

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

International consultant

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	United Nations Population Fund (UNFPA) Country Office, Mongolia.
Purpose and background of consultancy:	To lead an evaluation team for conducting an independent evaluation of the UNFPA project “Combating GBV in Mongolia” Phase 2.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The UNFPA Mongolia Country Office is planning to conduct an independent evaluation of its project “<i>Combating gender-based violence in Mongolia</i>” Phase 2.</p> <p>The project is supported financially by the Swiss Agency for Development and Cooperation (SDC) and UNFPA CO, and has been jointly implemented by the Government of Mongolia and UNFPA CO.</p> <p>The evaluation is aimed at generating a set of knowledge on successes, challenges, and lessons learned to be shared with the Government to ensure the continuity, sustainability, institutionalization, and the Government ownership of the interventions and initiatives by the project and replication in other areas. It also aims to identify the gaps to fill the future investments in the area.</p> <p>The evaluation will be an external, independent exercise undertaken by a consultancy team consisted of international and national consultants, a translator and managed by the UNFPA Country Office.</p> <p>The work of the evaluation team will be guided by the Norms and Standards established by the United Nations Evaluation Group (UNEG). The evaluation team members will adhere to the Ethical Guidelines for Evaluators in the UN system and the Code of Conduct, also established by UNEG.</p> <p>The primary users of evaluation will be decision-makers in UNFPA, counterparts in the Government of Mongolia, and SDC. Additionally, the results of the evaluation will be used by the implementing partners who directly have implemented the project as well as the potential donors who are interested in investing in GBV prevention and response in Mongolia.</p> <p>As such, UNFPA is looking for an experienced international individual consultant who will lead the evaluation of the CGBV project.</p> <p>Given the full phase-out of SDC from Mongolia in 2024, the evaluation should provide findings and recommendations targeting mainly the Mongolian State authorities and other stakeholders, as well as UNFPA. Recommendations aiming at improving the remaining time of the project are also welcomed.</p> <p>The international consultant will be provided with the support of national consultant, translator and UNFPA Mongolia CO.</p> <p>The consultant will follow the approved ToR for the end-evaluation and carry the following specific responsibilities:</p> <ul style="list-style-type: none"> • The consultant will work as a team lead for the evaluation process with supervising a national consultant for the evaluation and a translator those to be hired by UNFPA

	<ul style="list-style-type: none"> • The consultant will be responsible to develop the assessment methodology and the tools for the data collection for the evaluation process, including the process of validating the proposed methodology with key stakeholders with the final approval of UNFPA Mongolia; • The consultant will lead and monitor the data collection (both secondary and primary), and conduct the in-depth analysis of the data and the finalization of the key findings in accordance with the agreed methodology. • The consultant will be responsible for the process of comprehensive analysis of eGBV database and include findings and recommendations in the final report; • The consultant will be responsible to develop the end Evaluation Report; • The consultant will present key findings to UNFPA and stakeholders during the validation workshop, and incorporate the feedback received into the final report; • To develop the final report and submit to the UNFPA
Duration and working schedule:	The international consultant is expected to work for 42 working days in total throughout October 2022 to January 2023.
Place where services are to be delivered:	The consultant will work from his/her own place and a travel to Mongolia during the field phase is expected. The duration of the travel is anticipated to be 1- 2 weeks as the exact duration shall be agreed during the inception phase. UNFPA will be responsible for the logistic arrangement and the cost of the travel including DSA and transportation cost will be provided by UNFPA to the consultant in accordance with its travel policy.
Deliverables and due dates	The consultant will complete and submit required following deliverables within the scheduled deadline. Hereto: <ul style="list-style-type: none"> - To finalize the Methodology and tools for data collection by 24 October 2022; - To travel to Mongolia in November, 2022; - To complete the data collection by 30 November 2022; - To complete the data analysis of eGBV database by 23 December 2022; - To develop the Evaluation Report and present the key findings by 13 January 2023; - To present the report to UNFPA and stakeholders during the validation workshop in 3rd week of January 2023 - To incorporate UNFPA and stakeholders' comment into the report and finalize the Evaluation Report by 1st week of February 2023.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant should work in close consultation with the Gender team of UNFPA Mongolia CO and provide regular written (an email) progress update when requested. UNFPA CO has the right to request additional information regarding the assignment of the consultant.
Supervisory arrangements:	The consultant shall work under the direct guidance and supervision of the Programme Specialist on Gender Equality and Women's Empowerment of UNFPA Mongolia CO.
Expected travel:	A Travel to Mongolia for 1-2 weeks is expected during the field phase.

<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>Education:</p> <ul style="list-style-type: none"> • At least a Master degree in evaluation, development studies, social science, public health, gender equality and other relevant field of GBV. <p>Experience:</p> <ul style="list-style-type: none"> • At least 10 years of experience in conducting project/programme evaluations, including practical international field experience; • Should have solid knowledge and experience in data analysis, both quantitative and qualitative, especially familiarity with quantitative data analysis methods and proven track record of producing high quality reports; • Extensive work experience in human rights and gender equality, particularly in the GBV field, is desirable; • Experience in working with United Nations and engaging with government and ministries, as well as CSOs, is desirable; • Advanced and demonstrable analytical and writing skills; <p>Required competencies and skills:</p> <ul style="list-style-type: none"> • Exemplifying integrity and accountability; • Demonstrates commitment to human rights and development principles and values; • Excellent communication skills; • Planning, organizing and achieving results Developing and applying professional expertise/business acumen; • Thinking analytically and strategically; • Working in teams/managing ourselves and our relationships; • High level report writing and presenting skill. <p>Language</p> <ul style="list-style-type: none"> • Fluency in English is required for both writing and speaking.
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p>	<ol style="list-style-type: none"> 1. The consultancy service will be governed by UNFPA’s terms and conditions for Individual consultant contract. 2. The price offer is subject to negotiation by UNFPA should it exceed allowed threshold. <p>Schedule of payment:</p> <ol style="list-style-type: none"> 1. 30% of the payment shall be paid upon finalization of methodology of the evaluation and the tools of data collection accepted by UNFPA upon arrival of the consultant in Mongolia; 2. 50% of the payment shall be paid upon acceptance of 1st draft of the end evaluation report and the presentation of the report to the validation workshop; 3. 20% of the payment shall be paid upon submission of the final report accepted by UNFPA. <p>UNFPA reserves the right to withhold up to 30% of the total fee in the case that the deliverables are not submitted on schedule or do not meet the required standard. Copyright and ownership of all documents produced will remain with UNFPA.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>N/A</p>

Annexes:

1. Terms of reference for End-Evaluation of the United Nations Population Fund (UNFPA) Project "Combating gender-based violence in Mongolia" Phase 2 August 2020-July
 2. UNFPA General condition of Individual consultant's contract
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