

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT
Gender expert - National 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 support an international consultant of UNFPA in conducting the end-evaluation of the “Combating GBV in Mongolia” project 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 and 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 national individual consultant who will support 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 welcome.</p> <p>The national consultant will provide support to the international consultant hired by UNFPA Mongolia CO.</p> <p>The consultant will carry out the following specific tasks:</p> <ul style="list-style-type: none"> • The consultant will assist the International consultant in developing the methodology of the evaluation and validation of the methodology with the key stakeholders; • The consultant will conduct desk review, data collection, including meeting with relevant officials from government agencies, NGOs, service providers, beneficiaries and other project implementing partners etc according to the methodology developed by the international consultant and agreed by UNFPA;

	<ul style="list-style-type: none"> • The consultant will assist the International consultant in conducting the analysis of the collected data and preparing the key findings by providing necessary inputs related to the national context; • The consultant will provide the country context in the Evaluation process to the lead technical consultant; • The consultant will support the international consultant in developing the final Evaluation report. • The consultant will support UNFPA CO in organizing a validation workshop for the evaluation. • The consultant will support the international consultant in both oral and written translation in the event of urgency with time constraints and when translator is unavailable.
Duration and working schedule:	The national consultant is expected to work for 50 working days throughout October 2022 to January 2023.
Place where services are to be delivered:	The consultant will work from his/her own place and will travel to countryside during the field phase. UNFPA will be responsible for the logistic arrangement and will cover the cost of the transportation and DSA in accordance with its policy.
Deliverables and due dates	<p>The consultant will complete and submit following deliverables within the specified deadlines. Hereto:</p> <ul style="list-style-type: none"> - Methodology and tools for data collection by 24 October 2022; - Local travel in November, 2022; - Complete the data collection by 30 November 2022; - Support the development of the Evaluation Report and present the key findings by 13 January 2022; - Oversee the translation of the final report by 3rd week of January 2023. - 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 and provide regular written (an email) progress update when necessary. UNFPA CO has a right to request additional information.
Supervisory arrangements:	The consultant shall work under the direct guidance and supervision of the International Consultant and work closely and consult with Programme Specialist on Gender Equality and Women’s Empowerment of UNFPA Mongolia CO whenever needed.
Expected travel:	Local travel of 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 8 years' experience in participating in project/programme monitoring and evaluations, including practical field experience; • Experience in design, implementation, monitoring, and evaluation of projects in gender, GBV area; • Substantial experience in data analysis, both quantitative and qualitative, especially familiarity with quantitative data analysis methods; • Experience in working on human rights and gender equality, particularly in GBV field, is required; • 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; and • Fluency in English and Mongolia (both oral and written) is required. <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 and Mongolia 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 the acceptance of methodology and tools of the evaluation; 2. 50% of the payment shall be paid upon the acceptance of 1st draft of the end evaluation report; 3. 20% of the payment shall be paid upon acceptance of the final report. <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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