, 2022</td> </tr> <tr> <td style="padding: 2px;">PowerPoint presentation of the design report</td> <td style="padding: 2px;">November 10, 2022</td> </tr> <tr> <td style="padding: 2px;">Debrief to key stakeholders to present emerging findings and preliminary conclusions after data collection (including PowerPoint presentation for debriefing meeting with PSRO, DFAT and the ERG)</td> <td style="padding: 2px;">November 11, 2022</td> </tr> <tr> <td style="padding: 2px;">Evaluation report draft</td> <td style="padding: 2px;">December 2, 2022</td> </tr> <tr> <td style="padding: 2px;">Final evaluation report</td> <td style="padding: 2px;">December 14, 2022</td> </tr> <tr> <td style="padding: 2px;">Presentation on the evaluation results</td> <td style="padding: 2px;">December 16, 2022</td> </tr> <tr> <td style="padding: 2px;">Evaluation brief</td> <td style="padding: 2px;">December 23, 2022</td> </tr> </tbody> </table>	Design report draft	September 2, 2022	Final design report	September 21, 2022	PowerPoint presentation of the design report	November 10, 2022	Debrief to key stakeholders to present emerging findings and preliminary conclusions after data collection (including PowerPoint presentation for debriefing meeting with PSRO, DFAT and the ERG)	November 11, 2022	Evaluation report draft	December 2, 2022	Final evaluation report	December 14, 2022	Presentation on the evaluation results	December 16, 2022	Evaluation brief	December 23, 2022
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Duration and working schedule:	The consultancy will be for 77.5 days, effective 29 August to 21 December 2022.																																																																			
Place where services are to be delivered:	Remotely with travel throughout the region, including Fiji and two/three other TA countries (TBD).																																																																			
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>The consultant will work under the overall guidance of the International Programme Coordinator in Suva.</p> <p>The following are the main deliverables and dates, which will all be delivered in electronic format:</p> <table border="1"> <thead> <tr> <th>Main activities</th> <th># of days</th> <th>Indicative deadlines</th> </tr> </thead> <tbody> <tr> <td>Evaluation kick-off meeting between the evaluator and UNFPA</td> <td>1</td> <td>Monday, 29 August 2022</td> </tr> <tr> <td>Desk review of background information and documentation on the country contexts and the TA programme</td> <td>4</td> <td>Friday, 2 September 2022</td> </tr> <tr> <td>Drafting of the design report (incl. approach and methodology, theory of change, evaluation questions, <u>duly completed evaluation matrix</u>, final stakeholder map and sampling strategy, evaluation work plan and agenda for the field phase)</td> <td>5</td> <td>Friday, 9 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	Dissemination Phase		
	Development of the presentation on the evaluation results	2	Friday, 16 December 2022
	Development of the evaluation brief by the evaluator	5	Friday, 23 December 2022
	Subtotal		
	Total	77.5	
	<p>[1] Only includes evaluator's activities and excludes number of days by UNFPA and ERG to review the deliverables highlighted in grey</p> <p>These deliverables will be certified by the International Programme Coordinator.</p>		
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant will work under the overall guidance of the International Programme Coordinator in Suva and supported by the Monitoring and Evaluation Specialist through consultant twice a week or as required throughout the duration of the evaluation. These meetings will allow the Monitoring and Evaluation Specialist to provide support/guidance, and monitor and document progress.		
Supervisory arrangements:	Supervised directly by International Programme Coordinator, in coordination with the Monitoring and Evaluation team		
Expected travel:	Five weeks including two visits to Fiji and two/three to other TA countries. UNFPA will cover travel costs for the consultant.		
Required expertise, qualifications and competencies, including language requirements:	<p>The competencies, skills and experience of the evaluation consultant should include:</p> <ul style="list-style-type: none"> • Master's degree in public health, social sciences, demography or population studies, statistics, development studies or a related field. • 10 years of experience in conducting or managing evaluations in the field of international development, • Extensive experience in leading complex evaluations commissioned by United Nations organizations and/or other international organizations and NGOs. • Demonstrated expertise in one of the thematic areas of the Transformative Agenda programme covered by the evaluation • In-depth knowledge of theory-based evaluation approaches and ability to apply both qualitative and quantitative data collection methods and to uphold high quality standards for evaluation as defined by UNFPA and UNEG. • Ability to ensure ethics and integrity of the evaluation process, including confidentiality and the principle of do no harm. • Ability to consistently integrate human rights and gender perspectives, and youth and disability inclusion in all phases of the evaluation process. • Excellent management and leadership skills • Excellent ability to analyze and synthesize large volumes of data and information from diverse sources. • Excellent interpersonal and communication skills (written and spoken). • Work experience in/good knowledge of the region and the national development context of Pacific Island countries and territories. • Fluent in written and spoken English. 		
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<p>The consultant will work remotely and is required to use her/his own equipment necessary to carry out the duties.</p> <p>The support services provided by UNFPA to the consultant will include:</p> <ul style="list-style-type: none"> • Providing all relevant documentation • Assistance organising meetings, interviews and other processes to share and/or collect information and data • Assistance booking flights • In-country transport to conduct interviews (?) 		

Other relevant information or special conditions, if any:	Any travel will depend on travel restrictions due to Covid-19 and visa requirements
<p data-bbox="108 331 1204 398">Signature of Requesting Officer in Hiring Office: Kathy Taylor, International Programme Coordinator, Date: August 05, 2022</p> <p data-bbox="108 430 853 526">Approved by: Saira Shameem, Deputy Director and Officer-in-charge Date: August 05, 2022</p> <p data-bbox="853 362 1085 459"><small>DocuSigned by:</small> <i>Saira Shameem</i> <small>E1D4609A9765478...</small></p> <p data-bbox="1209 286 1420 347"><i>Kathy Taylor</i></p>	