

Signature

Date

Approved by:

Kaori Ishikawa, Head of Office

Reviewed by:

Iliza A, Assistant Representative

Jan 20, 2021

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**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT
(NATIONAL)
FOR THE EVALUATION OF THE UNFPA'S
6TH COUNTRY PROGRAMME OF ASSISTANCE
TO THE GOVERNMENT OF MONGOLIA 2017-2021**

| TERMS OF REFERENCE (to be completed by Hiring Office) | |
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| Hiring Office | UNFPA Mongolia country office |
| Consultancy remuneration fee range | Consultancy remuneration fee will be determined in accordance with UNFPA policies and procedures. |
| Purpose of consultancy | <p>The consultant (Interpreter/Assistant) will take role as a member of an evaluation team who will undertake the “Evaluation of the UNFPA’s 6th Country Programme of Assistance to the Government of Mongolia 2017-2021” (CPE) under the guidance of Team leader (International consultant).</p> <p>The overall objectives of the CPE are to:</p> <ul style="list-style-type: none"> (i) enhancing the accountability of UNFPA for the relevance and performance of its CP and (ii) broadening the evidence base for the design of forthcoming cycle. <p>The specific objectives are to:</p> <ul style="list-style-type: none"> • Provide an independent assessment of the relevance, effectiveness, efficiency and sustainability of UNFPA support and progress towards the expected outputs and outcomes set forth in the results framework of the CP, • Provide an assessment of the role played by the UNFPA CO in the coordination mechanisms of the United Nations Country Team (UNCT), development and national partners, with a view to enhancing the United Nations collective contribution to national development results as well as its ability to respond to national priority needs, while adding value to the country needs, and • Draw key lessons from past and current cooperation and provide a set of clear and forward-looking options leading to strategic and actionable recommendations in light of SDG 2030 agenda for the next programming cycle. |
| Scope of work <i>(Description of services,</i> | <p>Background: UNFPA Mongolia is currently implementing its 6th country programme 2017-2021 (CP6) as per the UNDAF 2017-2021. The programme is in alignment with Mongolia’s Sustainable Development Vision (SDV) 2016-2030, and contributes to</p> |

activities, or outputs)

the two outcomes of the UNFPA Strategic Plans (SP) 2014-2017 and 2018-2021, utilizing the business model of policy and advocacy for a pink country based on evidence and international knowledge. CP6 aims at achieving the following results:

- **SP Outcome 2:** Increased priority on adolescents, especially on very young adolescent girls in national development policies and programmes, particularly increased availability of comprehensive sexuality education and sexual and reproductive health.
 - ✓ CPD Output 1: Enabling policy and regulatory environment is enhanced for adolescents and youth to benefit from quality sexual and reproductive health services.
 - ✓ CPD Output 2: Policy environment is improved for the design and implementation of life skills education and comprehensive sexuality education programmes based on human rights and gender equality.
 - ✓ CPD Output 3: National platforms for youth participation are strengthened and expanded to ensure the voice of adolescents and youth, especially girls, in national laws, policies and programmes.
- **SP Outcome 3:** Advanced gender equality, women's and girls' empowerment, and reproductive rights, including for the most vulnerable and marginalized women, adolescents and youth.
 - ✓ CPD Output 4: National protection systems are strengthened to address violence against women and girls realizing their sexual and reproductive health and rights, including humanitarian settings.
 - ✓ CPD Output 5: Multisectoral coordination and response are enhanced to prevent and respond to violence against women and girls.

Scope of work:

The evaluation will cover the following two programmatic areas: Adolescent and Youth Sexual and Reproductive Health and Rights and Gender Equality with specific focus on Gender based violence (GBV). Moreover, the evaluation will cover all programmatic interventions planned and implemented during the period from January 2017 to April 2020. Cross-cutting areas such as partnership, resource mobilization and CP communication and advocacy interventions will be covered. The CPD6 has been implemented at the national level, however, individual projects have had specific geographic focus. For example: Telemedicine project on Maternal and Child Health covered all 21 provinces while Integrated Support Programme had specific focus in Umnugobi province. Gender based project has been implemented in 7 provinces and 2 districts of Ulaanbaatar city. The evaluation will cover the national and sub-national levels (provincial and districts). Therefore, at least 2 provinces and one district of Ulaanbaatar will be selected to measure the extent of implementation of the CPD6 at the sub-national level. Sites will be selected based on the discussion with Evaluation team members.

The evaluation will unfold in phases that are outlined below:

1. Design phase

- Conduct desk review of all relevant documents available at UNFPA headquarters, regional office and country office levels regarding the country programme for the period under assessment: 2017-2020
- Develop a stakeholder map – The evaluation team will prepare a map of stakeholders relevant to the evaluation and strength of relationship to programme. The mapping exercise will include state, civil-society stakeholders and other development actors including, sister UN agencies and bilateral donors;

- Review the programme Theory of Change (TOC) – revisit the existing TOC that links planned activities to the intended results of the programme;
- Develop the evaluation matrix – finalize the evaluation questions, identify related assumptions and indicators to be assessed, and data sources (see CPE Handbook);
- Develop a data collection and analysis strategy including all data collection tools and protocols as well as a concrete work plan for the field phase, including division of labor;
- Specify limitations and challenges expected to conduct the evaluation and any mitigation efforts to be taken to overcome these.
- Share with ERG for discussion and finalization of the design report addressing all comments received.
- Clearance of the design report by the Regional M&E Advisor and CO Approval of the design report.

At this stage, the evaluators gain an in-depth understanding of both the UNFPA CP and the country context. Evaluation questions are selected and adapted and the most appropriate method of data collection and analysis are proposed. From a sampling framework of comprehensive stakeholder’s map, the evaluators select a sample of stakeholders to interview during the field phase. The methodological approach to sampling will also be described.


At the end of the design phase, the evaluation team will produce a design report, that will outline the detailed evaluation methodology, criteria, timeframes and the structure of the final report. The design report must include the evaluation matrix, stakeholders map, final evaluation questions and indicators, evaluation methods to be used, information sources, approach to and tools for data collection and analysis, calendar work plan, including selection of field sites to be visited – prepared in accordance with the UNFPA Evaluation Handbook “How to Design and Conduct a Country Programme Evaluation”. The design report should also present the programme intervention cause-and-effect logic linking actual needs, inputs, activities, outputs and outcomes of the programme. The design report needs to be reviewed by the evaluation manager and approved by the Regional M&E advisor before the evaluation field phase commences. With the assistance of the evaluation manager, the evaluators perform these tasks in close cooperation with the UNFPA CO personnel, particularly with a view to: (i) refining the evaluation questions; (ii) consolidating the stakeholders mapping; and (iii) identifying additional documentation.

2. Field phase

After the design phase, the evaluation team will undertake a three-week collection and analysis of the data required in order to answer the evaluation questions final list consolidated at the design phase. The Country Evaluation Team will collect primary data through individual interviews, group discussions and focus group discussions, and by way of consulting additional documentation. Team will also collect secondary data during the field phase. Towards the end of the field phase, the evaluators analyze and triangulate the collected data and produce a set of preliminary findings, complimented by tentative conclusions and emerging, preliminary recommendations. These provisional evaluation results are presented to the Evaluation Reference Group and the CO staff during a debriefing meeting to be scheduled at the end of the field phase.

3. Reporting phase

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| | <p>During this phase, the Evaluation Team will continue the analytical work initiated during the field phase, taking into account comments made by the CO staff, partners and Evaluation Reference Group under the leadership of the Evaluation Team Leader.</p> <p>The evaluators submit a draft final evaluation report to the evaluation manager. The evaluation manager reviews and quality assures draft report; the criteria outlined in the “Evaluation Quality Assessment Grid” will be used to quality assure the report. Upon evaluation manager’s consideration of the draft evaluation report being of adequate quality, the report is shared with the ERG for comments while respecting the independence of the evaluation team in expressing its judgement. Based on the evaluation manager and the reference group’s comments, including comments from the regional M&E adviser, the evaluators proceed with the production of the final evaluation report.</p> <p>The final report will be cleared by the CO and submitted to the Regional M&E Advisor for approval. The quality of the report will be assessed based on the criteria set out in the Evaluation Quality Assessment grid of the Evaluation Handbook (Annex 6) by the Regional M&E Advisor. Once accepted, the Regional M&E Advisor will submit the final report to EO to conduct the external quality assessment of the evaluation report.</p> | | | | | | | | | | | | | | | | | | |
| Duration and working schedule | The consultant is expected to work full time for 50 working days (1 working day is ~8 hours). Local travel on weekend will not add to working days. A detailed work plan with time-bound deliverables will be developed and agreed during the contracting process. | | | | | | | | | | | | | | | | | | |
| Place where services are to be delivered | The consultant will be stationed at UNFPA Mongolia Country office along with one international and three national consultants that will be hired for duration of the contract. National consultants will take part in the data collection and analysis work during the design and field phases. | | | | | | | | | | | | | | | | | | |
| Delivery dates and how work will be delivered | <p>The evaluation will start in the first week of April, 2020, and continues for 50 working days. The selected consultant will be responsible for:</p> <ul style="list-style-type: none"> ▪ Assist the team leader with interpretation during the field phase for conducting group/individual meetings and focus group discussions with beneficiaries ▪ Assist with translation of written documents. ▪ Assist the evaluation team with general administrative/logistic work, including scheduling meetings, interviews; ▪ Organize evaluation team meetings as guided by the evaluation team leader when required. <table border="1" data-bbox="448 1588 1410 2022"> <tr> <td colspan="2">1. Design phase</td> </tr> <tr> <td>Draft design report</td> <td>April 6, 2020</td> </tr> <tr> <td>Final design report</td> <td>April 17, 2020</td> </tr> <tr> <td colspan="2">2. Field phase</td> </tr> <tr> <td colspan="2">April 20 to May 8, 2020</td> </tr> <tr> <td colspan="2">3. Synthesis phase</td> </tr> <tr> <td>1st draft final report</td> <td>June 8, 2020</td> </tr> <tr> <td>Stakeholder workshop (a half-day meeting in Ulaanbaatar), the exact day to be confirmed</td> <td>June 10, 2020</td> </tr> <tr> <td>2nd draft report for final review and endorsement by APRO</td> <td>June 30, 2020</td> </tr> </table> | 1. Design phase | | Draft design report | April 6, 2020 | Final design report | April 17, 2020 | 2. Field phase | | April 20 to May 8, 2020 | | 3. Synthesis phase | | 1st draft final report | June 8, 2020 | Stakeholder workshop (a half-day meeting in Ulaanbaatar), the exact day to be confirmed | June 10, 2020 | 2 nd draft report for final review and endorsement by APRO | June 30, 2020 |
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| Monitoring and progress control, including reporting requirements, format and deadline | The consultant will work closely with the UNFPA Assistant Representative. The reporting requirements, formats and deadlines will be confirmed during the first briefing session. |
| Supervisory arrangements | The overall supervision for the consultant will be provided by UNFPA Assistant Representative. |
| Expected travel | Travel within the city will be required to meet with key stakeholders, such as government, ministries, hospitals, outpatient clinics, academic institutions, accreditation authorities and other relevant organizations. At least two project sites at provincial level are expected to be visited, and travel may happen during weekend. |
| Required expertise, qualifications and competencies, including language requirements | Requirements: <ul style="list-style-type: none"> ▪ Bachelor's degree in social sciences, business administration or any other relevant areas; ▪ At least 4 years of experience in interpretation/translation in the development field; ▪ Profound knowledge of English and skills of written and oral translation to and from Mongolian language; ▪ Experience with results based programme management terminology in English and Mongolian languages; ▪ Relevant knowledge and experiences in national development context; ▪ Experience in administrative support. |
| Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable | UNFPA will facilitate logistical support (e.g. site visit arrangements or local travel) for the consultant. The selected consultant will work closely with one international and 3 national consultants who will be hired during the contract period and other relevant technical staff of the UNFPA country office and focal points from the project-implementing partners. |
| Other relevant information or special conditions, if any | The consultancy will be covered by a Special Service Contract under the UNFPA terms and conditions for individual consultant. UNFPA will pay consultancy fees according to UNFPA's policies and procedures. |
| Signature of Requesting Officer in Hiring Office: |  28 Jan 2020 |
| Date: | |

